



**TENNESSEE  
STATE UNIVERSITY**

**STUDENT HANDBOOK  
FOR  
DIDACTICS PROGRAM IN DIETETICS**

**2019-2020**

Department of Human Sciences  
Tennessee State University

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## **Introduction**

The Didactic Program in Dietetics (DPD) at Tennessee State University (TSU) prepares students for careers as nutrition educators and credentialed dietitians who will provide leadership in the delivery of foodservice management and nutrition services for the people of Tennessee and around the globe. With a strong emphasis in community service, our students excel in providing services to the limited resource individual and family. Graduates may develop community programs to promote nutrition and good health; educate people about the relationship between diet and health; conduct research on the psychological, cultural, social, economic and environmental issues related to nutrition and health; or work with special groups who are at risk for nutrition-related or health problems, such as pregnant women, infants and the elderly. Many opportunities are provided for students to gain experience in their profession before graduation. These experiences enable students to learn about cultures, and take on leadership roles before they enter the workforce. All of these experiences enhance learning and may provide an advantage in the job market.

## **Accreditation Status**

The Didactic Program in Dietetics at TSU is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 312/899-0040 (ext. 5400), [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend).

## **Mission of the Didactic Program in Dietetics**

The mission of the TSU Didactic Program in Dietetics (DPD) is to support the mission and goals of the University, College and Department by providing a progressive and effective academic curriculum that prepares students to be scientifically competent, accountable, and ethically responsible professionals who are prepared for supervised practice, a health or science-related profession, and/or graduate school, and advancing as self-educating dietetics professionals who are eligible for the CDR credentialing exam to become Registered Dietitian Nutritionists.

## **Goals and Objectives of the Program**

**Goal 1:** The program will prepare graduates for acceptance and successful completion of a supervised dietetics program and to successfully pass the registration exam.

### Goal 1 Objectives:

- a. At least 80% of program graduates complete program/degree requirements within three years (150% of program length).
- b. 60% percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- c. 50% percent of program graduates are admitted to a supervised practice program within 12 months of graduation.

- d. 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%.
- e. 75% of graduates will rate their preparation for supervised practice, graduate school, and/or dietetics-related employment as satisfactory or higher.

**Goal 2:** Graduates will have the foundation, knowledge, and skills needed to be competent in a supervised practice, graduate program, and/or dietetics-related employment.

Goal 2 Objectives:

- a. 65% of students will find dietetics-related employment within 12 months of completion of the DPD, supervised practice, or graduate school.
- b. 80% of employers will rate graduates as competent for the position they are holding.
- c. 70% of supervised program directors will rate program graduates academic preparation for supervised practice as satisfactory or higher.

**Goal 3:** To prepare students to be critical thinkers who are knowledgeable about the research process and outcome evaluation

Goal 3 Objectives:

- a. 80% of program faculty will have research funding from external funding agencies.
- b. At least 3 DPD students will participate in funded research projects each year

**Admissions Criteria for Didactic Program in Dietetics (DPD)**

Prospective students must meet admission requirements of Tennessee State University and must apply for admission to the DPD program. Students must meet the following criteria to be considered for entry to the DPD Program.

- Cumulative GPA of 2.5 or better
- Achievement of at least junior status at the university (i.e. 60+ credit hours), including the courses listed below.
- Grade of B or better in the following courses:
  - NUFS 1110 - Food Preparation and Meal Management
  - NUFS 2110 - Elementary Nutrition
- Grade of C or better in each of the following courses:
  - BIOL 2210 and 2211 - Anatomy and Physiology I and Lab
  - CHEM 1110 and 1111 - General Chemistry I and Lab
  - CHEM 1120 and 1121 - General Chemistry II and Lab

- Completion of application packet, which includes:
  - DPD Admission Application
  - Current transcripts from TSU and/or other universities or colleges attended
  - Completion of interview with dietetics faculty

### **Educational and Professional Requirements to become a Registered Dietitian Nutritionist (RDN)**

1. Complete a minimum of a bachelor's degree at a U.S. regionally accredited university or college, and course work through a Didactic Program in Dietetics (DPD) or Coordinated Program in Dietetics (CP) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
2. Complete 1,200 hours of supervised practice through an ACEND-accredited Dietetic Internship, Coordinated Program in Dietetics, or an Individualized Supervised Practice Pathway (ISPP). Supervised practice programs typically last between 6 and 12 months.
3. Pass a national examination administered by the [Commission on Dietetic Registration \(CDR\)](#) to become a Registered Dietitian. Starting on January 1, 2024, entry-level registered dietitians must complete a Master's degree prior to taking the registration exam to become a Registered Dietitian.
4. In most states, including Tennessee, dietitians must apply for and maintain licensure in order to practice dietetics. Continuing professional education is required to maintain registration and licensure.

### **Supervised Practice**

Completing an undergraduate degree in dietetics from an ACEND-accredited Didactic Program in Dietetics is the typical pathways for students to meet the requirements for dietetic internships (DI). During the senior year of the DPD program or following completion of the DPD program, students can apply for a post-baccalaureate dietetic internship accredited by ACEND. Information of accredited supervised practice programs can be found through the [Academy of Nutrition and Dietetics](#).

Most Dietetic Internship programs participate in an online application system called the Dietetic Internship Centralized Application System ([DICAS](#)). This system allows for one application to be completed and submitted to multiple dietetic internships. The Dietetic Internship Match is a computer-based program that matches the preferences of applicants for a dietetic internship with the preferences of the DI program directors. Students must also register an account with a company called [D&D Digital](#) in order to rank the order of their preference for internships they are applying to. D&D Digital will match applicants to DI programs based on both the ranking of the students and the ranking of the internship. Applications through DICAS can be submitted in February and November.

Currently, placement of dietetic students in supervised practice programs is very competitive, with about 50% of applicants receiving placement. Typically, students are more likely to be

place in a supervised practice program if they have a DPD GPA of over a 3.5, dietetics-related work and volunteer experience, and demonstrated leadership skills.

## **Academic Calendar**

The TSU Didactic Program in Dietetics follows the same academic calendar as the University. Students can find the calendar for the academic year at [http://www.tnstate.edu/academic\\_programs/academic\\_calendar.aspx](http://www.tnstate.edu/academic_programs/academic_calendar.aspx). The DPD program offers classes in the fall, spring, and summer semesters. Holidays are determined by the university. The DPD Director is available to prospective and current students year round.

## **Estimated Program Costs**

- Estimated tuition and fees (15 credit hours): In-state \$8,008; Out-of-state \$21,364
- On-campus housing: \$3,806
- Books: \$500
- Liability insurance (FACS 4600): \$20
- Restaurant-Approved Non-Skid shoes: \$80
- Student Membership in the Academy of Nutrition and Dietetics: \$58
- Medical exams: \$0-30
- Drug testing: \$0-30
- Background checks: \$0-35

## **Financial Aid**

Students in the Didactic Program in Dietetics are eligible to apply for financial assistance through the [Tennessee State University Office of Financial Aid](#) . Funding options include grants, scholarships, loans, and work-aid. Students may also be eligible for scholarships and work-aid through the College of Agriculture and the Department of Human Sciences.

The Academy of Nutrition and Dietetics (AND) Foundation also offers scholarships to students pursuing careers in dietetics. Information can be found on their website under [Scholarships](#).

## **Curriculum Requirements**

General education, Department of Human Sciences, and DPD requirements for the Bachelor of Science (B.S.) degree are reviewed in the TSU course catalog, found at [http://www.tnstate.edu/academic\\_affairs/documents/Undergraduate\\_Catalog.pdf](http://www.tnstate.edu/academic_affairs/documents/Undergraduate_Catalog.pdf). A B.S. in Family and Consumer Sciences with a concentration in Food and Nutritional Sciences/Dietetics requires the completion of a minimum of 120 semester hours.

The curriculum map on the next page includes all the courses required in order to receive a B.S. degree and verification statement.

## DPD Curriculum Map

### FRESHMAN YEAR

FALL SEMESTER			SPRING SEMESTER		
Course Number and Title	Credit Hours	Grade	Course Number and Title	Credit Hours	Grade
ENGL 1010 – Freshman English I	3	_____	ENGL 1020 – Freshman English II	3	_____
MATH 1110 – College Algebra	3	_____	ECON 2010 – Economics I	3	_____
UNIV 1000 – Srvc to Leadership	1	_____	FACS 1010 – FCS as a Profession	1	_____
Humanities Elective	3	_____	Humanities Elective	3	_____
BIOL 2210 – Human A&P I	4	_____	BIOL 2220 – Human A&P II	4	_____
BIOL 2211 – Human A&P I Lab	0	_____	BIOL 2221 - Human A&P II Lab	0	_____
	14			14	

### SOPHOMORE YEAR

Sophomore English	3	_____	HIST 2020 – American History II	3	_____
HIST 2010 – American History I	3	_____	NUFS 2110 – Elementary Nutr	3	_____
COMM 2200 – Public Speaking	3	_____	BIOL 2400 – Prin of Microbiol I	4	_____
NUFS 1110 – Food Prep	4	_____	BIOL 2401 –Microbio I Lab		_____
CHEM 1110 – General Chem I	3	_____	CHEM 1120 – General Chem II	3	_____
CHEM 1111 – General Chem I Lab	1	_____	CHEM 1121 – General Chem II Lab	1	_____
	17			14	

### JUNIOR YEAR

PSYC 2010 – General Psychology	3	_____	NUFS 3110 – Experim Foods	3	_____
NUFS 3120 – Nutrition in the Global Community	3	_____	NUFS 3830 – Assess, Behavior Change, and Counseling	3	_____
NUFS 3130 – Food Serv Equip	3	_____	NUFS 4110 – Advanced Nutr	3	_____
NUFS 3350 – Lifespan Nutrition	3	_____	FACS 3500 – Prof Ethics	2	_____
CHEM 2010 – Organic Chem I	3	_____	CHEM 3410/3411 – Biochem I	3	_____
CHEM 2011 – Org Chem I Lab	1	_____	CHEM 3411 – Biochem I Lab	1	_____
	16			15	

### SENIOR YEAR

FERM 3210 – Family Res Mgmt	3	_____	ECFS 4630 – Family Rlshps	3	_____
MGMT 3010 – Mgmt and Orgs	3	_____	FACS 4500 – Senior Project	3	_____
NUFS 4120 – Quantity Foods	4	_____	NUFS 4520 – Food Service Mgmt	3	_____
NUFS 4121 – Quantity Foods Lab	0	_____	NUFS 4540 – MNT II	3	_____
NUFS 4530 – MNT I	4	_____	Elective	2	_____
FACS 4600 – Field Experience in Nutrition (Summer)	2	_____			
	16			14	

## **Program Completion and Verification Statement Requirements**

Students who major in Family and Consumer Sciences with a concentration in Food and Nutritional Sciences are eligible to graduate with a Bachelor's of Science degree after meeting all graduation requirements, which include 1) a minimum of 120 semester hours, 2) minimum of 42 semester hours at the 3000 and 4000 level, 3) completion of all general education courses, 3) completion of all DPD courses with a minimum grade of a C, and 4) minimum GPA of 2.0.

In order to receive a verification statement, students must meet additional requirements. The Director of the Didactic Program in Dietetics is responsible for providing each graduate of the program a verification statement indicating successful completion of the program. The DPD Program Director will provide a verification statement after the following have been verified:

1. Admission into the DPD program.
2. Overall GPA of 2.75 or greater.
3. Successful completion of all DPD coursework with a minimum grade of "C" or better

Once each element is reviewed and verified and the student is deemed as having successfully completed all components of the program, the Director completes the verification statement provided by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Students who are not eligible to receive a verification statement will still be able to graduate with a Bachelor's of Science in Family and Consumer Sciences with a concentration in Food and Nutritional Sciences, but will not receive a verification statement.

## **Academic Misconduct**

Academic misconduct is any conduct that is intended by the student to obtain for himself/herself or for others an unfair or false evaluation in connection with any examination of other work for academic credit. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used or concurrently used in another class without informing the instructor, or tampering with the academic work of other students. Work on papers and assignments should be done independently and should not be the result of discussions with others, unless specified by, or agreed upon with, instructors. It is dishonest for students to sign in other students when roll is taken. The usual punishment for academic dishonesty is an "F" for the course or a lesser penalty if the alleged infraction is of a more minor nature.

## **Student Health Insurance**

The University accepts no responsibility for any student requiring hospitalization. Therefore, students are strongly encouraged to enroll in the Student Injury and Sickness Insurance Plan. The enrollment information is located in the Student Health Center and Student Affairs (Room #308). In order to avoid any lapse in your coverage, students who are currently enrolled in the student health plan, should contact Pearce & Pearce by using your customized email



address: [tnstate@studentinsurance.com](mailto:tnstate@studentinsurance.com) or by phone at 1-888-722-1668. You may also log into [www.studentinsurance.com](http://www.studentinsurance.com) and search for Tennessee State and enroll online.

### **Immunization Requirements**

The state of Tennessee requires students entering colleges, universities, and technical institutes with enrollment of greater than 200 students to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles.

In compliance with this law, and in an attempt to maintain a safe and healthy campus environment, Tennessee State University requires that all entering students, born after 1957, furnish documented proof of having immunity to measles or having been immunized with two doses of MMR vaccine on or after the first birthday unless contraindicated because of pregnancy, allergy to a vaccine component, or other valid medical reason(s).

### **Professional Liability Insurance**

DPD students are required to purchase professional liability insurance for FACS 4600 - Field Experience in Nutrition. This can be obtained through [www.proliability.com](http://www.proliability.com). The cost for students is \$24. Students must provide documentation that insurance is obtained prior to starting their experiential learning.

### **Transportation**

Students are occasionally required to travel to off campus locations for course-required service learning projects, field trips, and other activities. Students are expected to provide their own transportation. TSU is not liable for any personal injury, accident, or financial loss suffered by the student while traveling. There is no reimbursement for student travel related to course requirements.

### **Injury or Illness While in a Facility for Field Experiences**

Students that are injured or become ill while at a facility for field experiences need to notify their preceptor immediately and will be directed towards the appropriate care based on the policies and procedures of the facility. In the event of a major injury, the DPD Director should be contacted. TSU is not liable for any injuries or accidents that occur while a student is completing their field experience. All costs associated with injuries or illnesses during their field experiences are the responsibility of the student.

### **Drug Testing and Criminal Background Checks**

Some facilities used for field experience may require drug testing and/or criminal background checks. This should be stated in the affiliation agreement between TSU and the facility. Students are responsible for the cost of drug testing if required. See the Estimated Program Costs on page 5 for more information.

## **Experiential Learning**

As a part of the academic curriculum, students must complete 120 hours of field experience with a registered dietitian. Students are responsible for selecting their own sites. However, field experience sites must meet the following criteria: 1) be in two of three areas of nutrition (clinical, community, food service management, 2) work under the direction of a registered, licensed dietitian (RDN, LDN) or a dietetic technician (DTR). Once a site is located, the student is responsible for providing the site information to the course instructor for approval. Possible field experience sites include, hospitals, research laboratories, nursing homes, summer feeding programs public health programs, dialysis centers, wellness/ fitness centers, school food service.

Students completing field experience must not be used to replace employees. The purpose of the field experience is for the student to observe and participate in nutrition and dietetics-related activities under the supervision of a registered dietitian/nutritionist. They may participate in some activities typically completed by regular employees, but this should not be the bulk of the experience. Any concerns or complaints from students or field experience sites should be addressed with the instructor.

## **Student Complaints**

Tennessee State University is committed to a policy of fair treatment of its students in their relationships with fellow students, faculty, staff and administrators. Students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved when possible. When they do not believe that their issues were resolved by working with the Program Director or faculty member, students are directed to the Department Head. If their issues are not resolved by the Department Head, they are directed to the Dean. For matters where a resolution is not feasible, a Student Complaint form can be completed and filed with the Vice President for Student Affairs Office located in Suite 308 of the Floyd/Payne Campus Center. The [Student Complaint Form](#) can also be found online. All complaints and resolutions are filed with the program and are maintained in the Human Sciences Department.

If all other avenues do not result in resolution of issues related to ACEND accreditation, dietetic students are also able to contact ACEND at the following website:

<http://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

## **Prior Learning Policy**

The DPD Program does not give credit for prior work or volunteer experience. Previous coursework transferred from another institution is evaluated by the DPD director for equivalency to coursework at TSU. Students must provide the DPD director with the course syllabi for any nutrition courses for which they are seeking credit. Approval for prior learning is at the discretion of the DPD Director to determine if the prior learning meets the requirements for the program. Students must complete at least 12 hours of DPD coursework at TSU, including NUFS 4530 and 4540 - Medical Nutrition Therapy I and II, and FACS 3500 - Professional Ethics and Conduct. Any science courses taken over 7 years prior will have to be repeated.

## **Assessment of Student Learning**

Student learning will be assessed by exams, assignments, projects, presentations, portfolios, and other means of assessment during and at the completion of a course. The outcomes of these assessments will be shared and discussed with students throughout the semester. Students will also be advised at the beginning of each semester by the DPD director, who will discuss with them their progress in coursework and their chances of succeeding in dietetics. Students who are not meeting the requirements of the program and do not have the GPA to be admitted into supervised practice will be counseled towards careers in other areas.

## **Retention and Remediation**

DPD students are required to earn a grade of a “C” or better in a course in order to meet the requirements for graduation. However, the requirements for acceptance into supervised practice are much higher. The DPD Program offers assistance to students who perform below the standards of academic success. Students may be reported at anytime during the semester to the Tiger Alert Academic Early-Alert Monitoring system when their instructors feel they require assistance with their coursework. Students are then contacted by an advisor to provide services, information, and other resources to enhance the student’s performance in the class. The University Student Success Center is a resource that provides free tutoring services, writing assistance, early intervention services, mentoring, and advisement to assist students can achieve academic success. In addition to resources, the DPD Director communicates with other DPD faculty throughout the semester to request information on any students that are struggling with the coursework. The DPD Director will work with the instructor of the course and student to provide the student with the individual assistance on problem areas and direct them to other resources, such as tutoring services and the Writing Center, to help them succeed. The advantage of having a smaller program is that all DPD faculty are familiar with each student and are accessible to students to provide counseling and academic assistance.

Every effort is made to assist students and to improve their academic performance. However, students that have a minimal chance of success in the program will be counseled toward a career that is better suited to their skills and abilities.

## **Disciplinary/Termination Procedures**

Once admitted to the DPD program, students must maintain a GPA of 2.75. If their GPA falls below this, a letter will be sent to the student advising them that their GPA is below the minimum required. The student will have one semester to improve his or her GPA above the minimum. If the student is unable to do so, he or she will be terminated from the program.

Students are required to abide by the University and Academy of Nutrition and Dietetics Codes of Ethics policy, which outline codes for academic integrity and professional behavior. Violations of these policies will be handled on a case-by-case basis with disciplinary actions up to and including termination from the program depending on the severity of the violation.

Students that are dropped from the undergraduate or graduate program in the Department of Nutrition for any reason (academic integrity violation, unable to meet academic requirements) will be terminated from the UNCG Didactic Program in Dietetics.

### **Course and Program Withdrawal**

Students who would like to withdraw from the DPD program can change to another major or transfer to another institution. The TSU withdrawal policies, including those on the refund of tuition, can be found at [http://www.tnstate.edu/financial\\_aid/FA\\_Withdrawal.aspx](http://www.tnstate.edu/financial_aid/FA_Withdrawal.aspx).

### **Privacy of Student Information**

The DPD program at TSU complies with the Family Educational Rights and Privacy Act (FERPA). TSU's policies on student privacy can be found at [http://www.tnstate.edu/records/ferpa\\_policy.aspx](http://www.tnstate.edu/records/ferpa_policy.aspx).

Students have the right to access their student file in the Nutrition Department.

### **Student Support Services**

Student Success Center: [http://www.tnstate.edu/aeao/advisement\\_center.aspx](http://www.tnstate.edu/aeao/advisement_center.aspx)

Tutoring Center: <http://www.tnstate.edu/aeao/tutoring/>

Writing Center: <http://www.tnstate.edu/aeao/tutoring/writing.aspx>

Campus Library: <http://www.tnstate.edu/library/>

Career Center: <http://www.tnstate.edu/careers/>

Disability Services: <http://www.tnstate.edu/disabilityservices/index.aspx>

Student Health Center: [http://www.tnstate.edu/campus\\_life/healthservices.aspx](http://www.tnstate.edu/campus_life/healthservices.aspx)

Wellness Center: [http://www.tnstate.edu/wellness\\_center/](http://www.tnstate.edu/wellness_center/)

Counseling Center: <http://www.tnstate.edu/counseling/>

**Signature Page and Statement of Student Accountability**  
**Didactic Program in Dietetics**  
**Tennessee State University**

I acknowledge that I have read and understand the policies and procedures described in the Student Handbook for the Didactic Program in Dietetics, the TSU Undergraduate Catalog, and the TSU Student Handbook. I agree to comply with these policies and procedures and accept the consequences that could result in dismissal at any time from the Didactic Program in Dietetics.

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Student Signature

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Date