The Nutrition Sciences Concentration - Pre Dietetics

History of the Baylor Didactic Program in Dietetics (DPD)
The Baylor University Department of Home Economics was established in 1933 and in 2020 was renamed the Department of Human Sciences and Design (HSD). The Department of Human Sciences and Design offers students majoring in Nutrition Sciences undergraduate curriculum leading to a Bachelor of Science (BS). Baylor University established a dietetics curriculum to meet the academic requirements of the American Dietetic Association during the 1982-83 school year. On March 19, 1984, Baylor University received official approval from ADA for Plan IV program. The first class of dietetics majors graduated from Baylor in May 1984. On April 20, 1991, Baylor University received approval for the Didactic Program in Dietetics, Plan V, from the Council on Education, Division of Education, American Dietetic Associate. During February 2003, A DPD site visit was conducted at Baylor University. During the summer of 2003 the Nutrition Sciences program at Baylor University was granted accreditation by the Commission on Accreditation, and has had an accredited DPD since this time.

Expectations and Benefits of the Baylor DPD Program
The Baylor DPD program welcomes all students who seek training in the field of nutrition and dietetics. Strengths of the Didactic program include small class size, strong science curriculum, close access to faculty, a high pass rate on the R.D. exam and personalized academic advising. The Baylor DPD is a competitive program that has set high standards for our students, and as such has specific guidelines for program entry that are outlined in this document. These standards allow us to produce highly successful graduates, as demonstrated by our high match rate into supervised practice programs. We are dedicated to helping you achieve your academic and professional goals towards becoming a Registered Dietitian Nutritionist.

The curriculum in the Didactic Nutrition Sciences program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The address is: ACEND, 120 Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; (312) 899-0040 ext. 5400.
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Mission statement for the Baylor University Nutrition Sciences Program

The mission of the Nutrition Sciences Didactic Program in Dietetics (DPD) at Baylor University is to provide a high-quality education in a Christian environment, equipping graduates for supervised practice (dietetic internship) leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist (RDN). Graduates will be prepared to use evidence-based practices to help meet the diverse needs of individuals, families, and communities locally and globally.

Goal 1

The Didactic Program in Dietetics at Baylor University will prepare graduates for admission into an ACEND accredited supervised practice program and graduate school by the final semester in the program.

Objectives:
1. Eighty percent of graduates who begin the Didactic program at Baylor University will complete the program requirements within three years (150% of the program length).
2. Seventy-five percent of Baylor University DPD graduates will apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. Seventy-five percent of Baylor University DPD graduates will be admitted into a supervised practice within 12 months of graduation.
4. Seventy-five percent of Dietetic Internship Directors who complete a director survey will evaluate Baylor graduate skills as “satisfactory or excellent” for at least 60% of surveyed skills.
5. The Baylor University DPD program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists will be at least 80%.
6. Seventy-five percent of Baylor DPD graduates who complete an alumni survey will indicate that upon graduation from the Baylor DPD program they felt prepared with adequate nutrition-related knowledge, skills, and competencies in order to qualify for a supervised practice program, graduate school or nutrition-related employment by indicating “agree” or “strongly agree” on the survey.

Goal 2

The Didactic Program in Dietetics at Baylor University will prepare graduates as competent professionals and leaders that use evidence-based guidelines to support the diverse nutritional needs within local and global communities.

Objectives
1. Sixty percent of Baylor graduates who are not currently enrolled in a supervised practice program or graduate school will indicate that they have been employed in a nutrition or dietetics-related job within the last five years.
2. Seventy-five percent of employers surveyed over the last five years will report Baylor DPD graduates as “satisfactory” or “excellent” for at least 9 out of the 14 surveyed skill sets.
3. Twenty -percent of Baylor DPD graduates will be actively involved in a nutrition-related organization at the a local, state, national, or global level within the previous five years from the time of survey.
Non-Discrimination Statements:

Baylor University Diversity and Inclusion
As a leading Christian institution with a strong Baptist identity and heritage that embraces both its global and Texan roots, Baylor University seeks to “educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.” In line with this mission, we seek to embody Christ’s teachings of love and inclusivity across boundaries of racial, ethnic, gender, socio-economic, religious, and other expressions of human difference. Because, at Baylor, “Love thy neighbor” are not just words…they are a way of life.

Disability:
Baylor has a long history of inclusion of students with disabilities. The Office of Access and Learning Accommodation (OALA) creates an encouraging, supportive, and caring environment where students with disabilities feel they are accepted and valued as individuals. This is achieved by showing compassion, patience, and open-mindedness as well as through teaching responsibility. Any student who needs academic accommodations are required to obtain appropriate documentation and information regarding the student’s accommodations from the Office of Access and Learning Accommodation (OALA). Stop by the first floor of Sid Richardson, East Wing in the Paul L. Foster Success Center or call (254) 710-3605 or email OALA@baylor.edu.

Contact the Baylor Office of Equity, Civil Rights, and Title IX for issues with harassment and discrimination: (254) 710-8454 or (254) 710-7100

Student Information

Academic Calendar – visit the BU web page: www.baylor.edu/calendar or the Undergraduate Catalog for important dates including (but not limited to):
- Registration Dates
- First and last days of classes
- Deadline for filing for graduation
- Deadlines for adding/dropping classes
- University holidays
- Commencement

Credit by Exam (CBE) - Current and prospective Baylor students may receive credit for select Baylor courses through the Credit by Examination program. Links to policies and procedures and to the various testing options (AP, CLEP, IB, etc.) are located at: https://www.baylor.edu/studenttesting/index.php?id=965375.
- You must have an official score report sent to Baylor for evaluation of credit.
- For transfer students: credit by exam that you received at a previous institution does not automatically transfer to Baylor. You must have an official score report sent to Baylor for evaluation of credit.
- Policies for Credit by Exam (CBE) can be found at: https://www.baylor.edu/studenttesting/index.php?id=965377

Foreign Language Testing - If a student elects to fulfill the language requirement by continuing language for which credit was earned in high school, advanced placement without credit is optional as described in the degree requirements section of the Undergraduate Catalog.
General University Regulations

Student Classification
The classification of students is determined as follows:

- **FRESHMAN**: Completion of fewer than 30 semester hours.
- **SOPHOMORE**: Completion of 30 semester hours.
- **JUNIOR**: Completion of 60 semester hours.
- **SENIOR**: Completion of 90 semester hours.
- **POSTBACCALAUREATE** or **POSTGRADUATE**: Any person holding a bachelor's degree who is taking work not to be credited toward a graduate degree or for graduate credit. An applicant seeking admission to Baylor as a postbaccalaureate student may seek a second degree only if it is a different degree with a different major from the applicant’s first degree and major.
- **GRADUATE**: Any person holding a bachelor's degree who has been admitted to the Graduate School, who has enrolled in a Graduate Program, and who is taking coursework to be credited toward a graduate degree.

Student Activities - Students desiring to participate in student activities as a member or officer of a student organization or to represent the University in any manner must meet the following requirements:

- Students are required to be registered for and maintain a minimum of twelve (12) semester hours both at the time of election/selection and during the term of office or membership at Baylor University. Only graduating seniors needing fewer than twelve (12) hours for graduation are exempt from this requirement. Baylor students with fewer than twelve (12) semester hours due to an officially recognized (through an academic department) internship or practicum experience may request an exception to this policy from the Director for Student Activities.
- First-semester students are prohibited from joining organizations which utilize a new member education process.
- Baylor University employs a deferred recruitment philosophy for first-year students participating in recruitment, rush, intake processes, new member processes, and/or to be initiated. Requirements for all students wishing to participate in recruitment, rush, intake processes, new member processes, and/or to be initiated include:
  - completing a minimum of 12 earned semester hours in residence at Baylor University,
  - having and maintaining a minimum cumulative grade point average of 2.67,
  - having and maintaining a minimum current grade point average of 2.00.
- New Transfer students may participate in recruitment, rush, intake processes, pledging, new member education and/or be initiated. A student is classified as a transfer if he/she has attended a college during a fall or spring semester after high school graduation, obtained a minimum of 24 transfer hours and a 3.00 cumulative grade point average on all transferable hours. If the only college work completed is dual credit, an entering student is not considered a transfer student.
- Once enrolled at Baylor, a student will always be evaluated on his or her Baylor academic record in order to determine academic eligibility for active membership. Students must have and maintain a cumulative minimum grade point average of 2.33 and a current minimum grade point average of 2.0 in order to maintain active membership.
- In order to hold a leadership position in an organization, a student must have and maintain a cumulative minimum grade point average 2.67 and a current minimum grade point average of 2.0. Leadership positions include any and all membership roles in an organization (executive officers, minor officers, committee chairs, etc.). Organizations may have higher academic standards than Baylor’s.
  - A student may use the summer semester to raise a current grade point average by taking twelve (12) or more semester hours at Baylor or the cumulative grade point average by taking fewer than twelve (12) semester hours at Baylor.
• Students are not eligible to affiliate with a local or national collegiate social/service sorority or fraternity unless the organization is recognized by the University and adheres to university policies. The University will not recognize a local chapter of any group that includes students from other schools.

• Eligibility for participation in intercollegiate athletics is governed by the Big 12 Conference and National Collegiate Athletic Association regulations and not the preceding requirements.

• Graduate students may participate in Baylor University student organizations as long as the organization’s constitution and/or bylaws do not prevent graduate student membership. Graduate students wishing to join an organization must be full-time students as defined by the Graduate School. A graduate student may participate as either a student member of a student organization or as a secondary advisor if he/she serves as a graduate apprentice/assistant and satisfies advisor requirements. Advisor requirements maintain the graduate apprentice/assistant has fully completed all undergraduate requirements, works within the university department for which they sponsored student organization maintains a formal relationship, and has fully completed all of the appropriate training as required by the Department of Student Activities. Graduate apprentices/assistants may attend off-campus and overnight events as a representative of the University but may not approve online event registration requests or t-shirt or product requests, etc. for student organizations. Further, graduate students may participate as either student members of a student organization or as a secondary advisor but not both at the same time.

General Expectations of Baylor Students

Baylor University is governed by a predominantly Baptist Board of Regents and is operated within the Christian-oriented aims and ideals of Baptists. The University is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches. We expect that each Baylor student will conduct himself or herself in accordance with Christian principles as commonly perceived by Texas Baptists. Personal misconduct either on or off the campus by anyone connected with Baylor detracts from the Christian witness Baylor strives to present to the world and hinders full accomplishment of the mission of the University.

Under the Student Conduct Code, all Baylor students are expected to obey the laws of the United States, the State of Texas, and municipalities, or, if studying abroad, the laws of other countries. Students are also expected to obey the rules, regulations, and policies established by Baylor University including those found in the Honor Code which is located at https://www.baylor.edu/risk/doc.php/373324.pdf. These expectations apply to all persons taking courses at or through the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term at the University but who have a continuing relationship with the University or who have been notified of their acceptance for admission will also be held to these standards.

Each student is responsible for learning about and adhering to the Baylor University Student Conduct Code and Honor Code. The Division of Student Life attempts to ensure that the Student Conduct Code and Honor Code are communicated to all students through various means. However, the student is responsible to the University for his or her conduct that violates University policies. The Student Conduct Code and Honor Code apply from the time that a person is notified of his or her acceptance for admission to the University through his or her receipt of a diploma or other credential. Moreover, should a student witness a violation of university policies on the part of other students, the student is responsible for reporting that violation to an appropriate University official.
General Expenses

General expense of attending Baylor is described in the link for Program Cost and Financial Aid available on the front page of the Nutrition Sciences web page at https://www.baylor.edu/hsd/index.php?id=956579.

Estimated costs per semester for tuition and fees can be found on the Baylor Student Financial Services web page at https://www.baylor.edu/sfs/index.php?id=936930 (this includes possible lab fees).

An affordability planner and expense calculator are available at https://www.baylor.edu/estimator/

Additional expenses could involve costs for:
- A lab coat ($20.00)
- Servsafe Manager Certification Online Exam ($90.00)
- Servsafe Allergen certification ($22)
- Servsafe food handler ($15)

Academic Advisement

To enhance Baylor's learning environment, the university’s undergraduate academic advisors offer services designed to help students formulate academic goals and develop their personal potential. Students work with professional advisors to select classes, review general degree plans and assess audits.

Course Load

A student must be enrolled in 12 semester hours to be considered full time. Since the flat rate enrollment fee covers 18 hours, students are encouraged to take 15 to 18 hours per semester. Remember, to be competitive for a dietetic internship, students need to achieve and maintain a GPA of 3.2 or higher, so adjust your class hours as needed.

Summer School

Maximum credit for students enrolled in the two traditional summer terms is eight hours per term or sixteen hours total. For students who enroll in the Minimester, a maximum of three additional hours of credit may be earned. Thus, students who take the maximum load for all three terms (Minimester plus two regular summer terms) may earn a total of 19 hours.

Curriculum Organization

Courses at the 1000 level are usually considered freshman level. Courses at the 2000 level are usually considered sophomore level. Courses at the 3000 level are usually considered junior level. Courses at the 4000 level are usually considered senior level.

Semester Hours

Most courses at Baylor University are 3 credit hours. Most labs are 1 credit hour, but generally require 2-3 contact hours per week. A few courses have variable (V) hour credit. These courses may be repeated, and the course may be taken for variable credit hours.

Course Numbering

As previously stated, the first number in the course number generally indicate the level of the course (freshman, sophomore, etc.) The second number specifies the semester hours of credit assigned to the course. For example, 1301, would indicate a three-credit, freshman class. The last two numbers are determined by the department offering the course. Generally, these numbers indicate sequencing.

Post-Registration Changes
- Cancellation
Cancellation requests must be received prior to the first class day for the semester. For cancellations, all tuition, fees, and meal plans will be refunded at 100 percent.
If a student never attends class and cancellation request is received after the start of class and approved, the student will be charged a fee for late cancellation.

- **Dropping Classes**
  - Through the 12th class day, a student may drop one or more classes if necessary. These drops can be processed in BearWeb. However, beginning on day 13, drops must be approved by advisors. A student may not drop a course after the 50th class day.
  - Beginning with the 13th class day for fall and spring terms (3rd class day for summer), a Change of Course fee will be assessed for all schedule changes.
  - Refunds for dropped classes (tuition and lab/course fees) during the fall and spring terms include the following policies:
    - Because of the flat-rate tuition, there is no refund adjustment for a student who drops classes unless the billable hours are reduced below 12 as the result of a dropped class.
    - A student not on flat-rate tuition or one who the drop causes to fall below 12 hours, will be processed according to the following refund schedule*:
      - Prior to the end of the 5th class day ........................100%
      - Prior to the end of the 10th class day .......................75%
      - Prior to the end of the 15th class day ......................50%
      - Prior to the end of the 20th class day ......................25%
      - After the end of the 20th class day ....................... 0%
    - *An extensive refund schedule for all semesters can be found at www.baylor.edu/sfs/droprefunds.

- **Adding Classes**
  - Permission from the appropriate dean's office is required to add or register after the 5th class day (fall and spring—refer to summer timelines on calendar).

**Transfer Credit from Another college**
Transfer credit will only be granted for coursework taken at a regionally accredited institution. All coursework that a student completes at another college or university is evaluated for equivalent transfer credits, not necessarily for degree requirements. The student is responsible for working in conjunction with his or her advisor to determine if the equivalent course applies to a specific degree requirement. In addition to working with an advisor, the student should refer to the Baylor University Undergraduate Catalog and/or the academic dean within the appropriate college or school for additional information on degree requirements.

- **General Policies on Transfer Credit**
  - A grade of “C” or better must be earned in all courses transferred to Baylor; this coursework does not alter the Baylor grade point average.
  - A maximum of seventy (70) semester hours may be transferred from a community/junior college (with a maximum of 15 hours post-matriculation; see below).
  - A minimum of sixty (60) semester hours must be earned in residence. After a student achieves senior standing (90 earned credits), all upper division courses (3000 or 4000 level) must be taken in residence (or in a Baylor approved study abroad program). A student should plan to be enrolled at Baylor in the semester that he or she is a degree candidate.
  - No course at or above the “3000” level may be taken at a community/junior college, and no community/junior college course will be evaluated as an advanced course.
  - In fall and spring semesters, course credit will not be given for courses taken at other colleges or universities if a student is concurrently enrolled at Baylor University. During summer sessions, course credits can be earned at Baylor and other institutions as long as the
total course load does not exceed 19 semester credit hours for the entire summer. (The University strongly recommends against students being enrolled in greater than 8 hours simultaneously for a term(s) that is fewer than 8 weeks in duration.)

- Courses taken pass/fail will not be eligible for transfer.
- Baylor highly values oral and written communication. The University believes that our required English courses provide students with the essential preparation they need to strengthen their writing abilities.

- Policies Specific to Coursework Transferred to Baylor Post-Matriculation
  - After matriculation (meaning after a student has enrolled at Baylor), a student may transfer a maximum of fifteen (15) semester hours to Baylor for degree credit.
  - After matriculation, a student may transfer a maximum of two (2) courses from any single course prefix (e.g., ENG, HIS, or SPA).
  - Some departments may require students who transfer courses at the post-matriculation level from another institution to complete a Readiness Exam prior to beginning a subsequent course for which the transferred course is a prerequisite. A Readiness Exam is only administered to students who have transferred in a prerequisite course and who have enrolled in a subsequent course within that discipline at Baylor. The purpose of the exam is not to determine credit for a course taken at another college or university, but rather to provide students with information regarding their preparedness for the course they intend to take.
  - Courses taken in residence may not be repeated at another school for degree credit.

Baylor’s Class Attendance Policy

The College of Health and Human Sciences attendance policy requires that the student must be officially enrolled by the end of the second full week of the semester and attend at least 75% of all class meetings. Faculty members may establish additional attendance requirements as outlined in course syllabi. Excessive lateness will be dealt with by the individual instructor. Any student who is not present for at least 75% of the scheduled class sessions for any course will automatically receive a grade of “F” in the course. A university-related activity necessitating an absence from class shall count as an absence when determining whether a student has attended the required 75% of class meetings.

All course requirements may not necessarily be fulfilled by meeting the 75% minimum attendance policy. The student bears the responsibility for the effect which absences may have upon class participation, announced and unannounced examinations, written assignments, reports, papers, and other means of evaluating performance in a course. At the same time, if a student’s required participation in a university-sponsored activity causes the student to be absent from class, and if the student seeks to make arrangements prior to the absence to complete scheduled assignments, the faculty member is expected to work with the student for the completion of class work and assignments.

Students are usually allowed to make up class work and/or tests missed because of serious illness, accident, or death in the family. Staff members in the Division of Student Life will make every effort to inform the faculty member concerning class absences on behalf of the student in these instances.

Chapel

Chapel attendance is a graduation requirement, with a minimum of 75% attendance during semesters the student is enrolled. Two semesters of chapel are required for freshman and transfer students who are classified as freshman or sophomores. The Chapel requirement is reduced to one semester for junior-ranked transfer students.

Exams
Final exams are given at the end of each semester and will be given on assigned dates, as determined by the University Registrar. If a student has three finals on the same day, the student may petition to reschedule an exam on a different date.

If a student becomes ill or another imperative absence occurs during final exam week, and if the appropriate arrangements have been made, an “Incomplete” course grade can be assigned. The student must follow the correct procedure to have permission to place the class on hold and delay the final exam. If the approval has been granted, the student should finish all course obligations during the next semester. The incomplete grade will automatically be changed to an “F” if this does not occur. Students should reference the Baylor University Undergraduate Catalog for additional policies regarding exams and incomplete grades.

Degree requirements

Nutrition Science

Nutrition Sciences majors can choose one of three concentrations. Pre-dietetics is the didactic program leading to eligibility for a dietetic internship. Pre-health care and Food Management are separate concentrations that do not lead to eligibility for a dietetic internship.

- The Pre-Dietetics program, accredited by the Accreditation Counsel for Education and Nutrition and Dietics (ACEND), provides the necessary course work that make students eligible to apply for an accredited dietetics internship after graduation. Completion of a dietetic internship is necessary in order to be eligible to take the national registration exam for nutrition and dietetics, overseen by the Commission of Dietetic Registration, to become a registered dietitian nutritionist (RDN).

- Pre-health and Food Management majors have a similar preparation in food and nutrition as the pre-dietetics students, but with some flexibility to choose courses according to their personal interest of study. Graduates with this degree can enter the field of clinical dietetics (if pre-dietetics), medicine, food management, food research and development, school food service, health promotion, diet counseling, and health care.

Experiential and distance learning

Experiential learning - The Baylor DPD can provide up to 4 hours of credit for supervised practice hours based on an assessment of prior learning or competence. However, this is not a requirement of the program because there are a limited number of experiences that can be offered. We have opportunities for students to obtain informal experience or shadowing dietitians in the regional area for students who are interested.

Distance learning – The Baylor DPD offers one class online NUTR 2351, which is available two times throughout the year. In order to verify identity of each student participating in the online class we have the following procedures: 1) students enrolled in online class can only enroll if they are a current Baylor Student, 2) at the beginning of each semester all students must login with cameras turned on to confirm they are enrolled in the class and verify their identity, 3) for testing we utilize Respondus Monitoring and they must show their student ID picture.

Assessment of learning, performance, and progress

At regular intervals throughout the student's progress in Nutrition Sciences, assessments are completed within the semester and between semesters with regard to academic performance.

- Prior to entry into the Pre-Dietetics concentration students are evaluated at the six-week mark, in accordance with Baylor University policy, each semester and at-risk students are referred to the Center for Academic Success and Achievement. When student performance does not meet criteria for progression in the program, students are allowed to repeat a course in the program twice in an effort to improve the grade in that class. Students are encouraged to seek tutorial support at the Center for
Academic Success and Achievement. Between semesters, all students must meet with an Academic Advisor in order to assess performance and progress in Nutrition Sciences and potential to progress to Pre-Dietetics, and to be eligible to register for courses. This ensures at-risk students are advised appropriately into the best Nutrition Sciences concentrations.

- *After admission to the Pre-Dietetics concentration* (see requirements below), students are evaluated with regard to learning through achievements on assignments linked to KRDN student learning objectives, which are learning standards set forth by the accreditation body ACEND. At the end of each semester, students who maintain a GPA of 3.0 (checked each semester by the DPD Director) will be allowed to progress in the Pre-Dietetics concentration. Those who follow below a 3.0 for that semester will follow the Pre-Dietetics Concentration Academic Probation/Dismissal Policy listed below.

**Pre-Dietetics Concentration Admission Policy**

Students may enroll in the Pre-Dietetics concentration after completing 60 hours of coursework (junior-year standing) if they meet the minimum 3.0 GPA requirement in their science and nutrition coursework (NUTR, CHE, BIO courses), have a minimum 3.0 cumulative GPA (CGPA) and have the approval of the director of the didactic program in dietetics (DPD program). Students who have changed their major to Nutrition Sciences must complete 18 hours of science and nutrition coursework before they can be enrolled in the Pre-Dietetics curriculum, regardless of their classification.

**Procedure:**

1. Prior to admission to Pre-Dietetics, students who wish to enroll in Pre-Dietetics will initially enroll in the Pre-Health concentration.
2. After completion of 60 hours of coursework (including at least 18 hours of NUTR, CHE, and BIO courses), students will meet with Nutrition Division Director or DPD Director and express their desire to switch to Pre-Dietetics.
3. The DPD Director will review their academic record and determine if they meet the minimum requirements for admission into Pre-Dietetics. Students meeting the GPA requirements will be allowed admission into the concentration; students not meeting the GPA requirements will not be admitted, but will be advised to either remain in the Pre-Health concentration or switch to the Food Management concentration.
4. At the end of each term, the DPD director will provide the RCHHS Advising Office a list of students who are eligible to enroll in the Pre-Dietetics concentration.
5. Students identified as at-risk during the evaluation process have the following resources for support of academic success: https://www.baylor.edu/atl/index.php?id=965140

**Pre-Dietetics Concentration Academic Probation/Dismissal Policy: Retention and Remediation**

Students whose cumulative GPA falls below the 3.0 minimum requirement in any semester will be placed on probation for one semester. Students whose cumulative GPA falls below that required minimum 3.0 for a second consecutive semester will be dismissed from the pre-dietetics concentration and must select an alternative concentration or another major. Students will not be permitted to re-enter a track once dismissed.

**Procedure:**

After semester grades are posted, any student in the Pre-Dietetics concentration whose GPA falls below a 3.0 will receive a letter from the Nutrition Sciences Division Director informing them that they have been placed
on academic probation. Any student who is currently on probation will receive a letter from the Nutrition Sciences Division Director informing them that they have been dismissed from the program.

Pre-Dietetics Concentration Academic Appeal Policy
Students may appeal the decision of the Nutrition Sciences Division to be dismissed from the Nutrition Sciences Pre-Dietetics concentration.

Procedure:
1. Students who fall below the CGPA required for two consecutive semesters may appeal to remain in the Pre-Dietetics concentration only in unusual circumstances that may warrant an exception. Appeals will only be granted in extreme circumstances.

2. Students who wish to appeal must fill out the Nutrition Sciences Appeal Form and submit the appeal to the Director of Nutrition Sciences no later than one week from the date that their letter of dismissal was sent. The completed appeal form must be submitted as an email attachment to Stanley_Wilfong@baylor.edu. The Nutrition Sciences Division will review the appeal, and students will be notified of the decision by email.

3. Appeals must include an explanation of the specific reason why CGPA levels are not at the required minimum. Appeals must also include a specific plan of how the CGPA will be improved to an acceptable level within upcoming semester. Appeals without these requirements will not be accepted or reviewed.
Graduation Requirements

Admission to candidacy
All candidates for degrees should file notice of intention to graduate in their respective dean’s offices during the second semester of their junior year. This will make it possible for records to be checked to determine eligibility for graduation. Failure to do this may cause a delay in graduation because of unfulfilled requirements. To be admitted to unqualified candidacy for graduation in this semester, the student must be following an official degree program making it possible to graduate as planned and must have earned approximately enough grade points to graduate. Students may graduate at the end of the fall semester, spring semester, or summer session. Graduates are expected to attend the commencement exercises. Diplomas are dated and available only as of the official closing date of a semester or full summer session. No student may receive his or her diploma until all degree requirements are complete and the necessary official records are in the Office of the Registrar. The university reserves the right to correct errors in records at any time. Students permitted to complete programs off campus are responsible for indicating their term of graduation and for supplying all records needed.

Grade Point Average
A grade average of “C” or better must be maintained overall and in all major and minor fields and academic specializations. Exceptions to this policy may be found in the requirements for each academic unit. Grade averages are computed on the basis of hours attempted, not hours completed. The grade average in the major field is based on all attempted courses eligible to be included in the major, not merely on the minimum major requirements. Credit transferred from other schools does not affect the GPA in any respect. An undergraduate student with an outstanding grade (e.g. incomplete or missing grade) is not eligible to receive a degree until such time as the outstanding grade has been resolved.

A complete list of graduation requirements and deadlines can be found at:
https://www.baylor.edu/graduate/index.php?id=959289

Degree Plans and Suggested Course Sequence
Nutrition Science majors who complete all course requirements will receive a Bachelor of Science degree which qualifies them for obtaining a Baylor University Didactic Program in Dietetics Verification Statement needed to qualify for a dietetic internship.
The suggested course sequence can be found at https://www.baylor.edu/chhs/doc.php/357115.pdf

Minors
A student may elect a minor from a designated area of study. Generally, minors consist of a minimum of 18 hours of study. At least 9 hours must be at the 3000 or 4000 level; not more than 3 hours from the major may be applied to the minor. See the BU undergraduate catalog for additional rules concerning minors.

Verification of Completion of the Didactic Program in Dietetics (DPD)
Students who have successfully completed all the requirements for their degree plan will receive Verification Statements, post-graduation from the DPD director. A list of the courses required for the DPD verification can be found at https://www.baylor.edu/hsd/doc.php/323641.pdf and a list of the Knowledge Requirements for Dietetics and Nutrition (KRDNs) are listed in the attached appendix.

The policy for issuing the Verification Statement is as follows:

1. Students will be provided a list of DPD courses needed for completion of the Didactic program upon their entrance into the major. These courses must be completed within a 3 year period from
their entry into the Nutrition Sciences Pre-Dietetics Concentration. Requirements for the Didactic program are dynamic and change when accreditation standards change.

2. Students must successfully complete all their degree requirements for Nutrition Sciences. These requirements are described in full detail in the BU undergraduate catalog and are consistently discussed during student advising appointments. **Completion of the Program:** students who are continuously enrolled must complete all DPD or didactic classes within 3 years upon entry into the DPD Pre-dietetics concentration in order to receive their verification statement. It is best for the student to complete the designated courses as quickly as possible to prevent having to satisfy new standards which may be in effect if the student takes more than 3 years to complete their studies.

3. Seniors in their first semester intending to apply for a dietetic internship must contact the DPD director to request a **declaration of intent** through the DICAS system prior to their last semester as a senior.

4. Seniors in their last semester must provide a permanent email and mailing address to the DPD director during their last semester at Baylor.

5. The student must fulfill all the Baylor obligations for graduation, including a cumulative GPA of 3.0 or higher. Additionally, all classes must have a grade of “C” or higher on the transcript.

6. For students completing requirements of Concentration in Pre-Dietetics, a verification statement will be made electronically after graduation. In order to receive this verification statement, the student must provide official transcripts showing the student has completed all DPD courses and proof of graduation to the DPD Director, and the student must complete an exit survey. Once both of these items are provided and completed an official DPD verification statement will be issued.

**Nutrition-related activities for students**

**Student Dietetic and Nutrition Association**
The Student Dietetic and Nutrition Association (SDNA) is a pre-professional organization for Nutrition Sciences students. Meetings are held on a monthly basis during the Fall and Spring semesters. SDNA provides opportunities for students to develop various skills that will serve them in the profession, including leadership and public speaking. Students meet and learn from nutrition professionals who share their experiences in various areas of practice. Through the organization, students are encouraged to be involved in professional organizations such as the Academy of Nutrition and Dietetics and the Texas Academy of Nutrition and Dietetics.

**Peer Nutrition Advisor**
Students majoring in Nutrition Sciences with the Pre-Dietetics concentration have the opportunity to work as Peer Nutrition Advisors. Under the guidance, oversight and mentorship of a Registered Dietitian, these select undergraduate students gain experience in providing basic nutrition advisement to Baylor student, faculty, and staff. Experiences include, but are not limited to, conducting 1-on-1 nutrition advising sessions, teaching cooking classes, and presenting nutrition topics in a variety of group settings. For more information, visit https://www.baylor.edu/hsd/index.php?id=942290

**Campus Kitchen**
The Campus Kitchen at Baylor University (CKBU) is a student-led organization whose work focuses on minimizing food waste and alleviating hunger in the Waco community. CKBU is proud to work alongside other schools, organizations, and individuals to make a difference in the fight against hunger and food insecurity. For more information, visit https://www.baylor.edu/leadership/index.php?id=958536

**Nutrition Outreach Waco**
provides volunteer opportunities for students to gain valuable experience in providing nutrition education to children in after-school programs. Under the supervision of a faculty advisor, students develop lesson plans, creative snacks, and learning activities covering general nutrition topics. Participating in NOW allows Baylor students to gain volunteer hours, apply nutrition knowledge, and serve the community by promoting healthy habits.

Baylor Performance Nutrition
Nutrition Sciences students have the rare opportunity to work in the area of sports dietetics in a Division 1 environment. Students can apply to be a student worker at the Beauchamp Athletics Nutrition Center (BANC). Those who are selected for these positions work under the guidance of Baylor's Sports Dietitians, assisting them with a variety of tasks including maintaining fueling stations and conducting tabling events to educate student athletes about various foods and food components.

The Nutrition and Dietetics Profession
The field of nutrition and dietetics combines the study of food, nutrition, and diet in relation to health. Registered Dietitian Nutritionists (RDNs) are food and nutrition experts. RDNs assess nutritional status and recommend therapeutic diets or medical nutrition products to patients in hospitals or long-term care settings. RDNs are trained to provide nutrition education and counseling to people of all ages. RDNs are also qualified to manage foodservice in health care settings, schools, or congregate feeding sites. In addition, dietitians may pursue advanced certification in specialty areas such as pediatrics, geriatrics, oncology, obesity, or sports nutrition. Nutrition graduates may combine the dietetics profession with medicine, nursing, physical therapy, pharmacy, occupational therapy, or other allied professions.

How do I become a Registered Dietitian Nutritionist (RDN)?
To become a Registered Dietitian (RD), also known as Registered Dietitian Nutritionist (RDN), individuals must complete the following:

1. Complete a bachelor’s degree at an accredited university with didactic coursework accredited by the Accreditation Council for Education of Nutrition and Dietetics (ACEND).
2. Complete an ACEND accredited supervised practice program, generally referred to as a dietetic internship.
3. Pass a Registration Examination for Dietitians given by the Commission on Dietetic Registration.
4. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). To be approved for registration examination eligibility with a bachelor’s degree, an individual must meet all eligibility requirements and be submitted into CDR’s Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit https://www.cdr.net/or/graduatedegree.
5. In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements visit https://www.cdrnet.org/state-licensure.

Note: Registration is maintained through Continuing Professional Education requirements.

Baylor University’s Nutrition Sciences program is an accredited Didactic Program in Dietetics (DPD) through ACEND
After you finish your bachelor’s degree, you must apply for and be accepted into an accredited Dietetic Internship in order to be eligible to take the registration exam. These are monitored by the Accreditation Council for Education of Nutrition and Dietetics of The Academy of Nutrition and Dietetics. You will apply
to these programs during your final semester at Baylor University. There are two opportunities to apply each year (February and September deadlines). Notification of selection occurs each April and November. You will need to notify your DPD director well in advance of the deadline if you will be requiring a declaration of intent in order to apply to the DICAS matching program. If you are post-graduation and want to apply to the DICAS matching system, you will need to ensure the DPD director understand this is your intent as the vast majority of students applying to DICAS will be requesting a declaration of intent and not a verification statement, which may hinder meeting your deadline for submission.

Choosing your Dietetic Internship
Internship programs vary in location, length of program, start/finish dates, cost, graduate credit, requirements, etc. If possible, visit a few programs that interest you and read about several programs at www.eatright.org. You can browse through the Applicant Guide to Supervised Practice available from the Nutrition Sciences faculty. During the end of your junior year and early in your senior year, begin to seriously consider where you want to apply for your internship. Allow time to investigate your internships. Make a lengthy list of possible programs and then, gradually narrow the list to serious considerations. Internships charge application fees, so be prepared for this expense. It is always a good idea to apply to five or more internships for maximum selection opportunities. Some internships require that you take the Graduate Record Examination (GRE). It is recommended that you do this about 4-6 months in advance of your application date. Plan to study for the test in advance, and be prepared to repeat the test, if you are not pleased with your scores. Baylor has a pre-select program that allows 2 Baylor University students to be considered for entry into the dietetic internship through an application process, which allows them to bypass matching process. For more information, contact the Director of the Dietetic Internship at Baylor University.

Earning a Master’s Degree

The master’s degree can be earned either before, after, or concurrently with the dietetic internship. Some institutions offer a coordinated graduate program where the internship is coupled with a master’s degree. Some institutions offer some graduate credit for completing the internship, but not enough to complete the master’s degree. Some internships are stand-alone programs and do not offer any graduate credit at all, just as some graduate programs are not linked with internships. Regardless of which path you choose, you will need to complete the graduate degree.

As with some internships, the GRE is required by most institutions that offer the master’s degree. Again, it is recommended that you take the exam 4-6 months prior to the application process. Most institutions that offer both a dietetic internship and a graduate program require that you apply for each separately. The majority of these require acceptance into the graduate program before you can be accepted into the internship. Keep this in mind as you are considering your application timeline.

After you have completed your internship program you are eligible to take the Registration Examination for Dietitians. **Beginning January 2024, you must also have a master’s degree (in any field granted by a USDE accredited institution) in order to be eligible to take the exam.**

**The Academy of Nutrition and Dietetics Student Information**

Students are encouraged to join the Academy of Nutrition and Dietetics as a student member. Visit www.eatright.org.

The Academy of Nutrition and Dietetics’ membership will help you:
- Find Academy of Nutrition and Dietetics’ scholarships
- Search for specific employment, [https://www.eatrightpro.org/practice/career-development/eatright-careers](https://www.eatrightpro.org/practice/career-development/eatright-careers)
- Network with other nutrition students and professionals
- Become familiar with the Journal of the Academy of Nutrition and Dietetics
• Receive membership discounts.

**Baylor Foundation Knowledge and Skills for entry-level dietitians:**

Individuals interested in becoming Registered Dietitian Nutritionist should expect to study a variety of topics focusing on food, nutrition, foodservice, and management. The following foundation knowledge and skill requirements are listed in the four content areas that students will focus on in the academic component of a dietetics program.

- Food Science and Nutrient Composition of Foods.
- Nutrition and Supporting Sciences.
- Education, Communication, and Technology.
- Research Applications.

**Career Opportunities include:**

- hospitals, clinics, or other health-care facilities (includes acute and long-term care, and facilities specializing in rehabilitation and eating disorders)
- food and nutrition-related business and industries
- community and public health settings
- pharmaceutical sales
- school lunch programs
- state regulatory agencies
- food service management
- private practice and consulting
- sports nutrition and corporate wellness programs
- journalism or writing
- non-profit advocacy groups/organizations
- national and international health organizations
- government
- food science–research and development and quality assurance
- health care administration
- food broker or food purchasing position
- food technology/microbiology expertise

With additional education and training, other career possibilities include:

- research positions at medical centers or clinics
- university teaching and research careers
- pre-professional education for medicine, dentistry, or other doctorate programs
- pre-professional education for Physician’s Assistant training or physical therapy

Specialty certification including:

- Board certified specialist in gerontological nutrition, pediatric critical care nutrition, oncology nutrition, renal nutrition, obesity and weight management, sports dietetics, and pediatric nutrition
- certified diabetes care and education specialist (CDCES)
- certified eating disorder Registered Dietitian (CEDRD)

- management of a staff of dietitians
- food service director positions
- lactation consultant

For more information on careers visit the web the following websites:

The Academy of Nutrition and Dietetics—[www.eatright.org](http://www.eatright.org) or Texas Academy of Nutrition and Dietetics—
Salary
According to the Academy's 2021 Compensation and Benefits survey of the Dietetics Profession, the median hourly wage and full-time salary of all RDNs is approximately $33.65 per hour and $70,000 per year, respectively. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDNs. Salaries increase with years of experience and RDNs, in management and business, may earn incomes above $70,000. For more information see the Academy of Nutrition and Dietetics 2021 Compensation and Benefits Survey of the Dietetics Profession: https://www.jandonline.org/action/showPdf?pii=S2212-2672%2821%2901258-2

Job Outlook
According to the US Bureau of Labor Statistics, employment of dietitians is projected to grow 11% from 2020-2030, much faster than average for all occupations. This projected growth is due to the increased emphasis on the role of food and nutrition in preventing and treating diseases, a growing and aging population, and public interest in nutrition. For more information, see the websites: https://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm

Academic Action - Probation and Suspension
If at any time a student’s term and/or cumulative grade point average (GPA) is below 2.0, the dean of the academic unit in which the student is enrolled will notify the student that he or she will be placed on academic probation during the upcoming term. If at the end of the first probation term the student’s cumulative GPA is again below a 2.0, the student will be suspended. Students should reference the Baylor University Undergraduate Catalog for additional policies regarding probation, academic suspension, and reinstatement following suspension.
For students accepted into the DPD program, their cumulative GPA must remain above a 3.0 during the program. If the student’s GPA drops below a 3.0, the student will be notified and put on probation by the DPD Director, and will have one semester to pull their GPA up to a 3.0. If after one semester their GPA remains below a 3.0, they will be dismissed from the program, but may continue in the Nutrition Sciences program and be eligible for a BS in Nutrition as long as they meet the minimum GPA requirements of 2.0.

Honors
A student who earns a grade point average of 3.70 or higher with no grade lower than a “C” while registered for 12 or more semester hours of regularly graded courses per term will be eligible for the Dean's Academic Honor List.

Graduation with Honors
Graduation with honors includes 3 designations, based on overall GPA*.

<table>
<thead>
<tr>
<th>Baylor credit</th>
<th>Cum Laude</th>
<th>Magna Cum</th>
<th>Summa Cum</th>
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<tr>
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<td>3.75</td>
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<tr>
<td>60</td>
<td>3.85</td>
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*Only BU credit will be considered in determining these averages.

Protection of Privacy of Student Information/Access to Personal Files
Information related to privacy of student information and access to personal files is located at http://www.baylor.edu/registrar/index.php?id=84500
The university policy for protection of privacy and private information is adopted by our division and department in keeping with federal guidelines.
Baylor University and the Department of Family and Consumer Sciences uphold these rights by following the Family Education Rights to Privacy Act of 1974 (FERPA).

**Grievance Policy**
Baylor University Students who wish to file a grievance against a faculty member should read the Baylor grievance definitions and follow procedures presented in the grievance policy. This policy and procedure can be found at [https://www.baylor.edu/provost/index.php?id=948443](https://www.baylor.edu/provost/index.php?id=948443). A student enrolled in the Baylor DPD program who has a complaint related to the program can file a complaint with the DPD Director. The complaint should be in writing and submitted in a sealed envelope to the DPD Director. The complaint must be signed by the person submitting. The DPD director will meet with the student and pursue avenues to resolve the complaint. If the student is not satisfied the DPD director will present the complaint to the Department Chair. The Chair will attempt to resolve the issue and then if not satisfied the complaint will be presented to the Dean of the College. The student can confidently bring these concerns being assured that retaliation will not occur in any way to the student. The department chair will coordinate these activities, gaining assurance from affected parties that no retaliation will occur.

**Accreditation Council for Education in Nutrition and Dietetics**
ACEND, accrediting agency for DPD program, recommends that students follow the institution’s process for grievances and complaints. Once those processes have been exhausted and the complaint is directly related to the DPD program’s compliance with the current accreditation standards then the student can directly contact ACEND at **phone: 1-800-877-1600, extension 5400**. For more information on filing complaint with ACEND, please visit the following website: [https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend](https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend)

**Resources for student wellbeing and success**

**Per Baylor policy, each teacher of record must provide the following information about student services in their syllabus, and also review during the first week of classes with all students.**

**Baylor Telehealth by Academic Live Care**
All Baylor students have access to medical and counseling services via telehealth in addition to the on-campus services listed below. Medical services include virtual urgent care, psychiatry, and nutrition counseling. Counseling services include 24/7/365 in-the-moment support and ongoing mental health counseling. Access to care is now available in the evenings, during weekends, and when the University is closed. All services are free and unlimited to Baylor students. Students can visit [https://baylor.academiclivecare.com/](https://baylor.academiclivecare.com/) for more information.

**Academic Success**
Students who regularly utilize the great resources in the **Paul L. Foster Success Center** such as tutoring, Learning Lab, and **Academic Mentoring** are among the most successful students.

**University Writing Center**
The **University Writing Center (UWC)** provides feedback on your writing. Located in Moody Library 2nd floor West, the UWC offers free assistance to students at any stage of the writing process (brainstorming, researching, outlining, drafting, revising, editing). In their feedback, the consultants focus on higher order concerns, such as content, thesis, evidence, and organization, before grammar or style. The UWC tutors will not proofread, edit, or write your paper for you, but they will equip you with a toolbox of strategies to improve your writing, research, and editing skills. Go to the website ([www.baylor.edu/uwc](http://www.baylor.edu/uwc)) to schedule an appointment, call the UWC at (254)710-4849, or stop by in person.
First Generation College Students
Baylor University defines a first-generation college student as a student whose parents did not complete a four-year college degree. The First in Line program is a support office for first-generation college students to utilize if they have any questions or concerns. Please check out First in Line, visit us in the Basement of Sid Richardson West Wing or email firstinline@baylor.edu.

Military Connected Students
Veterans, active duty military personnel, and dependents are encouraged to connect with the VETS program, a space dedicated to supporting our military-connected students. Please communicate, in advance if possible, any special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations).

Health Resources for Students
Baylor University is strongly committed to addressing the mental health and wellness needs of students by providing access to on-campus healthcare resources.

Medical health services for students are available through the following link: https://www.baylor.edu/healthservices/

Mental health services for students:
The Counseling Center at Baylor University provides mental health services to all students. If you are interested in counseling, or know someone who might need it, do not hesitate to call our office and you will get connected with one of our counselors 254-710-2467.

Crises and Emergencies:
BUCC Crisis Line: (254) 710-2467 (Business Hours/Non-Business Hours/Weekends)
Baylor Police Department: (254)710-222 2
MHMR Crisis Center: (254)867-6550
MHMR 24-Hour Emergency/Crisis Number: (254)752-3451
When home during academic breaks, when the counseling center is closed, please call your local resources.
Some national numbers for support during a crisis:
National Hope Network Hotline: 1-800-SUICIDE (1-800-784-2433)
National Suicide Prevention Lifeline: 1-800-273-TALK (1-800-273-8255)

General Guidance for struggling students:
Baylor University CARE Team Services
Located on the second floor of the Student Life Center, suite 207.
The Department of CARE Team Services is a team of case managers who work with students who are struggling with mental health issues, financial struggles, and anything else affecting a student's ability to be successful in the classroom. Contact Information: (254) 710-2100; CareTeam@baylor.edu.

Students’ Basic Needs (food & housing)
Food insecurity is defined as “a lack of consistent access to enough food for you to live an active, healthy life.” At Baylor, we want all students to have access to food resources that will support their holistic well-being and success. If you or someone you know experiences food insecurity at any time, you can find information on campus and community food resources by visiting The Store. You can also contact Store staff at 254-710-4931. For additional basic needs assistance, please reach out to CASE or the Care Team.

Physical Health and Wellness, Psychiatric Evaluations, Pharmacy: Baylor Health Services Department
Baylor Health Services includes Primary Care, Psychiatry, Physical Therapy and Pharmacy and is staffed with fully certified and licensed physicians and nurse practitioners, as well as nurses and administrative staff. Appointments may be made by calling our main number or by logging into the health portal located on our
website. Contact Information: (254) 710-1010; Health_Services@baylor.edu.

**Baylor University Counseling Center**
The Counseling Center seeks to foster wholeness for every student through caring relationships, cultural humility and integrated mental health services. Located on the second floor of the Student Life Center. For an appointment, go to our website to schedule an Initial Assessment or call (254) 710-2467.

**Substance and Behavioral Addiction: Beauchamp Addiction & Recovery Center (BARC)**
The Beauchamp Addiction Recovery Center aims to support students in recovery from substance and behavioral addictions through an all-encompassing level of support approach that includes one-on-one mentorship, support groups, and social events open to all Baylor students. Located in the East Village Residential Community (bottom floor of Teal Residential College). Contact Information: (254)-710-7092; BARC@baylor.edu

**Spiritual Life: Baylor University Office of Spiritual Life**
The Office of Spiritual Life offers programs, persons, and resources to nurture theological depth, spiritual wholeness, and missional living. Located on the corner of 5th and Speight Street in the BoBo Spiritual Life Center. Contact Information: (254) 710-3517; Spiritual_Life@baylor.edu