

# Dietetics Applicant and Program Code of Conduct and Traffic Rules

## Pilot 2024-2025

These traffic guidelines have been established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Dietetics Application Process Task Force and approved by the ACEND Board. These traffic rules represent the guidelines under which the nutrition and dietetics supervised practice programs [Dietetic Internships (DIs), Coordinated Programs (CPs), and Graduate Programs (GPs)] and their institutions have agreed to conduct the annual admissions process.

### A. Applicant Code of Conduct and Traffic Rules

Applicants to dietetics programs, although some are not yet members of the dietetics profession, are bound to legal and ethical standards of behavior during the admission process.

#### CODE OF CONDUCT FOR ALL APPLICANTS:

As an applicant to the profession of nutrition and dietetics, I pledge to:

- Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics programs, including program directors, faculty, staff, and Dietetics Inclusive Centralized Application Service (DICAS) staff.
  - As an applicant, I will submit my own thoughts and original work/not falsify or plagiarize information in my application.
- Be responsible and accountable for my actions.
  - I will personally manage and respond to all matters related to my application.
  - I will respond promptly to all communication from all programs.
- Be respectful of decisions made by admission faculty and staff involved in the admission process.
  - I understand that programs are not required to provide details about decisions or offer suggestions to improve my application.
- Abide by the Admission Traffic Rules for Applicants.

## **ADMISSIONS TRAFFIC RULES FOR APPLICANTS:**

Applicants applying to programs outside of their current institution, regardless of the use of DICAS, should follow these traffic rules.

- You may **not** be enrolled in more than one program at any time.
- In fairness to other applicants and nutrition and dietetics programs, if you have decided before November 15 (Fall) or March 15 (Spring) **not** to attend a program that has offered you admission, promptly withdraw your application from the program(s) by contacting the program director.
- Once you have accepted an offer, if you were offered admission to other programs, you **MUST** contact the program director(s) to decline offer(s). This allows waitlisted applicants to be given an offer.
- If you receive and accept an alternative offer after you have already accepted an offer, you **MUST** rescind/withdraw your acceptance at the program where you had previously accepted an offer within 24 hours of accepting the offer at the new program.

## **Applicant Code of Conduct Violations**

ACEND serves as a clearinghouse for reports of possible applicant and program misconduct. Questions about the Applicant Code of Conduct should be directed to [ACEND@eatright.org](mailto:ACEND@eatright.org).

## B. Programs Code of Conduct and Traffic Rules

Nutrition and dietetics programs are bound to the Code of Ethics for the Nutrition and Dietetics Profession and must abide by a set of core values during the admission process: customer focus, integrity, innovation, social responsibility and diversity ([Code of Ethics for RDNs and NDTRs](#)).

### CODE OF CONDUCT FOR PROGRAMS:

As a nutrition and dietetics program, we pledge to:

- Act with honesty and integrity throughout the admission process when interacting with nutrition and dietetics applicants, other program directors, faculty, staff, and DICAS staff.
- Abide by the Admission Traffic Rules for programs.

ACEND encourages each of its member programs and institutions to conduct an application process that is inclusive and professional. The purpose of these traffic rules is to allow applicants to explore their options with each nutrition and dietetics program in a fair manner.

### ADMISSIONS TRAFFIC RULES FOR PROGRAMS:

*ACEND adopted the following Admissions Traffic Rules for Nutrition and Dietetics Education Programs. For questions, please contact [ACEND@eatright.org](mailto:ACEND@eatright.org).*

Reminder: Programs may market and recruit applicants throughout the application cycle.

### On or Before November 1 (Fall) or March 1 (Spring)

- Programs may begin extending offers of admission on applications deemed complete by the program at any time during the admissions cycle.
- Programs should notify all applicants by November 1 (Fall) or March 1 (Spring) if they receive an offer, are waitlisted, or are rejected.
- Programs should indicate to applicants whether deposits, if applicable, are non-refundable, including those voluntarily paid before the deposit deadline.
- Notes:
  - Applicants may not be required to notify programs of their decision until on or after November 15 (Fall) or March 15 (Spring).
  - Programs may not coerce applicants to accept an offer before November 15 (Fall) or March 15 (Spring).

### **On or Before November 15 (Fall) or March 15 (Spring)**

- Programs that require a deposit from applicants to hold their spot may not coerce applicants to pay the deposit before November 15 (Fall) or March 15 (Spring).
  - If voluntarily paid by the applicant, programs can accept the deposit before November 15 (Fall) or March 15 (Spring).
  - For programs accepting deposits, programs must indicate on their website whether the deposit is refundable.

### **After November 15 (Fall) or March 15 (Spring)**

- Programs with applicants on their waitlist can continue to extend offers as needed.
- Programs may continue to market and recruit applicants.
- Programs with open positions can reopen their application. Application due dates should not be after December 15 (Fall) or July 15 (Spring).

### **Program Code of Conduct Violations**

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