

**DIDACTIC PROGRAM
STUDENT HANDBOOK**



TEXAS SOUTHERN UNIVERSITY

Joan M. Lafleur
College of Pharmacy & Health Sciences

The Didactic Program in Dietetics

Joan M Lafleur College of Pharmacy and Health Sciences

TEXAS SOUTHERN UNIVERSITY

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2026 – 2027

Welcome to the Didactic Program (DP) at Texas Southern University. We are delighted that you have chosen to enroll and complete your studies at Texas Southern. Dietetics is one of ten degree programs in the College of Pharmacy and Health Sciences. The College of Pharmacy and Health Sciences offers many varied opportunities to obtain foundational competencies and skills for entry-level preparation in dietetics-related careers and for obtaining Dietetic internships.

This handbook provides general knowledge about the Texas Southern University Didactic Program (DP) as well as answers general questions that you may have about the program. The handbook will help to ensure your successful progression and completion of program requirements. However, you are encouraged to confer with your faculty advisor for course registration and other program guidance and to become familiar with university policies and procedures governing students. Basic contents of this handbook include:

- An Overview of the Program
- Mission of the Program
- Program Goals and Outcome Measures
- Accreditation Status
- Academic Requirements
- Reporting of Grades
- Assessment of Prior Learning
- Class Attendance Policy
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Dietetics Program Student Handbook
2026–2027

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Overview of the Program

The Texas Southern University Didactic Program in Dietetics (DPD) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Completion of the DPD qualifies students to receive an official DPD verification statement, which is required to apply to graduate programs that include supervised practice in dietetics (such as combined master's/dietetic internship programs or coordinated graduate programs in nutrition and dietetics). The Commission on Dietetic Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN); therefore, all ACEND-accredited supervised practice experiences (dietetic internships or coordinated programs) must now be completed in connection with a graduate degree or through an affiliated graduate institution. After successfully completing all didactic undergraduate course requirements, students are eligible to receive a DPD verification statement. The Dietetics program is one of ten degree programs in the College of Pharmacy and Health Sciences at Texas Southern University.

Mission of the Program

In alignment with the University's mission, the mission and goals of the COPHS, the Dietetics program at Texas Southern University seeks to provide comprehensive experiences designed to prepare students from diverse ethnic and academic backgrounds, especially African Americans and underrepresented minorities, for entry into supervised practice programs leading to eligibility for the CDR credentialing examination to become a registered dietitian nutritionist by providing a series of carefully planned curriculum experiences embracing the academic knowledge/concepts and professional experiences prescribed by ACEND.

Program Goals and Outcomes

Goals and outcome measures of the Dietetics program include:

Goal 1: Program graduates will be prepared for supervised practice and graduate programs that lead to eligibility for the RDN credential, as well as for entry-level positions in dietetics-related careers.

Objectives:

- At least 80% of students (full-time) complete program requirements within 3 years (150% of planned program length).
- At least 80% of students (part-time degree) complete program requirements 4.5 years (150% of planned program length).
- At least 80% of students (full-time verification statement–only) complete program requirements within 3 years

- At least 80% of students (part-time verification statement–only) complete program requirements within 4.5 years (150% of planned program length).
- “At least 50% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation”. (RE 2.1.c.1.b.1)
- “Of program graduates who apply to a supervised practice program, at least 50% percent are admitted within 12 months of graduation”. (RE 2.1.c.1.b.2)
- “The 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 is at least 80%”. (RE 2.1.c.1.c)
- At least 80% of supervised practice program directors, graduate program faculty, or employers will rate TSU DPD graduates’ preparation for supervised practice, graduate education, or entry-level employment as satisfactory or better within 12 months of graduation. (RE 2.1.c.1.d)

Goal 2: Program graduates will contribute to diversity in the field of nutrition and dietetics

Objective:

- At least fifty percent (50%) of the graduates will identify themselves as individuals from groups that are underrepresented in the dietetics profession.

Accreditation Status

The Didactic Dietetic program at Texas Southern University is accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. The address for the Commission on Accreditation for Dietetics Education is:

Accreditation Council on Education in Nutrition and Dietetics (ACEND)
 Academy of Nutrition and Dietetics
 120 South Riverside Plaza, Suite 2190
 Chicago, Illinois 60606-6995
 Phone: 800/877-1600 ext. 5400
 Website: <https://www.eatrightpro.org/acend>

Academy of Nutrition and Dietetics Code of Ethics

The code of ethics for the Academy of Nutrition and Dietetics is found at the following website: [Code of Ethics for the Nutrition and Dietetics Profession](#) Students are required to read the code of ethics in its entirety. The code of ethics provides guidance to nutrition and dietetics professionals regarding their professional conduct and practice.

Student Responsibilities

Students are expected to abide by all rules and regulations of the University as well as those set forth for the Dietetic Program. All DP students are therefore encouraged to read and observe the policies provided in this handbook as well as those included in the most recent Undergraduate Bulletin.

Program Admission/Completion Requirements

Completion of the Dietetics program with a baccalaureate degree and receipt of a verification statement requires successfully earning **120 semester hours, grades of “C” or better** in required **English and Mathematics** courses. Students must earn an overall GPA of 3.0 in all pre-requisite science programs and in all **major (NUTR) courses**. Students are **allowed six years from the date of admission to the University to complete degree requirements under the catalog in existence when they are admitted to Texas Southern University. Additionally, full-time students must complete the professional phase of the program in three (3) years, and part-time students must complete the professional phase in four (4) years.** See the university website for the appropriate catalog (<https://catalog.tsu.edu/undergraduate/>)

Admission to the Dietetics program for the 2024-2026 academic years requires students to have a 3.0 grade point average and the submission of a Declaration of Major form signed by the student, advisor, and associate dean to the Registrar. (<https://tsu.edu/registrar/index.php>). Students with a GPA lower than 3.0 will need to increase their GPA to 3.

Students who enter the DPD in the Fall 2025, must make and maintain a 3.0 or better overall GPA to remain eligible to continue in the program. They must also maintain a 3.0 GPA in all science courses and all Nutrition (NUTR) courses to receive a Verification Statement. Students must also earn a “C” in all major courses (NUTR) to qualify for a verification statement.

See the Retention/Remediation Procedures section of this handbook for an explanation of how the program responds when students do not meet these grade and GPA requirements.

Required DPD coursework

After transcript review, the program director develops an individualized plan of study that identifies all remaining DPD course requirements for the verification statement–only student. These requirements are based on the same ACEND-aligned DPD curriculum required of degree-seeking students and may include, but are not limited to, the following TSU NUTR courses:

- NUTR 235 – Introduction to Nutrition
- NUTR 240 – Introduction to Food Preparation
- NUTR 335 – Nutrition and Aging
- NUTR 336 – Nutrition Through the Lifecycle
- NUTR 337 – Nutrition and Physical Activity
- NUTR 340 – Experimental Foods Lab
- NUTR 350 – Culture, Society and Foods
- NUTR 423 – Community Nutrition
- NUTR 430 – Nutrition Counseling and Education
- NUTR 440 – Food Production Systems
- NUTR 440L – Food Production Systems Lab
- NUTR 445 – Food Systems Management
- NUTR 450 – Nutrition Status Assessment Laboratory
- NUTR 456 – Advanced Nutrition I
- NUTR 457 – Advanced Nutrition II
- NUTR 460 – Medical Nutrition Therapy I
- NUTR 460L – Medical Nutrition Therapy I Lab
- NUTR 461 – Medical Nutrition Therapy II
- NUTR 461L – Medical Nutrition Therapy II Lab
- NUTR 490 – Capstone Seminar

Courses completed in a prior degree may be accepted toward DPD requirements if they are equivalent to current program courses, taken within program-defined time limits (for example, 5–10 years for most sciences), and meet minimum grade requirements. Credits earned from similar courses completed in another ACEND-accredited DPD or nutrition and dietetics program are eligible for transfer when course content and learning outcomes align with the corresponding TSU DPD course. Equivalency, recency, and transfer decisions are determined by the program director in consultation with departmental faculty and are documented in the student’s file.

Program length and completion requirements

The typical program length for a verification statement–only student who requires most DPD professional courses is approximately 24 months (4 semesters) of full-time enrollment or 36 months (6 semesters) of part-time enrollment. Students with substantial approved transfer and equivalent credits may complete the program in a shorter timeframe, as determined at admission and updated through advising.

Program completion for the verification statement—only option is defined as successful completion of all DPD courses listed on the individualized plan of study with grades of C or higher, achievement of a minimum 3.0 GPA across all DPD-required courses used to determine program completion, and demonstration of attainment of all ACEND KRDNs as documented through required summative assessments, labs, and projects. After final grades are posted and the Program Director verifies that all coursework, GPA, and KRDN requirements have been met, the Director issues the ACEND DPD verification statement in accordance with ACEND policies for verification statement format, signatures, and record retention. Verification statement—only students are recognized as DPD completers but do not automatically earn a second bachelor's degree from TSU; students who complete more than 30 TSU credit hours may apply separately for a post-baccalaureate degree following University procedures.

Other Program Requirements

- **Health Insurance**
Health insurance is required for all Dietetics students participating in practicum and clinical experiences as a condition of the affiliation agreements with host sites.
- **Health Tests/Immunizations**
All Dietetic majors must observe immunization record and health test requirements of clinical and practicum host sites.
- **Background Checks**
A background check is required of students participating in COPHS practicum or clinical experiences. Background checks may be obtained from the Criminal Court House Customer Service Department. Students are responsible for any associated fees or paperwork to obtain this document.
- **Notebooks in Dietetic/Food and Nutrition Classes**
Students enrolled in either the Dietetic or Food and Nutrition program should keep notebooks for each pre-professional and professional class. Handouts provided should also be kept in the notebooks. Notebooks should be available for spot check by course instructors.

Verification Statement—Only (Non-Degree) Option

The Didactic Program in Dietetics (DPD) at Texas Southern University offers a verification statement—only, non-degree option for individuals who already hold at least a baccalaureate degree from a U.S. regionally accredited institution (or foreign equivalent with an acceptable evaluation) and who wish to complete the ACEND-accredited didactic curriculum required for a DPD verification statement. This option allows post-baccalaureate students to complete DPD requirements without earning a second bachelor's degree; however, students who complete more than 30 credit hours at TSU may apply separately for a post-baccalaureate degree in accordance with university policies.

Eligibility and prerequisites

Applicants to the verification statement—only option must:

- Hold a previously awarded bachelor's degree (or higher) in any field from a regionally accredited institution (or foreign equivalent documented by an approved credential evaluation agency).
- Meet Texas Southern University admission requirements for post-baccalaureate or non-degree students.
- Have completed the following prerequisite courses (or approved equivalents) with a grade of C or higher: General Biology I with lab, General Chemistry I with lab, Organic Chemistry (or combined Organic/Biochemistry), Human Anatomy and Physiology I and II, Introductory Nutrition, College Algebra (or higher-level Math), and college-level English composition.

Assessment of Prior Learning toward Program Requirements

Students who transfer into the Department from other colleges or universities must have their transcripts evaluated by the University registrar. Transcripts of students who transfer into the DP from other University departments or programs are reviewed by the Dietetic Program Director or a faculty designee to determine credits toward progression in the Dietetics degree plan. Course credit is not awarded for experiential learning. Students seeking credit for courses taken at foreign institutions must have their transcripts evaluated by a transcript evaluation recognized by ACEND (<https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>). The report from the evaluation agency will then be reviewed by the Dietetic Program Director or a faculty designee for determination of credits toward progression in the Dietetics degree plan or granting of a Verification Statement.

The DPD director will evaluate the courses to determine if credit will be given toward the progression of the dietetics degree plan or the granting of a Verification Statement. Any course coming from another ACEND-accredited program will be credited. A course syllabus will be required and reviewed. Course substitutions will be considered once the course syllabus is reviewed. No substitutions will be regarded as for NUTR 450, 456, 460, 460L, 461, and 461L unless transferring from another ACEND-accredited program. A grade of C or better is required for granting credit for NUTR 450, 456, 460, 460L, 461, and 461L.

Requirements for Becoming a Registered Dietitian

Steps in the process for becoming a Registered Dietitian include:

- Complete a minimum of a Master's degree at a U.S. regionally accredited university or college and coursework approved by the Accreditation Council on Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (The Academy).
- Complete an ACEND-accredited supervised practice (dietetic internship, graduate or coordinated programs) program at a university, healthcare facility, community agency, or foodservice corporation, or combined with graduate studies. Supervised Practice programs will vary in length. For detailed information on the process for application to supervised practice programs, see here: <https://www.eatrightpro.org/acend/students->

[and-advancing-education/application-process-for-students](#). The Dietetics Inclusive Centralized Application Service (DICAS) simplifies the application process and allows students to apply to multiple programs with one application. Please see here for DICAS: <https://dicas.cas.myliaison.com/applicant-ux/#/login> . For a list of all ACEND accredited graduate programs see here: <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs>. Please check the application process for each program prior to application.

- Pass a national examination administered by the Commission on Dietetic Registration (CDR).
- Complete continuing professional educational requirements to maintain registration.
- Graduates who successfully complete the ACEND-accredited Didactic Program in Dietetics at Texas Southern University and earn a Verification Statement are eligible to apply to an ACEND-accredited supervised practice program.
- In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements, click here: <https://www.tdlr.texas.gov/diet/>.

Requirements for Obtaining the Statement of Verification

A statement of **verification will be granted to all students who successfully complete degree requirements**, including earning a cumulative 3.0 average; earning grades of “C” or above in all required English and Mathematics courses; earning grades of “C” or better in all pre-professional courses; earning a cumulative GPA of 3.0 in all Science courses and major NUTR courses, and earning grades of “C” or better in all professional (NUTR) courses. Verification Statements will be issued by the DP Director upon **official degree confirmation by the University (an official, sealed transcript is required)**. Copies of Verification Statements will be filed in each student’s folder. Verification letters must be submitted with applications for admittance to a graduate supervised practice programs.

Verification statement-only option

To complete the verification statement–only option and become eligible for a DPD verification statement, students must successfully complete all courses identified on their individualized plan of study with grades of C or higher, achieve a minimum GPA of 3.0 across the required courses used to determine DPD completion, and demonstrate attainment of all ACEND Knowledge Requirements (KRDNs) through designated summative assessments, assignments, labs, and projects. Program completion is defined as fulfillment of all coursework, transfer/equivalency, grade, GPA, and competency requirements documented on the individualized plan of study. Once final grades are posted and all requirements are verified, the program director issues the ACEND DPD verification statement in accordance with institutional and ACEND policies. Verification statement–only students are recognized as DPD program completers but do not automatically receive a second bachelor’s degree from TSU; students who complete more than 30 credit hours at TSU may choose to apply separately for a post-baccalaureate degree.

KRDN Policy

The curriculum contains assignments that cover the “Foundation Knowledge Requirements and Learning Outcomes for Didactic Programs in Nutrition and Dietetics” (KRDN) as prescribed by ACEND Accreditation Standards. Students must achieve all KRDNs to successfully complete the DPD program and obtain a verification statement. KRDNs are assessed in designated courses throughout the degree plan, and the KRDNs assessed in a given course are listed in the respective course syllabus. **If a student does not successfully meet the requirement for a KRDN in the assigned course, the student will work with the DPD Director to complete an appropriate substitute assignment, which may be embedded in another course or may be a separate assignment directly supervised by the DPD Director to ensure that the KRDN is met.**

Program Costs and Financial Assistance

Tuition costs for students at Texas Southern University are comparable to those at other state universities. Due to the variability of changes in fees from time to time, however, students are encouraged to consult the University's Office of Enrollment Management for updated information governing current fees. Presently, Texas residents who are enrolled in 12 hours may expect to pay an estimated \$4,172.00 in tuition and fees and those enrolled in 15 hours can expect to pay an estimated \$5,203.00 in tuition and fees per semester; non-residents may expect to pay an estimated \$9136 in tuition and fees and those enrolled in 15 hours can expect to pay an estimated \$10,721.65 in tuition and fees per semester; International students enrolled in 12 hours can expect to pay an estimated \$9,256.00 while those enrolled in 15 hours can expect to pay an estimated \$11,278.00 per semester. In addition to tuition and University fees, students who plan to park on campus must pay a student parking fee. Students are encouraged to refer to the Texas Southern University website (<https://tsu.edu/safety-and-wellness/public-safety/campus-parking.php>) for current parking fees. Other general costs incurred by DPD students include lab attire, books and supplies, and membership in the Dietetics professional organization.

The **estimated cost** for lab attire is seventy dollars (\$70.00) but may vary from one department to another. Costs for books and supplies vary by the number and subject disciplines in which the student is enrolled during a specific semester. Student membership in the Academy of Nutrition and Dietetics (which is highly recommended at the freshman and sophomore levels and **required at junior and senior** levels) are set by the Academy of Nutrition and Dietetics. Additional information regarding fees may be found on the Academy's website at <https://tsu.edu/safety-and-wellness/public-safety/campus-parking.php>. As a student member of the Academy, students are automatically members of the Texas Academy of Nutrition and Dietetics. There is an additional membership fee to become a member of the Houston Academy of Nutrition and Dietetics. Student membership in the Academy is required in the Junior and Senior levels.

Texas Southern University offers a variety of financial aid options, including federal and state grants, institutional scholarships, work study, and federal student loans to help students finance their education. Students apply for aid by completing the Free Application for Federal Student Aid (FAFSA) and following the steps outlined by the Office of Student Financial Assistance at TSU: <https://tsu.edu/admissions/financial-aid/the-process/index.php>. Detailed information about types of aid, eligibility, and application timelines is available in the TSU undergraduate catalog under "Types of Financial Aid and Assistance": <https://catalog.tsu.edu/undergraduate/financial-aid-assistance/>.

DPD students are encouraged to review these resources early and to monitor their MyTSU portal and the TSU Financial Aid website for important deadlines and updates.

Withdrawal and Refund of Tuition and Fees

Students who officially withdraw from Texas Southern University during the fall or spring semester may be entitled to a prorated refund of applicable tuition and designated tuition fees, calculated according to an established percentage schedule based on the official withdrawal date. TSU follows the Refund or Adjustment of Withdrawals/Dropped Courses policy in Texas Higher Education Code 54.006, and refund percentages and deadlines for each term are published by Student Accounting and Billing Services in the term-specific drop/withdrawal refund schedules. Students must complete the official withdrawal process through the Office of the Registrar; ceasing to attend classes without officially withdrawing may result in grades of “F” and does not exempt the student from financial responsibility for tuition and fees

Current refund policies and schedules are available at:

TSU Registrar – Withdrawals and Dropped Courses: <https://tsu.edu/registrar/withdrawals-dropped-courses.php>

Student Advisement

Advisement is a very important component of the Dietetic program; thus, upon admission to the Dietetic program, students are assigned a **program advisor** and provided with a degree plan. They are expected to **become familiar with the degree plan** as well as **program requirements** and **meet regularly (beginning and end of each semester) with their advisor for guidance in progressing through the degree plan** and successfully completing degree requirements. Also, advisors provide information about internships, career options, graduate opportunities and University resources. If a student is not meeting verification statement requirements a plan for improvement will be devised and/or the student may be advised to explore other concentrations within the College of Pharmacy and Health Sciences or another major in an area of interest.

Class Attendance Policy

The Dietetic Program subscribes to the University's policies on class attendance (<https://catalog.tsu.edu/undergraduate/admission-requirements-enrollment-information-academic-regulations/academic-regulations/>). As such, students are required to be present for all class meetings of any course for which they are enrolled, beginning with the first class day. Students are further responsible for learning about, becoming knowledgeable of and complying with the attendance policy stated in the catalog and/or faculty syllabi. Additionally, they are responsible for completion of work required in the courses in which they are enrolled, including taking all examinations and quizzes at the time they are administered to the entire class. Instructors are not obligated to give "make-up" work unless students present an official University authorized absence.

Leave of Absence and Withdrawal

Students who need to interrupt their studies must follow the University's official leave-of-absence and withdrawal policies as outlined in the Undergraduate Catalog and on the TSU website (<https://catalog.tsu.edu/undergraduate/>). Students are responsible for meeting with their academic advisor and the Office of the Registrar to understand the academic and financial implications of a leave or withdrawal and for completing all required University forms and procedures.

On-Site DPD Computer Lab

In addition to two food laboratories, the Dietetic program also has a computer lab that allows students to conduct nutrition analyses and assignments associated with Dietetic/NUTR classes as well as to engage in self-assessment practice for the RD examination. The lab is located CS Lane Building room 101. The 2nd floor of Nabrit Science building contains the Simulation Center for Students to conduct assessment and counseling sessions in a simulated environment. Located in the Gray Building there is a computer lab located on both floors of the building.

Distance Courses and Online administration of exams

TSU students received a unique username and password that are used to access my TSU, blackboard and campus email. Online course content and materials are only accessible through Blackboard using the unique username and password. No course materials will be distributed via email. All materials will be posted on Blackboard. Students taking distance education courses must participate in course activities on a regular basis.

Distance Education

Some courses in the Didactic Program in Dietetics (DPD) curriculum may be delivered using distance education formats (online or hybrid courses). Distance education courses use the university's learning management system (Canvas) and may include a combination of asynchronous activities (e.g., recorded lectures, discussion boards, quizzes) and synchronous activities (e.g., live online class meetings). Students enrolled in distance education courses are expected to meet all course requirements and deadlines, participate regularly in online activities, and maintain professional behavior in virtual settings in accordance with the COPHS Student Code of Conduct.

All distance education courses in the DPD are designed to meet the same learning outcomes, KRDN requirements, and assessment standards as face-to-face courses. Faculty who teach DPD courses using distance education are required to complete training in online pedagogy and recommended practices through institutional professional development, and the program monitors student performance and feedback to ensure that distance courses support student success and program outcomes

Students are responsible for ensuring they have reliable access to a computer and internet connection that meet the University's minimum technical requirements for online coursework, including a current web browser, productivity software (such as Microsoft Office 365), and the ability to participate in proctored or secure online assessments as required. TSU's online learning guidance emphasizes that students should confirm their technical readiness and have an appropriate workspace for taking tests and participating in web-based activities; general information about expectations for online courses is available at:

<https://catalog.tsu.edu/undergraduate/tsu-online/> .

Students who need assistance with technology access (such as MyTSU login, email, Wi-Fi, or loaner laptops) may contact the Office of Information Technology (OIT) and review student technology resources at: <https://tsu.edu/oit/students.php>.

Electronic Exams

Many courses in the program have adopted electronic, computer-based testing provided by Canvas. You will take your exams in Canvas. In order for these exams to run smoothly, provide the maximum time for the student to take the exam and the fastest grading, it is important that each student follow the procedure as described below and bring the necessary equipment on exam days.

TSU COPHS will also use Respondus Lockdown Browser that will capture an image of you and compare that image of you with your live camera view each time you take an exam. Respondus will record your actions during each exam and flag any potential integrity breaches so that your instructor can review them.

At the start of each exam, your image will be captured, and you will confirm acceptance of the Student Code of Conduct and any other course policies.

Dress Attire for Labs and Clinical Experiences

Men and women are required to wear clean pressed white lab coats/jackets in all laboratory and clinical courses and experiences. In addition, slip and oil resistant, non-absorbent, non-mesh fabric shoes required. Hair nets are to be worn by everyone in the food service preparation and service area. Hair ornaments are prohibited.

When in the clinical laboratory or external sites, students are expected to adhere to the prescribed code of dress and grooming for those sites. In all instances, dress clothes and laboratory coats are required to be clean and neat. The laboratory coat should be long enough to also be worn with appropriate street length clothes in the clinical area. It should also have long sleeves and be of an easily launderable fabric. In addition, Texas Southern Tiger-1-One Identification cards are to be worn and visible at eye level facing toward the front with the picture showing at all times.

Visible body piercing is permitted in the ears only. All other body piercing must be non-visible. Excessive tattoos are not acceptable and must be concealed from visible sight. Nails must be clean and short. Artificial nails are prohibited. Fingernail polish, including natural, is prohibited in all food preparation and service areas.

Extreme or excessive makeup, cologne, or accessories are not allowed. Men must be clean shaved. Well-groomed, closely trimmed mustaches are allowed. Wrist watches, wedding and engagement rings and bands of simple design are permissible in clinical practicum sites; however, jewelry cannot be worn in food production and service areas. Sports or athletic shoes, boots, clogs, canvas shoes, sandal-thong flops or slippers, open-toed and open-heeled shoes, bare legs, and denim are not acceptable attire.

Students whose appearance does not meet uniform requirements and standards of appearance will not be allowed to participate in lab/practicum activities. It may be necessary for a faculty member to recommend specific changes in these guidelines in certain situations; however, any changes will be discussed with students by DPD faculty members.

Transportation to Clinical Sites

Students are responsible for their own transportation to and from assigned clinical experience sites. Lack of transportation is not an acceptable excuse for non-attendance of classes or clinical practicum.

Paid Compensation

Students will not receive paid compensation during any part of the program.

Injury/Illness While at Clinical Sites

If a student is injured or becomes ill while in a facility, the facility policies are adhered to; the student will be responsible for related expenses.

Reporting of Grades

Grades for courses in which students are enrolled are submitted by course instructors on a semester/term basis and are available for viewing by students online. **In the case of “Incomplete” received, students must complete the work required for removal of an “Incomplete” in accordance with university policies.**

Retention/Remediation Procedures

As a general rule, for students who need help in English courses, the **Minnie Metters English Laboratory** is available in the Martin Luther King Building. Further tutorial assistance in academic areas is available to students in the Robert J. Terry Library. For students who need help in Dietetics or Food and Nutrition, **faculty assistance** is available during office hours and by appointment. Students in the Dietetic/Food and Nutrition areas are also encouraged to form **cohort study groups**.

Students who are Dietetic majors must earn grades of “C” or better in all required English, Mathematics and Science courses in addition to earning grades of “C” or better in all pre-professional courses. Students must earn science GPA of 3.0 or higher in all science pre-professional courses. Required courses in which dietetic majors earn less than a “C” must be retaken before advancing to a higher-level course. Course prerequisites must also be satisfied to advance to a higher-level course.

Students entering the Dietetics program must earn and maintain a 3.0 minimum average by the time that they enroll in NUTR 336 (Nutrition Through the Lifecycle) in order to retain their eligibility in the program as well as to receive a Verification Statement from the program director. Students must also score a “C” in all major courses (NUTR) to qualify for a verification statement. Students must maintain a 3.0 minimum GPA in all major courses (NUTS) to qualify for a verification statement.

Satisfactory Academic Progress

DP students are expected to uphold high standards of honesty in their academic work and in their associations with clients, peers, instructors and the public. Guidelines for disciplinary actions ranging from suspensions to expulsion for offenses such as plagiarism, collusion,

cheating on an examination or quiz or impersonation of another enrolled student are listed in the University catalog, this student handbook and are included in the course syllabi.

Students who fail to obtain satisfactory standing in their academic courses are also subject to academic suspension and/or probation according to the University's policies on academic performance.

Rules and Regulations: The University & College of Pharmacy and Health Sciences

University Rules and Regulations

The University Student Code of Conduct establishes the University's internal disciplinary system and has been developed for the express purpose of acquainting students with the rules and regulations of Texas Southern University necessary to ensure the orderly conduct of its students while attaining its lawful goals and objectives. The rules generally cover activities of a non-academic nature. Rules and regulations of the University do not govern academic standards for graduation for each individual school or college. All students of the College of Pharmacy and Health Sciences are encouraged to make themselves familiar with the TSU Code of Conduct, which is provided through the University's Office of Student Services by the Vice President of Student Services and is located on the TSU website (<https://tsu.edu/student-services/departments/student-conduct/students/index.php>).

Administration of Student Discipline - Authority to administer the Student Code of Conduct and student judiciary systems for the University is delegated to the Vice President of Student Services, who shall have the primary responsibility for A) the development of policies affecting student life; B) the promulgation and enforcement of institutional rules that govern student conduct, and C) the administration of student discipline on campus; and the supervision and development of student out-of-class programs and the activities of all student organizations.

College of Pharmacy and Health Sciences Rules and Regulations

Administration of Student Discipline - The Assistant Dean of Student Services in the College of Pharmacy and Health Sciences is responsible for all aspects of student life in the college and will work with the Dean of Students, Vice President of Student Services to resolve all matters related to misconduct.

General classroom expectations include:

- No food or drink is to be brought into the classroom.
- The student shall arrive to class prepared and on time.
- Talking and other disruptive activities shall not be engaged in while in class.
- No Cell phones, smart watches, and similar devices shall be turned silenced while in class.
- Students shall maintain professional behavior and exercise respect in the classroom with faculty, staff, and other students.

Conduct Violations

Conduct Subject to Sanctions -The COPHS deems unprofessional conduct of any type as unacceptable and will subject the violator to disciplinary action. Examples of "Unprofessional

Conduct" or "Academic Misconduct" shall include but not be limited to the following. This shall apply to practice experiences. Any violation of University rules or regulations as stated in the Student Code of Conduct, or violation of rules and regulations of affiliated institutions, any conduct of a felony grade or any misdemeanor involving moral turpitude that violates municipal, county, state, or federal laws.

- **Plagiarism** - the appropriation of passages, either word-for-word or in substance from the writings of another and the incorporation of these as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks and footnotes or other explanatory quotes.
- **Collusion** - working with another person in the preparation of notes, homework, laboratory exercises, reports, papers, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
- **Cheating on an Examination or Quiz** - Giving or receiving, offering or soliciting information, or using prepared material in an examination or a quiz. On examination and quizzes, students shall refrain from talking, from bringing notes and books into the examination room, or looking around the room during examination. Any use of aids that have not been permitted such as: calculators, cell phones, electronic devices, and the internet.
- **Impersonation** - allowing another person to attend classes, take examinations or authoring graded assignments for an enrolled student under the enrolled student's name is strictly forbidden.
- **Intimidation** - Conduct that inhibits student or employee behavior or makes students or employees fearful because of threats, either written, spoken, or implied.

Violations of the "Student of the College of Pharmacy and Health Sciences Pledges of Professionalism include:

- Violation of Conduct in the Classroom Policies, both onsite and online
- Self-enrollment in classes without the written approval of the academic advisor
- Any other act which impedes the academic goals and objectives of the College of Pharmacy and Health Sciences; including but not limited to forgery, theft, buying or selling work, falsification of documentations, carrying of weapons at practice sites or while engaged in practice experiences, etc.

Types of Sanctions for Violations

The Assistant Dean of Student Services with the concurrence of the Dean of the College and in consultation with the university Dean of Students, and Vice President of Student Services will make a recommendation of sanctions to be imposed to the college grievance committee. The recommendation will follow the adjudication process as outlined in the grievance section of this document. Possible sanctions include but are not limited to the following:

- **Disciplinary Probation** - A student is allowed to continue his/her academic work for a specified period of time during which the student's conduct is monitored and a written

reprimand is given. Disciplinary probation may include a loss of privileges as outlined in the Student Code of Conduct.

- **Suspension** - A student will be separated from the College of Pharmacy and Health Sciences for a designated period of time, not to exceed two semesters.
- **Dismissal** - A student will be dismissed (withdrawn) from the College of Pharmacy and Health Sciences; A dismissed student is eligible to apply for admission only as a new student. A dismissed student will not be eligible to apply for admission no sooner than one academic year (Fall/Spring) from the date of.
- **Expulsion** - Expulsion is a permanent release from the University without the privilege of re-admission.
- **Loss of privileges** - Denial of specific privileges for a designated period of time.

Any other sanction deemed appropriate to administer a fair standard of discipline for violations not listed in the Student Code of Conduct and more than one sanction stated above may be imposed for a single violation.

Filing an Incident of Unprofessional Conduct or Academic Misconduct

1. Complete the Incident Report Form located on the Office of Student Services page on the TSU website
2. Academic Departments will submit the form to the Course Coordinator/Instructor of Record and Department Chair
3. Department Chair will submit to the appropriate academic Associate Dean
4. Non-academic departments or students will submit form directly to the Assistant Dean of Student Services

Grievances

The College of Pharmacy and Health Sciences Grievance Committee shall hear grievances, cases related to academic dishonesty, and unprofessional student conduct.

Purpose: The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student, group of students, or faculty member.

Committee Composition: The College has two grievance committees, the non-academic/professionalism grievance committee, and the Academic Grievance Committee. The Chairperson of the Grievance Committees shall be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the Chairperson or Assistant Dean of Student Services. The Grievance Committee may disqualify a committee member, or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

Hearing Procedures for matters adjudicated by Grievance Committees

Prior to formally bringing a matter before a grievance committee, the parties are encouraged to make every effort to resolve the conflict through mediation led by the Assistant Dean of Student Services. The conflict resolution process should occur within thirty-days (30) of the date of the alleged occurrences. Parties should provide written documentation of these efforts. If unresolved at this level, a formal grievance or incident report may be filed with the Assistant Dean of Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures.

- Academic conflicts should be resolved by starting with the Instructor of Record/Course Coordinator, then the Department Chair, and lastly the appropriate academic Associate Dean.
- All other conflicts should be discussed with the Office of Student Services for resolution options.

The adjudication process is initiated by filing the appropriate document with the Assistant Dean of Student Services. The filing shall be initiated within sixty-days (60) of the alleged occurrences upon which the filing is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted shall be dated and signed by the person submitting the grievance/report or by a representative of the group where a group is involved. After the grievance/report is properly filed, the Assistant Dean of Student Services shall review said matter and render a written opinion for resolution, if possible, within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the matter through mediation, further consideration of said matter is set forth below.

If the matter is not resolved at the level of the Assistant Dean of Student Services, the matter will be set for a hearing before the Grievance Committee. The Assistant Dean of Student Services will notify all parties involved by e-mail and/or certified mail of the date, time, and place of the hearing. All parties have the right to present evidence and witnesses on their behalf and the student also has the right to select an advisor of his/her own choosing. The Advisor may not serve as the legal representative of the student. The letter or petition submitted to the office of the Assistant Dean of Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the grievance is brought shall be available for inspection in the office of the Assistant Dean of Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance or incident report has been lodged has the same right as the person making the complaint to have witnesses appear in his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.

Results of Grievance Hearings

After due deliberations have occurred and a decision has been made by the Committee, the decision shall be recorded and kept in the Office of the Assistant Dean of Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean of Student Services shall be responsible for notifying all parties involved in the matter of the outcome of the Committee's deliberation, along with sending a copy to the Dean. Should the student disagree with the decision of the committee, they may make an appeal to the Dean of the college. The Dean will review the process undergone by the committee and may render one of the follow decisions.

- Refer the matter back to the committee due to process-related discrepancies.
- Uphold the decision of the committee.

In most cases the decision of the Dean is final, but should the student feel that the outcome of the matter was egregiously erroneous they may seek additional guidance from the university ombudsperson.

Student Grievances dealing with Grades

A. The College of Pharmacy and Health Sciences Grievance Committee shall hear grievances.

1. Purpose

The purpose of the Grievance Committee shall be to conduct a fact-finding hearing and render a final decision. A complaint may arise from any student or group of students or any faculty member.

2. Committee

Composition The committee shall consist of five faculty and two alternates and four COPHS students with three alternates. The Chairperson of the Grievance Committee shall be present at the hearings, unless his/her presence constitutes a conflict of interest. If a member of the committee cannot attend the hearing, that member shall immediately notify the Chairperson or Assistant Dean of Student Services. The Grievance Committee may disqualify a Committee member or a member may disqualify himself/herself if there is a conflict of interest. A majority vote by the Committee will constitute a majority for a decision. A majority also constitutes a quorum.

Hearing Procedures for Types of Grievances

1. The procedures to be followed when a grievance is student initiated are as follows:
 - a. Prior to bringing a grievance against a party, the parties are encouraged to make every effort to resolve the conflict. The conflict resolution process should occur within thirty-days (30) of the date of the alleged occurrences. The student should provide written -56 documentation of these efforts. If unresolved at this level, a grievance may be filed with the Assistant Dean of Student Services. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures. This decision precludes any further review under any other procedure within the college or university.
 - i. Academic conflicts should be resolved by starting with the Instructor of Record/Course Coordinator, then the Department Chair, and lastly the Academic Dean.
 - ii. All other conflicts should be discussed with the Office of Student Services for resolution options.
 - b. The grievance is initiated by writing a letter or filing a petition with the Assistant Dean of Student Services. The letter or filing shall be initiated within sixty-days (60) of the alleged occurrences upon which the grievance is based. The letter or petition should set forth the alleged facts involved and the events leading to the grievance and the solution sought. All documents submitted shall be dated and signed by the person submitting the grievance or by a representative of the group where a group is involved. After the grievance is properly filed, the Assistant Dean of Student Services shall review said grievance and render a written opinion for resolution if possible within 30 days from the date of the completion of filing. If the Assistant Dean of Student Services is unable to resolve the grievance, further consideration of said grievance is set forth by Section C below.
 - c. If the matter is not resolved at the level of the Assistant Dean of Student Services, the grievance will be set for a hearing before the Grievance Committee. The Assistant Dean of Student Services will notify the student by e-mail and certified mail of the date, time, and place of the hearing. The Assistant Dean of Student Services will also notify the student via the certified letter and e-mail that he/she has the right to present evidence and witnesses on his/her behalf and that the student also has the right to select an advisor of his/her own choosing. The Advisor may not serve as the legal representative of the student. The letter or petition submitted to the office of the Assistant Dean of Student Services by the person or persons bringing the grievance as well as the answer or response, if any, from the person or persons against whom the -57 grievance is brought shall be available for inspection in the office of the Assistant Dean of Student Services. If a request is made of the party or the administration against whom a complaint is made to appear before the Grievance Committee, it is hoped that party or, if the administration, a representative, will appear. The party against whom a grievance has been lodged has the same right as the person making the complaint to have witnesses appear in

- his/her behalf and to present evidence to the committee. The committee has the authority to recall any party for clarification of information during the hearing.
2. Procedures to be followed when a grievance is of a non-student initiated nature are as follows:
 - a. When a grievance of an academic or non-academic nature is filed against a student, the procedure is the same as in 1.c. above.

Results of Grievance Hearings

After due deliberations have occurred and a decision has been made by the Committee, the result shall be recorded and kept in the Office of the Assistant Dean of Student Services for a period of two years or until the student graduates, whichever occurs first. The Assistant Dean of Student Services shall be responsible for notifying all parties to the grievance of the result of the Committee's deliberation, along with sending a copy to the Dean. The decision of the committee is final.

Filing/Handling of Complaints related to the Dietetics Program/Retaliation

Students enrolled in the DP who have a complaint pertaining to the program may file the complaint with the Dietetic program director. The signed complaint should be filed in writing and submitted to the DP director in a sealed envelope. Complaints that are submitted anonymously will not be considered. Upon receiving the complaint, the program director will meet with the student within a ten-day period to discuss the complaint. Should the complaint not be resolved to the student's satisfaction at the DPD director's level or if the complaint involves the DP director, the student may then file the complaint with the Associate Dean for Health Sciences. If at the Associate Dean's level the complaint is not resolved to the student's satisfaction, the student may then take the complaint to the Dean of the College of Pharmacy and Health Sciences for resolution.

University policies protect any student who files a complaint from retaliatory actions. If a student suspects that retaliation has occurred, he or she may follow the procedures noted above for resolution to such actions.

Right of Students to File Program Compliance Complaints with ACEND

If, as a student, you believe that the dietetics program is not in compliance with accreditation standards, you may file a complaint with the Commission on Accreditation for Dietetic Education, which will review complaints in relation to the accreditation standards. The address for the Commission on Accreditation for Dietetics Education is:

Accreditation Council on Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600 ext. 5400

Website: <https://www.eatrightpro.org/acend>

Protection of Privacy of Student Information and Access to Personal Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), students have the right to inspect and review their own educational records maintained by the University (<https://catalog.tsu.edu/undergraduate/right-privacy/>). To request access to official University records such as transcripts or other Registrar-maintained documents, students must submit a written request to the Office of the Registrar identifying the records they wish to review; the Registrar will provide instructions and arrange a time and place for inspection consistent with University policy. In addition, DPD students may request to review the program portion of their student file (for example, advising sheets, KRDN tracking records, and verification statements) by submitting a written or email request to the DPD Program Director, who will coordinate a time for the student to review these records in accordance with FERPA and institutional procedures.

Fairness Statement

Texas Southern University is committed to creating a community that affirms and welcomes individuals from all backgrounds and experiences, supporting the realization of their full human potential. We recognize that there are differences among groups of people and individuals based on ethnicity, race, socioeconomic status, gender, exceptionalities, language, religion, sexual orientation, and geographical area. All persons are encouraged to respect the individual differences of others.

Equal Access Policy

Texas Southern University is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972, which prohibit discrimination on the basis of sex. Texas Southern University's position statement on Title IX can be found on the University's website (<https://tsu.edu/about/administration/office-of-compliance/title-ix/index.php>). Further, the University is in compliance with the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973 as amended. It is the policy of the University that sexual harassment as defined in the EEOC Guidelines will not be tolerated among members of the Texas Southern University community. Any complaint of sexual harassment should be reported immediately to the appropriate person as designated by the Provost/Senior Vice President for Academic Affairs and Research.

Student Accessibility Services Office (SASO) Disability statement:

Texas Southern University (TSU), Student Accessibility Services Office (SASO) provides individualized, reasonable accommodations for students with disabilities as defined by the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendment Act of 2008, and Section 504 of the Rehabilitation Act of 1973 (<https://tsu.edu/student-services/departments/disability-services/index.php>).

Students who may need accommodations are asked to contact the Student Accessibility Services Office (SASO) at (713) 313-4210 or (713) 313-7691. The SASO office is located in the Student Health Center, room 140. Business hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. (<https://tsu.edu/student-services/departments/disability-services/index.php>).

Please note Instructors are not required to provide classroom accommodations without approved verification from the Student Accessibility Services Office (SASO). Please schedule an appointment during my office hours to discuss approved accommodation provisions.

TSU and SASO are committed to providing an inclusive learning environment. For additional information, please contact SASO.

Title IX

Texas Southern University (TSU) is a strong proponent of Title IX enforcement and in ensuring that sex discrimination and sexual violence is eradicated. Title IX is a Federal law that prohibits sex discrimination under any education program or activity receiving Federal financial assistance. In accordance with Title IX, TSU policies prohibit sex discrimination and sexual misconduct (which includes: sexual harassment, sexual assaults, dating violence, domestic violence, sexual exploitation and stalking). Please review the University Title IX Grievance Procedure (MAPP 02.05.09) and familiarize yourself with its content.

Procedures for resolving complaints of Title IX can be found at the above-mentioned Title IX Grievance Procedure. <https://tsu.edu/about/administration/office-of-compliance/title-ix/index.php> .

Student Support Services Available to TSU Students

To support the health and wellness of students, Texas Southern University offers several support services, including:

- The Health and Wellness Center (713-313-7173)
- The Sterling Student Services Center (<https://tsu.edu/student-services/departments/office-of-student-life/index.php>)
- A Counseling Center (713-313-7804)
- The Recreation Center (<https://tsu.edu/student-services/departments/office-of-student-life/index.php>)
- Student Accessibility Services Office (SASO) at (713) 313-4210 or (713) 313-7691
- Scholarships are available to eligible students through several sources. Interested students should consult the Financial Aid Office and Student Services Office for more information regarding available resources.

Student Organizations

The following professional organizations exist within the college. Students shall have a grade point average of at least 2.50 to hold office in any student organization.

Student organizations must register and remain in good standing with Texas Southern University annually to be recognized by the college and must comply with the policies of the University and College. Recognized student organizations can meet and use university space for events and are eligible to fundraise. Organizations may lose recognition and privileges for illegal fundraising, student organization misconduct, misuse of funds or not fulfilling the annual organization requirements.

Important information, organization registration and the most up-to-date contact information for the TSU Office of Student Life can be found at <https://tsu.edu/student-services/departments/office-of-student-life/index.php>. For all COPHS specific questions please contact cophsoutreach@tsu.edu.

RSOs are:

- The Oddis Turner Student Dietetic Association
- Academy of Managed Care Pharmacy (AMCP)
- African Pharmacy Students Association
- American Pharmaceutical Association (APhA)
- Clinical Laboratory Science Association
- Environmental Health Association
- Health Administration Association
- Health Information Management Association
- Industry Pharmacists Organization (IPhO)
- Kappa Psi Pharmaceutical Fraternity
- Lambda Kappa Sigma Pharmacy Fraternity
- Phi Delta Chi Pharmacy Fraternity
- Phi Lambda Sigma Pharmacy Leadership Society
- Pre-Health Professions Club
- Respiratory Therapy Association
- Respiratory Therapy Lambda Beta National Honor Society
- Rho Chi Pharmacy Honor Society
- Student Healthcare Executive Association (SHEA)
- Student National Pharmaceutical Association (SNPhA)
- Student Society of Health Systems Pharmacists (SSHP)
- Texas Pharmaceutical Association
- Vietnamese American Pharmacy Student Society (VAPSS)

Student Organization Legal Responsibilities

As an organization, it is important to understand your legal responsibilities when talking about these issues. Texas Southern University has a Student Code of Conduct that outlines appropriate and expected behavior for all students. It is important to protect your members from any misconduct, while at the same time, protecting your organization from any legal fallout that could come from such incidents.

Hazing

Hazing is a criminal violation under Texas law. An organization found guilty of hazing may be fined \$5,000- \$10,000 for incidents causing personal injury or property damage, an amount which is double toe loss or expenses incurred because of the hazing incident.

This state law does not limit or affect an education institution's right to enforce its own penalties against hazing.

The Education Code defines hazing as "any intentional, knowing, or reckless act occurring on or off the campus of an educational institution by one person or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization." The statute contains a list of conduct which constitutes hazing.

Student Organization Meetings, Activities & Events

All student organization activities (meetings, fundraisers, etc.) must be approved by organization advisor and the College prior to the event. Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Event requests should be received at least 14 business days in advance of the requested event or activity. Organization advisors must be present during activities.

TSU keeps a calendar for permissible programming and some periods during the year are scheduled Bye Weeks where no programming may occur.

Student Travel

Texas Southern University is supportive of student co-curricular activities both on and off campus, but also recognizes that the safety of its students is of the utmost importance, Travel processes apply to an activity or event located more than 25 miles from the University or outside of the Houston area, when the activity is sponsored and/or funded by the University.

The requirements for travel include:

- Student Organizations interested in traveling throughout the semester must have one member or advisor who is traveling attend Risk Management Training

- Organizations must complete the Student Travel Packet and Individual Travel Forms for all travel 10 a minimum of 14 business days prior to traveling.
- Students traveling must be enrolled, in good standing, and at least 18 years of age
- Coach bus or Rental vehicles are preferred (Must set up through University Transportation Department)
- Must have personal automobile insurance and registration as required by state law if personal vehicle to be used
- Students must comply with Student Code of Conduct at all times

Any student who travels on behalf of Texas Southern University shall complete the required travel forms as outlined in the COPHS Student Travel Manual. Travel forms are required for ALL students even if financial assistance is not requested. Students seeking financial assistance shall meet the following criteria:

- Students shall be presenting, competing, speaking, or running for a regional or national office at a conference or meeting.
- Student shall have a cumulative GPA of 2.5 or higher and be enrolled in the semester that the travel occurs.
- Student shall not be on probation, continued probation, or have any disciplinary issues.
- Student shall be an officer, executive board member, or delegate.

All requests for student travel are directed to the Assistant Dean of Student Services at least six weeks in advance of the travel by the faculty/staff advisor if student organization and student if travelling outside of a student organization (reimbursement is contingent upon availability of funds).

Instructions for how to request event approval are available in the college Blackboard Organization, COPHS Student Leadership MS Team (for org e-boards), and on the COPHS website.

Program Location/Resource Numbers:

The Dietetic Program resides in the College of Pharmacy and Health Sciences, located in the Nabrit Science Building. Names, access numbers, and/or email addresses of DPD personnel are listed below.

- **Dr. Ellis Morrow, Program Director**
Room 111, Nabrit Science Building.
713-313-7229; email: ellis.morrow@tsu.edu

Other Dietetic/Food and Nutrition faculty include:

- **Dr. Makuba Lihono**
Room 110, Nabrit Science Building
Phone: 713-313-7637; email: lihono.makuba@TSU.EDU

Other Administrative Resource Persons include:

Dr. Aisha Moultry, Interim Dean
College of Pharmacy and Health Sciences
Gray Hall Suite 240
Phone: 713-313-7381
Email: Aisha.Moultry@tsu.edu

Dr. Zivar Yousefipour, Interim Associate Dean
Health Sciences
Nabrit Science 105 (Office)/ Gray Hall 130 (Lab.)
Phone: 713-313-1890
Email: zivar.yousefipour@tsu.edu

Academic Calendar 2025 – 2026

Fall 2025

March 31	Fall 2025 registration opens for designated student groups
April 7	Fall 2025 registration opens for all students
July 1	Fall 2025 graduation application opens on myTSU Web
August 4	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes) .
August 11	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes).
August 15	Last day for payment or payment plan without a late payment fee. Classes will be dropped for non-payment at 3 p.m.
August 17	Last day for 100% refund for total withdrawal
August 18	First day of semester/Classes begin
August 18-22	Fall Web Late Registration period (with \$150 late registration fee) for students with no courses for the Fall 2025 semester. - ends at Noon Drop and Add courses period (no late fees associated with adding and/or dropping courses - for already registered students) - ends at Noon .
August 22	Drop for Non-Payment at 3 p.m. (Students who have not paid in full/or made the appropriate payment arrangements will be dropped at this time).
August 25-26	Administrative Change period (Dept/College adjustment only) - ends at Noon
September 1	Labor Day Holiday (campus closed no classes)
September 3	Non-Attendance (NAT) Reporting (Students who are not reported as attending classes will be removed from those classes at Close of Business = 5 p.m. CST)

	Census I Date
	Drop a course while still remaining enrolled with 100% refund
September 4-8	Reinstatement for Non-Attendance (NAT) period
September 9	Final drop for non-payment at 3 p.m. (Students who have not paid in full/or made the appropriate payment arrangements will be dropped at this time).
September 15	Census II Date Last day to withdraw with any refund
September 30	Fall 2025 graduation application closes on my TSU Web
October 4- 10	Midterm exams
October 14	Midterm grades due
November 3	Winter Mini 2025/Spring 2026 registration opens for designated students
November 7	Last day to drop or withdraw (no refunds)
November 10	Winter Mini 2025/Spring 2026 registration opens for all students
November 27-28	Thanksgiving Holiday (campus closed no classes)
November 29 - December 4	Final Exams
December 4	Last day of the semester

	Commencement Rehearsal – Please visit our Commencement Website for more information.
December 5	Commencement Ceremony – Please visit our Commencement Website for more information.
December 9	Final grades due at noon

Spring 2026

November 3	Spring 2026 Registration begins for designated student groups
November 10	Spring 2026 registration opens for all students
December 1	Spring 2026 graduation application opens
December 15	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes) .
January 5	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes) .
January 8	Last day for payment. Please utilize the following link to make payment - Touchnet.
January 9	Classes will be dropped for non-payment at 3 p.m.
January 11	Last day for 100% refund for total withdrawal

January 12	First day of semester/Classes begin
January 12-16	Spring 2026 Late Registration period (with late registration fee) for students with no courses for the Spring 2026 semester. - ends at noon Drop and Add courses period (no late fees associated with adding and/or dropping courses - for already registered students) - ends at noon
January 16	Drop for Non-Payment at 3 p.m. (Students who have not paid in full will be dropped at this time).
January 19	Martin Luther King Day Holiday (campus closed no classes)
January 20-21	Administrative Change period (Dept/College adjustment only) - ends at noon
January 28	Census I Date Non-Attendance (NAT) Reporting (Students who are not reported as attending classes will be removed from those classes at Close of Business = 5 p.m. CST) Drop a course while still remaining enrolled with 100% refund
January 29 - February 2	Reinstatement for Non-Attendance (NAT) period
February 3	Final drop for non-payment at 3 p.m. (Students who have not paid in full will be dropped at this time).
February 9	Census II Date Last day to withdraw with any refund

February 27	Spring 2026 graduation application closes on my TSU Web
February 28 - March 6	Midterm exams
March 10	Midterm grades due
March 9 – 14	Spring Break (no classes)
March 30	Summer/Fall 2026 Registration opens for designated student groups
April 2	Last day to drop or withdraw (no refunds)
April 3	Good Friday (Reading Day) No Classes
April 6	Summer/Fall 2026 Registration opens for all students
May 2 – 7	Final Exams
May 7	Last day of the semester Commencement Rehearsal
May 8	Commencement Ceremony
May 12	Final grades due at noon

**Calendar subject to change. Please always double-check the [official TSU Academic Calendar provided by the Office of the Registrar](#).*

Academic Calendar 2026– 2027

Fall 2026

July 1	Fall 2026 graduation application opens on myTSU Web
July 22	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes).
August 10	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes).
August 14	Last day for payment or payment plan without a late payment fee. Payment (and any required forms) must be received by noon. Classes will be dropped for non-payment.
August 16	Last day for 100% refund for total withdrawal
August 17	First day of semester/Classes begin
August 17-21	Fall 2026 Web Late Registration period (with \$150 late registration fee) for students with no courses for the Fall 2026 semester. Late registration ends Friday at noon. Drop and Add courses period (no late fees associated with adding and/or dropping courses - for already registered students) - ends at Noon.
August 21	Drop for Non-Payment. (Students who have not paid in full will be dropped).
August 24-25	Administrative Change period (Dept/College adjustment only) - ends at Noon
September 1	Non-Attendance (NAT) Reporting (Students who are not reported as attending classes will be removed from those classes at Close of Business = 5 p.m. CST) Census I Date Drop a course while still remaining enrolled with 100% refund

September 2-8	Reinstatement for Non-Attendance (NAT) period - Reinstatement for NAT ends at noon.
September 7	Labor Day Holiday (campus closed no classes)
September 9	Final drop for non-payment. (Students who have not paid in full will be dropped).
September 14	Census II Date Last day to withdraw with any refund
September 30	Fall 2026 graduation application closes on my TSU Web
October 3-9	Midterm exams
October 13	Midterm grades due by noon
October 28	Winter Mini 2026/Spring 2027 registration opens for designated students
November 2	Winter Mini 2026/Spring 2027 registration opens for all students
November 6	Last day to drop or withdraw (no refunds)
November 25-27	Thanksgiving Holiday (no classes)
December 3	Last day of class for term
December 4	Study Day
December 5 - 10	Final Exams
December 10	Last Day of Semester Commencement Rehearsal
December 11	Commencement Ceremony
December 15	Final grades due at noon

Spring 2027

October 28	Spring 2027 Registration begins for designated student groups
November 2	Spring 2027 registration opens for all students
December 1	Spring 2027 graduation application opens
December 14	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes).
December 21	Drop for non-submission of Financial Acknowledgement at 8 a.m. (Students who have not completed the financial acknowledgement will be removed from classes).
January 8	Last day for payment or payment plan without a late payment fee. Payment (and any required forms) must be received by noon. Classes will be dropped for non-payment.
January 10	Last day for 100% refund for total withdrawal.
January 11	First day of semester/Classes begin
January 11-15	Spring 2027 Late Registration period (with late registration fee) for students with no courses for the Spring 2027 semester - ends at noon. Drop and Add courses period (no late fees associated with adding and/or dropping courses - for already registered students) - ends at noon.
January 15	Drop for Non-Payment. (Students who have not paid in full will be dropped).
January 18	Martin Luther King Day Holiday (campus closed no classes)
January 19-20	Administrative Change period (Dept/College adjustment only) - ends at noon
January 27	Census I Date

	<p>Non-Attendance (NAT) Reporting (Students who are not reported as attending classes will be removed from those classes at Close of Business = 5 p.m. CST)</p> <p>Drop a course while still remaining enrolled with 100% refund</p>
January 28 – February 1	Reinstatement for Non-Attendance (NAT) period - Reinstatement for NAT ends at noon.
February 2	Final drop for non-payment. (Students who have not paid in full will be dropped).
February 8	<p>Census II Date</p> <p>Last day to withdraw with any refund</p>
February 26	Spring 2027 graduation application closes on my TSU Web
February 27 – March 5	Midterm exams
March 9	Midterm grades due
March 8 - 13	Spring Break (no classes)
March 26	Good Friday (Reading Day) No Classes
March 31	Summer/Fall 2027 Registration opens for designated student groups
April 2	Last day to drop or withdraw (no refunds)
April 5	Summer/Fall 2027 Registration opens for all students
May 3 - 6	Final Exams
May 6	<p>Last day of the semester</p> <p>Commencement Rehearsal</p>
May 7	Commencement Ceremony

May 11

Final grades due at noon

****Calendar subject to change. Please always double-check the [official TSU Academic Calendar provided by the Office of the Registrar](#).***