



**COLLEGE OF BEHAVIORAL AND HEALTH SCIENCES**  
*Human Sciences*

**2026-2027**

## **Student Handbook for Didactic Program in Dietetics**

The Didactic Program in Dietetics (DPD) at Middle Tennessee State University 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, IL 60606-6995, 312-899-0040 ext. 5400, <https://www.eatrightpro.org/acend>.

**Middle Tennessee State University  
College of Behavioral and Health Sciences  
Department of Human Sciences  
Box 86  
Murfreesboro, TN 37132  
(615) 898-5853**

## TABLE OF CONTENTS

<b>SUBJECT</b>	<b>PAGE</b>
Introduction to the Didactic Program in Nutrition and Dietetics (DPD)	1
DPD Accreditation	1
Four-Step Process for Becoming a Registered Dietitian/Nutritionist	1
January 1, 2024 Graduate Degree Registration Eligibility Requirement – Student Options Scenarios	1
Mission Statement	1
Program Goals	2
Academy of Nutrition and Dietetics	2
Students of Tennessee Academy of Nutrition and Dietetics (STAND)	3
Nashville Academy of Nutrition and Dietetics (NAND)	3
MTSU Nutrition and Dietetics Association (NDA)	3
Dietetic Student Responsibilities and Ethics	4
Statement of Equal Opportunity Commitment	4
Academic Calendar	4
Program Admission	4
• All Students	
• Transfer from within the University	
• Transfer from outside the University	
• Non-degree Seeking Students	6
• Credit for Prior Learning	5
Double Majors and Minors	5
Program Structure	5
Course Descriptions	5
Steps for Confirming Fee Payment and Confirmation Instructions on PipelineMT	5
Program Progression	6
• Requirements for Graduation	
• Delay in Progression	6
Grading Procedures	6
• Health Sciences Department Grading Scale	

## TABLE OF CONTENTS

<b>SUBJECT</b>	<b>PAGE</b>
Grading Procedures (cont'd)	6
• Health Sciences Department Grading Scale for Experiential Learning Courses	
• Incompletes	
• Withdrawal Policy	
• Student Appeal of Grade Procedures	7
Experiential Learning Scholars Program	8
Access to Personal Files and Protection of Privacy	9
• Family Educational Rights And Privacy Act (FERPA)	
Formal Assessment of Student Learning	8
Dismissal/Disciplinary Actions/Termination Procedures	9
Student Success	9
Student Complaints	10
Program Completion	10
Verification Statement	10
Supervised Practice Programs/Dietetic Internships	10
Recommended Textbooks to Keep for Dietetic Internships and Studying for R/D Exam	11
Dietetic Internship Centralized Application Services (DICAS)	11
Use of Computer Labs	11
Program Costs and Expenses	11
Advising	11
Health Sciences Department and Nutrition & Food Science Directory	12
Scholarships/Awards	12
Appendix A	14
• Academic Map	
Appendix B	
• MTSU Acceptance Rates into Dietetic Internships	18
Appendix C	20
• Sensory Evaluation Policy	

## **Introduction to the Didactic Program in Nutrition and Dietetics**

Welcome to the Nutrition and Food Science, Dietetics Program (aka Didactic Program in Dietetics or DPD) at Middle Tennessee State University (MTSU). The curriculum includes an integration of humanities and arts, social sciences, and physical and life sciences. The study of nutrition and food includes the science of food and the role of nutrients in the body to promote, restore, and maintain health. The courses specific to dietetics also address the food system, dietetics management, medical nutrition therapy for specific pathologies, dietetics research, and nutrition coaching. Upon successful completion of the DPD, graduates are eligible to apply to a post-bachelor's Dietetic Internship program (DI) and graduate program or to take the exam to become a Dietetic Technician, Registered (DTR)/Nutrition and Dietetic Technician, Registered (NDTR).

## **DPD Accreditation**

The DPD at MTSU 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, IL 60606, 800-877-1600, ext. 5400.

## **Four-Step Process for Becoming a Registered Dietitian or Registered Dietitian/Nutritionist**

Students are required to go through a sequential four-step process to become a Registered Dietitian/Nutritionist (RD/RDN) including:

1. Completion of an ACEND accredited DPD, such as the program at MTSU, **OR** a Bachelor Degree with the necessary prerequisites needed for a graduate program.
2. Completion of an ACEND accredited dietetic internship program or supervised experiential learning experiences (SEL).
3. Completion of a graduate/master's program.
4. Passing the national examination administered by the Commission on Dietetic Registration.

**Note:** Effective January 1, 2024, the Commission on Dietetic Registration (CDR) began requiring a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In addition, CDR requires that individuals complete coursework and supervised practice in programs accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited DPD at MTSU are eligible to apply to an ACEND-accredited supervised practice program. For more information about educational pathways to become an RDN please visit [www.eatrightpro.org/acend/students-and-advancing-education/information-for-students](http://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students).

## **January 1, 2024 Graduate Degree Registration Eligibility Requirement – Student Option Scenarios**

- Student completes an ACEND accredited bachelor's level DPD and an ACEND accredited DI program that is combined with a master's degree program.
- Student completes an ACEND accredited bachelor's level DPD and an ACEND accredited DI program (neither of which are linked to a master's degree) and earns a master's degree in the student's field of choice, the master's degree could be done before or after the DI.
- Student has a bachelor's degree in another field and completes coursework to earn a verification statement from a DPD and completes an ACEND accredited DI (which is not linked to a master's degree) and earns a master's degree in the student's field of choice, the master's degree could be done before or after the DI.
- Student has a bachelor's degree in another field and completes coursework to earn a verification statement from a DPD program and completes an ACEND accredited DI that is combined with a master's degree.

- Student completes the prerequisites required by a future graduate program (previously know as future education model) and applies to the future graduate program. Some future graduate programs require a DPD verification statement. This program is a graduate program with supervised experiential learning embedded into the courses. Once completed, the student is eligible to sit for the CDR exam.

## **Mission Statement**

The mission of the Didactic Program in Nutrition and Dietetics is the preparation of students for supervised practice leading to eligibility for the CDR exam, and to become competitive entry-level registered dietitian nutritionists who are committed to service in a dynamic and diverse global society.

## **Program Goals**

1. Prepare graduates for acceptance to and success in supervised practice and graduate school.

### **Objectives for Goal #1:**

1. At least 80% of enrolled students will complete the program requirements within 3 years (the planned program length for the Jr./Sr. cohort is 2 years).
  2. At least 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
  3. Of program graduates who apply to a supervised practice program, at least 75% are admitted within 12 months of graduation.
  4. 80% of supervised practice/graduate program directors responding to a survey will rate program graduates' preparation for supervised practice as "above average" or better. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor
2. Program graduates will provide competent, evidence-based practice to individuals, families, and communities.

### **Objective for Goal #2:**

1. 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%.
2. 80% of program graduates responding to an alumni survey will rate the quality of their preparation for supervised practice programs as "above average" or better. 5=excellent, 4=above average, 3=average, 2=below average, 1=poor.

**Note:** Program outcomes data are available by request. Please send an email message to the program director, Dr. Liz Smith, at [Elizabeth.Ann.Smith@mtsu.edu](mailto:Elizabeth.Ann.Smith@mtsu.edu).

## **Academy of Nutrition & Dietetics**

The Academy of Nutrition & Dietetics is the world's largest organization of food and nutrition professionals. The Academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. The Academy's website, [www.eatright.org](http://www.eatright.org), contains nutrition information for consumers and the media, featuring approximately 5,000 pages of content from news releases and consumer tips to Nutrition Fact Sheets. The Academy's website, [www.eatright.org](http://www.eatright.org), is specifically for members. Student membership in the Academy is not required but is strongly encouraged. To learn about the benefits of becoming a student member of the Academy, go to: <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/dietetic-careers>.

## **Additional Nutrition and Dietetic Organizations**

### **Students of Tennessee Academy of Nutrition and Dietetics (STAND)**

STAND was created in 2016 with dietetic students and interns in mind. The goal of STAND is to connect dietetic students and interns across the state of Tennessee by encouraging networking and volunteering activities. STAND also works to empower and encourage dietetic students and interns to become future leaders in food and nutrition. STAND connects members using a student representative from each of the DPDs and Dietetic Internship Programs to coordinate yearly events. Past STAND activities have included events such as canned food drives, education volunteering events, penny war competition between student and internship programs, and a fun run at the annual Tennessee Academy of Nutrition and Dietetics (TAND) conference.

Membership and participation in STAND are based on membership in TAND. More information can be found at [www.eatright-tn.org](http://www.eatright-tn.org).

### **Nashville Academy of Nutrition and Dietetics (NAND)**

NAND is an advocate for Nashville dietitians and the dietetic profession. NAND is an affiliate of the Academy of Nutrition and Dietetics and of the Tennessee Academy of Nutrition and Dietetics. The mission of NAND is to serve the public through the promotion of optimal nutrition, health and well-being. Registered Dietitians and dietetic students in the Nashville area are welcome to join. NAND members can take advantage of meetings and social networking events, and information on local job postings and continuing education opportunities. NAND operates by electing members to its board positions to make decisions and disseminate information amongst its members. NAND has a student board member position that has been held by an MTSU dietetics senior each year! More information can be found at [www.eatrightnashville.org](http://www.eatrightnashville.org).

### **MTSU Nutrition and Dietetics Association (NDA)**

The NDA is a student-run organization for nutrition and food science majors. The NDA works to promote student visibility, support networking engagements, and provide professional opportunities to up-and-coming nutrition professionals. Getting involved with the NDA is an excellent way to build your volunteer and leadership experiences for internship applications and for your future career as well. Members will have the opportunity to interact with peers, faculty members, and other dietetic professionals outside the classroom, which offers networking possibilities. Some of the volunteer activities that the NDA has participated in or conducted are canned food drives for Second Harvest Food Bank and local shelters, bake sales to raise money for scholarships, vegetarian cook-offs, St. Jude Children's Hospital Fundraisers and Events, local school and community educational sessions, Soles for Souls shoe drive, Nursing Home Bingo, See Spot Run 5k, and Operation Christmas Child.

The NDA has a bulletin board located in the Ellington Human Sciences building. The bulletin board displays information regarding meeting times, membership applications, a calendar with upcoming volunteer activities, and other information related to the NDA. Students should check the board frequently for new information.

## **Dietetic Student Responsibilities and Ethics**

MTSU students are expected to conduct themselves with integrity and in an ethical manner. The office of Judicial Affairs and Mediation Services provides resources to students at [www.mtsu.edu/student-conduct/integrity.php](http://www.mtsu.edu/student-conduct/integrity.php). Dietetic students should conduct themselves in a professional manner while on and off campus while attending classes or completing coursework. The Academy's Code of Ethics is the reference document for professional conduct of dietetic professionals. To read the code and related information about ethical conduct go to [www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics](http://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics).

## **Statement of Equal Opportunity Commitment**

"MTSU is an equal opportunity, non-racially identifiable, educational institution that does not discriminate against individuals with disabilities."

Refer to MTSU Policy and Procedure Manual for more detail at [www.mtsu.edu/policies/index.php](http://www.mtsu.edu/policies/index.php).

## **Academic Calendar**

Students can access information regarding important dates for fall and spring semesters, the summer sessions, the exam schedules, and the deadlines for filing Intent to Graduate forms at [www.mtsu.edu/calendar\\_academic.php](http://www.mtsu.edu/calendar_academic.php).

## **Program Admission**

### All Students

All applicants must first seek admission to the University by completing an application, having official transcripts of high school and other universities and colleges sent to MTSU, and completing all other University admission requirements.

### Transfer from within the University

Students may transfer throughout the year from other programs within the University to the NFS Program within the Health Sciences (HSC) Department by working with their advisor to complete a Change of Major form online. All students admitted to the University are eligible to declare a major in NFS. The number of students admitted to the Dietetics program is not limited. However, many of the prerequisite courses have a letter grade requirement that must be met to advance through the program. Please see the Academic Map in Appendix A for the required letter grades.

### Transfer from outside the University

Students who wish to transfer from another university's NFS Program must:

1. Meet admission and transfer criteria as established by the University.
2. Submit a University application.

The University accepts transfer students who have an accumulative GPA of 2.0 or higher. Transcripts will need to be further evaluated for NFS course equivalency by the DPD Director. This process may require review of previous textbooks and syllabi. All transfer students must complete the following courses at MTSU:

- NFS 1010 Career Orientation in Dietetics (EXL)
- NFS 4010 Professional Issues in Dietetics
- NFS 4020 Senior Seminar in Dietetics (EXL)
- NFS 4240 Experimental Food Study (EXL)

- NFS 4275 Applied Lifespan Nutrition
- NFS 4285 Successful Approaches in Dietetics Research (EXL)
- NFS 4300 Medical Nutrition Therapy I (EXL)
- NFS 4305 Nutrition Coaching and Counseling Skills (EXL)
- NFS 4310 Medical Nutrition Therapy II (EXL)
- NFS 4320 Food Systems Management (EXL)
- NFS 4322 Dietetics Management (EXL)

Note: EXL stands for experiential learning.

### Non-Degree Seeking Students

Students who wish to complete only the DPD without obtaining a degree in NFS with a concentration in Dietetics may do so. Their transcript(s) from the university in which they received their bachelor's degree will need to be evaluated by the DPD Director to determine the courses that will count towards the DPD. Upon completion of the transcript evaluation, a list of required courses will be provided to the student. All non-degree-seeking students must provide the program director with official transcripts to obtain a verification statement upon completion of the program.

### Credit for Prior Learning

Students must complete all coursework. Credit for prior learning for work experience is not given.

### Double Majors and Minors

A student may consider additional majors or minors to complement the DPD program and his/her career goals. Examples of programs recent DPD students have completed include business, exercise science, and psychology. Neither a second major nor a minor is required for completion of the DPD at MTSU. Please check with your advisor regarding financial aid policies of a minor or double major.

### Program Structure

At MTSU a minimum of 120 credit hours are required for graduation. The Bachelor of Science in Nutrition and Food Science with a concentration in Dietetics is 120 credit hours. Students complete 12-17 credit hours per semester for eight semesters, equivalent to 4 academic years. Upon successful completion of the accredited undergraduate coursework, DPD students receive a verification statement and are eligible to participate in an accredited supervised practice program, specifically a Dietetic Internship program or graduate program in the United States.

### Course Descriptions

Descriptions of the courses that comprise the DPD requirements can be found in the Course Catalog which can be accessed at

[https://catalog.mtsu.edu/preview\\_program.php?catoid=42&poid=14728&hl=%22Nutrition+and+Food+Science+Dietetics%22&returnto=search](https://catalog.mtsu.edu/preview_program.php?catoid=42&poid=14728&hl=%22Nutrition+and+Food+Science+Dietetics%22&returnto=search)

### Steps for Confirming Fee Payment and Confirmation Instructions on PipelineMT

*Note: Confirm/Pay should not be confused with confirming/accepting financial aid.*

*Note: Class schedules will be deleted unless fees are paid, or registration confirmed by the fee payment deadlines.*

### How to Confirm Your Registration

1. Log in to [PipelineMT](#), click on **Billing & Payment**.
2. Select **Confirm Registration**.
3. Select the term then click **Submit**.
4. Your account balance summary and account detail for the term will be displayed. Click "**Yes, I will attend during...**"
5. Wait for a confirmation number and write it down for your records.

\*For more instructions go to [www.mtsu.edu/tuition/instructions.php](http://www.mtsu.edu/tuition/instructions.php).

### Program Progression

#### Requirements for Graduation

Requirements for progression in the DPD have been approved by the University Curriculum Committee. The student must:

1. Complete the University True Blue Core Curriculum requirements of 41 hours.
2. Complete required Nutrition & Food Science major courses of 60 hours.
3. Complete 33 hours of related science/support courses; Regents Online Degree Program (RODP) science courses are accepted. Note: 8 hours of science course also count towards the 41 hours listed above.
4. Complete a total of 0-6 (maximum) electives.
5. Complete a minimum of 120 credit hours.

**\*Please see the Academic Map in Appendix A.**

#### Delay in Progression

Progression through the Dietetics program may be delayed if a student:

1. Withdraws from, fails a prerequisite course, or does not make the required grade in a prerequisite course.  
**Note: Please see the Academic Map in Appendix A for the prerequisite course grade requirements.**
2. Postpones enrollment in any course in the curriculum sequence.
3. Does not enroll in a course only offered in certain semester (i.e., Fall only courses or Spring only courses).

### Grading Procedures

#### Human Sciences Department Grading Scale

A = 91-100%

B = 81-90%

C = 71-80%

D = 61-70%

F = 60 or below

Human Sciences Department Grading Scale for Experiential Learning (EXL) Courses, which includes NFS 1010, NFS 3200, NFS 3260, NFS 4240, NFS 4300, NFS 4305, NFS 4310, NFS 4320, NFS 4285, and NFS 4322.

91-100%	A	78-80%	C+	64-67%	D
88-90%	B+	74-77%	C	61-63%	D-
84-87%	B	71-73%	C-	60% or less	F
81-83%	B-	68-70%	D+		

#### Incompletes

According to the University 2023-2024 Undergraduate Catalog, the grade I indicates that the student has not completed all course requirements because of illness or other uncontrollable circumstances, especially those which may occur toward the

close of the term. Mere failure to make up work or turn in required work on time does not provide a basis for the grade of I unless the extenuating circumstances noted above are present for reasons acceptable to the instructor. When a student fails to appear for the final examination without known cause, the grade to be reported should be determined as follows: If the student has done satisfactory work to that point, the grade I may be reported on the assumption that the student is ill or will otherwise present sufficient reason for official excuse; if the student has attended irregularly and has not done satisfactory work to that point, the grade F or FA should be reported.

The incomplete must be removed during the succeeding semester, excluding summer. Otherwise, the instructor default grade is entered. **A student should not make up the incomplete by registering and paying again for the same course.** The I grade carries no value until converted to a final grade.

### Withdrawal Policy

The MT One Stop handles all issues relating to withdrawing from the University. Please visit [www.mtsu.edu/withdraw/](http://www.mtsu.edu/withdraw/) for up-to-date information regarding the withdrawal process. Students are highly encouraged to consult with an advisor and the MT One Stop before making any decisions about withdrawing. Please also consult the Registration Guide ([www.mtsu.edu/registration/registration-guide.php](http://www.mtsu.edu/registration/registration-guide.php)) for withdrawal and fee adjustment deadlines. Questions about withdrawing should be directed to the MT One Stop in SSAC, via phone at (615) 898-2111, or via email at [withdraw@mtsu.edu](mailto:withdraw@mtsu.edu).

#### General Withdrawal Guidelines:

1. Withdrawing Prior to Term - Students finding it necessary to withdraw from all classes prior to the beginning of a term may withdraw via PipelineMT.
2. Withdrawing During a Term
  - a. During the first two weeks (14 calendar days) of a term, courses may be dropped via PipelineMT ([www.mtsu.edu/withdraw/withdraw.php](http://www.mtsu.edu/withdraw/withdraw.php)) without assignment of a grade on the official transcript.
  - b. Beginning on the 15th calendar day through 60% of a term, students can drop some or all courses via PipelineMT and a grade of "W" will be assigned.
  - c. After 60% of the term, a complete withdrawal from ALL classes can be accomplished via PipelineMT, through the last day to withdraw in each term. Instructors assign the appropriate grade of "W" if the student is passing or "F/FA" if the student is failing.
  - d. After 60% of the term, individual courses cannot be dropped via PipelineMT. Individual courses may be dropped if appropriate signatures are obtained on a drop form and submitted to the MT One Stop.
  - e. The deadline to withdraw from the University (all classes) and receive a grade of "W" or "F," as determined by the instructor is generally one week prior to the last day of classes and will be noted in the Registration Guide for each term.

**Note:** Fees, Financial Aid, Housing, etc. can be impacted anytime a student withdraws or drops a course. Consult the Registration Guide and those offices for more information. Summer differs; please check Registration Guide for specific dates. If extreme extenuating circumstances necessitate a student's withdrawal from the University after 60% of the term, exceptions may be made. A grade of "W" may be recorded with written concurrence of the faculty member, but only if the extenuating circumstances are first verified by the MT One Stop. Students who fall under this category should schedule an appointment with the withdrawal coordinator in the MT One Stop and provide a written statement and all documentation to support their extenuating circumstances. The University Withdrawal Policy can be reviewed at [www.mtsu.edu/policies/student-affairs/505.php](http://www.mtsu.edu/policies/student-affairs/505.php).

### Student Appeal of Grade Procedures

The procedure for appealing grades can be accessed at [www.mtsu.edu/policies/academic-affairs-students/313.php](http://www.mtsu.edu/policies/academic-affairs-students/313.php).

## Experiential Learning (EXL) Scholars Program

### Program Requirements:

1. **16 to 18 hours of EXL designated classes.** EXL classes include co-operative education/internships, study abroad, applied learning, service-learning, creative activity, teacher education, and laboratory experiences.
2. **At least one external activity.** Students who do not have an external activity in their EXL coursework must either complete an external activity or must complete a formal research project. An external activity is defined as a project that requires the student to interact with people external to the university or a research project where students must interact with people outside their department or outside the campus community.

Students may complete the external activity (activity outside MTSU) or research requirement in one of the following ways: complete an external service-learning project, actively participate in a regional or national competition as part of a student team or complete a research project. The formal research project option may be completed through the Honors College, Undergraduate Research Initiative, as a formal thesis requirement within a major, or as an independent study class. The specific external activity or research project must be approved by the EXL director before the student begins the activity.

Students may also complete their external activity through a class applied learning project or a service-learning assignment.

3. **MTSU internal service component.** Students may complete this requirement in one of three ways: participate in a leadership role in a campus sponsored charitable activity, volunteer with a campus office to assist other students, or be a campus leader.

Examples of MTSU service projects include the Alternative Fall Break, Alternative Spring Break, SGA AIDS Quilt, Up 'til Dawn, Phi Beta Sigma Steppin' for a Cure, MTSU Health Fair, or Make a Difference Day Projects. Any verified philanthropic activity completed through a student organization or campus department in which the individual coordinated the event/activity may also be counted for EXL credit.

4. **Documentation of completion of EXL activities** via an E-Portfolio.

Students should complete a [Student Request for EXL Certification](#) during pre-registration or regular registration for the semester the student plans to graduate. The form must be filed with the EXL Director no later than the last day to add classes each semester. This form lists the EXL Scholar requirements and provides space for students to document their completion of requirements. Students must complete this form to register for the EXL 4000 class.

5. **Participation in assessment activities**

EXL Certification for Nutrition and Food Science–Dietetics Program includes 35 required hours

- NFS 1010 Career Orientation in Dietetics (2 hours)
- NFS 3200 Food Science/Lab (3 hours)
- NFS 3260 Community Nutrition (3 hours)
- NFS 4020 Senior Seminar in Dietetics (3 hours)
- NFS 4240 Experimental Food Study/Lab (3 hours)
- NFS 4285 Successful Approaches in Dietetics Research (2 hours)
- NFS 4300 Medical Nutrition Therapy I (4 hours)
- NFS 4305 Nutrition Coaching and Counseling Skills (3 hours)
- NFS 4310 Medical Nutrition Therapy II (4 hours)
- NFS 4320 Food Systems Management (4 hours)
- NFS 4322 Dietetics Management (4 hours)

**Note: The purpose of experiential learning is to provide students with hands-on experiences**

**outside of the classroom. During these experiences, which typically take place in organizations throughout the Middle Tennessee area, students are not allowed to be used to replace employees. If you feel you are being used to replace employees, please inform the DPD Director.**

### **Access to Personal Files and Protection of Privacy**

Middle Tennessee State University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see information regarding FERPA below:

#### **Family Educational Rights and Privacy Act (FERPA)**

- In general, under **FERPA** instructors are not permitted to disclose a student's academic progress to anyone not allowed to receive such information.
- Instructors cannot discuss a student's academic progress, grades, etc., over the phone or via e-mail. All such discussions must be in person.
- At the end of the semester instructors cannot disclose students' final grades over the phone or via e-mail. Instructors cannot "post" grades on office doors.
- Students will receive final grades via PIPELINEMT.
- Additionally, instructors cannot access students' grades if they have a "hold" on their records.
- For additional information, please see [www.mtsu.edu/resources/staff/ferpa/whatis.php](http://www.mtsu.edu/resources/staff/ferpa/whatis.php).

### **Formal Assessment of Student Learning**

Student assignments and grading are determined by individual instructors in each course. At a minimum, students will receive course grades at the end of each academic semester or summer session consistent with University grading procedures.

### **Dismissal/Disciplinary Action/Termination Procedures**

Middle Tennessee State University strives to promote values and attitudes that are reflective of solid academic character and integrity. For this reason, MTSU expects each student to complete assignments that are original and reflective of that individual student. Academic integrity is an essential component of a quality education. When a student participates in behavior that is academic misconduct, the scholarly value of their education is lessened.

Academic misconduct includes plagiarism, cheating, fabrication, or facilitating any such act.

1. Plagiarism - The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper acknowledgment.
2. Cheating - Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
3. Fabrication - Unauthorized falsification or invention of any information or citation in an academic exercise.
4. Facilitation- Helping or attempting to help another to violate a provision of the institutional code of academic misconduct.

Refer to [www.mtsu.edu/policies/student-affairs/index.php](http://www.mtsu.edu/policies/student-affairs/index.php) for additional information on student disciplinary rules.

### **Student Success**

Your success is our priority not only as a DPD student, but beyond college as well. By going to [www.mtsu.edu/studentuccess/index.php/php](http://www.mtsu.edu/studentuccess/index.php/php) you will find a wealth of resources to help you persist to graduation. The

Office of Student Success provides an array of resources, services, programs, activities, and advice, to help you navigate the road to success.

For students currently enrolled in DPD courses, it is the responsibility of the student to seek assistance from faculty when exam scores minimally meet or do not meet course requirements. The faculty member teaching the course will assist you to the best of their ability to facilitate your academic performance and/or help you find a tutor, if applicable. If you continue to struggle, the faculty member will advise you to seek counsel from either your college academic adviser and/or the DPD director to discuss your career goals and to facilitate a change in major, if that appears to be in the best interest for your success. Some students who begin in the DPD will drop the dietetics concentration; however, you are still able to obtain a degree in Nutrition and Food Science. Students who graduate without the dietetics concentration often seek out careers in the food industry or in community-based nutrition programs that do not require the RDN credential.

### **Student Complaints**

Student complaints or problems regarding MTSU services and programs should be directed in writing to the Division of Student Affairs in KUC RM 212 (615-898-2440). A conference to discuss the complaint can be scheduled if so desired by the student. Every attempt will be made to resolve the student's concerns or a request for resolution and response will be directed to the appropriate department.

However, when all options to resolve the complaint have been exhausted, students have the right to submit a written complaint about the DPD to ACEND. The process and form for filing a complaint can be obtained at [www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend](http://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend).

### **Program Completion**

Upon completion of the program and acquisition of a valid Verification Statement, MTSU dietetic students are eligible to participate in post-baccalaureate supervised practice (aka dietetic internships) and graduate program(s). Application to internships is a competitive process; therefore, **acceptance into a program is not guaranteed**. **MTSU had a 100% acceptance/match!** After successful completion of an ACEND accredited internship and graduate program the student must pass the registration exam to be called a Registered Dietitian/Nutritionist. **Note: Please see the table outlining the MTSU Internship Acceptance Rates over the last five years in Appendix B.**

### **Verification Statement**

All students/program graduates who successfully complete the degree requirements will receive a verification statement when Dr. Smith receives all official transcripts.

### **Supervised Practice Programs/Dietetic Internships**

A post-baccalaureate supervised practice program offers a DPD graduate the opportunity to develop and apply the skills and knowledge obtained during the didactic education. Dietetic interns or graduate students are placed in supervised learning experiences under the guidance of various dietitians. Throughout the 1000 hours of supervised practice, interns or students assume various responsibilities from purchasing for a foodservice operation to providing medical nutrition therapy. During, before, or after this supervised practice all interns or graduate students are also required to complete a graduate/master's program. At the conclusion of the dietetic internship and graduate program, interns /graduate students are eligible to take the registration exam. Dietetic internships are **extremely competitive**. It is essential that students begin developing a strong record of academic progress, experiences, and relationships that will support a successful application **early** in their academic career.

Additional information about dietetic internships including a listing of accredited programs can be accessed via [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend). Under the Accredited Programs heading, click *Accredited Programs Directory* to access the list of accredited programs.

## **Recommended Textbooks *to keep* for Dietetic Internships and Studying for the RD Exam:**

- NFS 3200 Food Science/NFS 4240 Experimental Food Study
- NFS 4270/71 Advanced Nutrition I & II
- NFS 4275 Applied Lifespan Nutrition/NFS 4300/4310 Medical Nutrition Therapy I & II
- NFS 4305 Nutrition Coaching and Counseling Skills
- NFS 4320 Food Systems Management/NFS 4322 Dietetics Management

## **Dietetic Internship Centralized Application Services (DICAS)**

All programs are using the online centralized application which can be accessed at <http://portal.dicas.org>. The online application must be completed by the stated deadline for both the fall and spring application periods. Applications are typically due either in February for a March 1 decision or in October for a November 1 decision. Currently, the fee to use DICAS is **\$50.00** for the first application submitted and **\$25** for each additional application. **Note:** Most internship programs also have a separate application fee that you must pay directly to the program.

## **Use of Computer Labs**

There are computer labs in rooms 110 and 200 of the Ellington Human Science building. Classes are held in these computer labs and times of classes are posted outside the door. During open hours, students may use the computer lab to complete course work between the hours of 8:00 a.m. – 4:30 p.m. A list of university computer labs can be accessed at [www.mtsu.edu/itd/labs.php](http://www.mtsu.edu/itd/labs.php).

## **Program Costs and Expenses**

Current university tuition costs and expenses can be found at [www.mtsu.edu/tuition/](http://www.mtsu.edu/tuition/). Students enrolled in the senior-level EXL courses are typically required to obtain:

- liability insurance (\$22-37),
- proof of negative tuberculosis (TB) skin test (Note: If you do not have proof Student Health Services can provide the TB Skin Test for \$15),
- name tag (\$12-\$15) and,
- MTSU DPD polo shirt (Approximately \$20-25).

Students will not be required to locate their own EXL sites and/or practitioners; however, students will need to provide their own transportation and the associated costs to the learning sites.

## **Advising**

Dr. Liz Smith, DPD Director advises all NFS-dietetics students when they enter their junior year in dietetics, which means students are enrolled in NFS 4270/4271. She can be reached at 898-5853 or [Elizabeth.Ann.Smith@mtsu.edu](mailto:Elizabeth.Ann.Smith@mtsu.edu).

Sarah Fossett advises all NFS-Dietetics majors who are freshman and sophomores. She can be reached at 898-4803 or [Sarah.Fossett@mtsu.edu](mailto:Sarah.Fossett@mtsu.edu).

## Health Sciences Department and Nutrition & Food Science Directory

FACULTY AND STAFF NAME	POSITION	OFFICE NUMBER	OFFICE TELEPHONE NUMBER	E-MAIL ADDRESS
Dr. Bethany Wrye	Chair	EHS 100	898-2302	<a href="mailto:bethany.wrye@mtsu.edu">bethany.wrye@mtsu.edu</a>
Dr. Elizabeth Smith	Associate Professor and DPD Director	EHS 202	898-5853	<a href="mailto:elizabeth.ann.smith@mtsu.edu">elizabeth.ann.smith@mtsu.edu</a>
Dr. Janet Colson	Professor	EHS 105	898-2091	<a href="mailto:janet.colson@mtsu.edu">janet.colson@mtsu.edu</a>
Dr. Tracy Bruen				<a href="mailto:tracy.bruen@mtsu.edu">tracy.bruen@mtsu.edu</a>
Mrs. Cindy Ayers	Senior Instructor	EHS 108	898-2093	<a href="mailto:cindy.ayers@mtsu.edu">cindy.ayers@mtsu.edu</a>
Mrs. Virginia Bogle	Master Instructor	EHS 108A	898-5173	<a href="mailto:ginny.bogle@mtsu.edu">ginny.bogle@mtsu.edu</a>
Dr. Sarah Harris	Instructor	EHS 104	615-494-7949	<a href="mailto:sarah.harris@mtsu.edu">sarah.harris@mtsu.edu</a>
Dr. Lisa Shepherd	Instructor	EHS 104	615-494-7949	<a href="mailto:lisa.shepherd@mtsu.edu">lisa.shepherd@mtsu.edu</a>
Julie George	Executive Aide	EHS 100	898-5741	<a href="mailto:Julie.george@mtsu.edu">Julie.george@mtsu.edu</a>

### Scholarships/Awards

The following awards and scholarships are offered annually by the Health Sciences Department. If you meet the criteria and would like to apply for any of these, please go to the online application portal to submit your application. Interviews of applicants may be requested at the discretion of the Scholarship Committee. OFFICIAL Transcripts must be submitted with ALL applications. <https://www.mtsu.edu/financial-aid/scholarships/>

#### Albert L. and Ethel Carver Smith Memorial Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 3.0 GPA).
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

### Rita Davenport Human Sciences Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of sophomore or junior in the spring semester (at least 30 semester hours earned or having two remaining semesters).
- Scholarship (minimum 2.8 GPA).
- Demonstrated leadership in the areas of Human Sciences, campus life, and community involvement.
- Established meaningful professional goals.
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

### Ernestine N. Reeder Honor Scholarship

The amount is determined by the endowment's accumulated interest each year. Selection criteria:

- A major in one of the programs offered by the Human Sciences Department.
- Completion of 18 hours in the Human Sciences Department.
- Scholarship (minimum 3.0 GPA).
- Be an active member of at least one of the student organizations in the Human Sciences Department.
- Established meaningful professional goals.
- Must be full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

### Roddy Memorial Scholarship

The recipient must be a graduate of a Rutherford County public or private high school, with preference given to residents of Lascassas or Rockvale. Selection criteria:

- A major in one of the Human Sciences areas.
- Classification of freshman, sophomore, junior, or senior in the spring semester and having at least one remaining semester.
- Scholarship (minimum 3.0 GPA).
- Financial need.
- Must be a full-time student during semesters for which scholarship is funded. One-half of the scholarship shall be awarded for each of the semesters.

### Lucy Dye Scholarship

The Lucy Dye Scholarship has been established by the Nashville Area Association of Family and Consumer Sciences.

Selection Criteria:

- Major in one of the Human Sciences programs.
- Have an overall 3.0 grade point average or higher while carrying a full student load.
- Financial Need.
- Be from one of the following counties in Tennessee: Cheatham, Davidson, Dickson, Lewis, Montgomery, Robertson, Rutherford, Sumner, Williamson, Wilson.

### **The True [Blue](#) Pledge**

I am "true [blue](#)." As a member of this diverse community, I am a valuable contributor to its progress and success. I am engaged in the life of this community. I am a recipient and a giver. I am a listener and a speaker. I am honest in word and deed. I am committed to reason, not violence. I am a learner now and forever. I am a [blue](#) raider. True [Blue](#).

# **Appendix A**

## **Academic Map**

# 2025–26 Nutrition and Food Science–Dietetics Academic Map

Department of Human Sciences

Middle Tennessee State University • Murfreesboro



An academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in four years. **Missing milestones could delay your program.**

**This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements.** Also see the current undergraduate catalog ([catalog.mtsu.edu](http://catalog.mtsu.edu)) for a complete list of requirements and electives. *Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact the department and/or program area for current information.*



Scan the QR code or [click here](#) for more information about the new True Blue Core (TBC).

## Suggested Fall/Spring Four-Year Schedule

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
Written Communication	3	TBC	Information Literacy	3	TBC
CHEM 1010/1011 or CHEM 1110/1111	4	TBC; Major	CHEM 1020/1021 or CHEM 1120/1121	4	
SOC 1010	3	TBC; Major	Creativity and Cultural Expression/Elective	3	TBC; one must come from Discovery
NFS 2220 (Prereq. with B or better for NFS 4275 and 4300)	3	TBC; Major; Prereq.: C or better for NFS 3260, 3280, and 4270	NFS 1010 (EXL; Spring only) (Prereq. with B or better for NFS 4010)	2	
Creativity and Cultural Expression	3	TBC; one must come from Discovery	BIOL 2010/2011	4	TBC; Major; Must earn C or better
<b>SUBTOTAL</b>	<b>16</b>		<b>SUBTOTAL</b>	<b>16</b>	
SOPHOMORE FALL			SOPHOMORE SPRING		
Non-Written Communication	3	TBC	History and Civic Learning	3	TBC; one must come from Discovery
BIOL 2020/2021 (Prereq. with B or better for NFS 4300)	4	Prereq. with C or better for NFS 4270	BIOL 2230/2231 (Prereq. with B or better for NFS 3400)	4	
MATH 1530 (Prereq. with B or better for NFS 4285)	3	TBC; Major	Human Society and Social Relationships/Elective	3	TBC; one must come from Discovery
NFS 2100	3	TBC; Major	Creativity and Cultural Expression Literature	3	TBC
History and Civic Learning	3	TBC; one must come from Discovery	NFS guided upper-division elective	3	
<b>SUBTOTAL</b>	<b>16</b>		<b>SUBTOTAL</b>	<b>16</b>	
JUNIOR FALL			JUNIOR SPRING		
NFS 3200/01 (EXL; Fall Only) (Prereq. with B or better for NFS 3400 and NFS 4320)	3	Prereq. for NFS 4240	NFS 3400 (Spring only) (Prereq. with B or better for NFS 4320)	1	
NFS 3260	3		NFS 4240/4241 (EXL; Spring only)	3	
NFS 3280	3		NFS 4271 (Spring only) (Prereq. with B or better for NFS 4300)	4	
NFS 4270 (Fall only) (Prereq. with B or better for NFS 4275)	3	Prereq. with C or better for NFS 4271	NFS 4275 (Spring only) (Prereq. with B or better for NFS 4300)	3	
CHEM 2030/2031	4		CHEM 3570	3	
<b>SUBTOTAL</b>	<b>16</b>	2.00 GPA required for graduation	<b>SUBTOTAL</b>	<b>14</b>	Submit Intent to Graduate forms
SENIOR FALL			SENIOR SPRING		
NFS 4010 (Fall only) (Prereq. with B or better for NFS 4020)	2		NFS 4020 (EXL; Spring only)	3	
NFS 4285 (EXL; Fall only) (Prereq. with B or better for NFS 4310)	2		NFS 4305 (EXL; Spring only)	3	
NFS 4300 (EXL; Fall only) (Prereq. with B or better for NFS 4310)	4		NFS 4310 (EXL; Spring only)	4	
NFS 4320 (EXL; Fall only) (Prereq. with B or better for NFS 4322)	4		NFS 4322 (EXL; Spring only)	4	
<b>SUBTOTAL</b>	<b>12</b>		<b>SUBTOTAL</b>	<b>14</b>	



# Nutrition and Food Science–Dietetics

## Suggested Fall/Spring/Summer Four-Year Schedule

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in four years. Refer to [www.mtsu.edu/financial-aid/scholarships/](http://www.mtsu.edu/financial-aid/scholarships/) for information regarding use of the Lottery Scholarship for the summer term.

**NOTE: Learning Support courses will alter the sequences on this map.**

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
Written Communication	3	TBC	Information Literacy	3	TBC
CHEM 1010/1011 or CHEM 1110/1111	4	TBC; Major	CHEM 1020/1021 or CHEM 1120/1121	4	
NFS 2220 (Prereq. with B or better for NFS 4275 and 4300)	3	Prereq. with C or better for NFS 3260, 3280, and 4270	NFS 1010 (EXL; Spring only) (Prereq. with B or better for NFS 4010)	2	TBC; one must come from Discovery
Creativity and Cultural Expression	3	TBC; one must come from Discovery	BIOL 2010/2011	4	TBC; Major; Must earn C or better
<b>SUBTOTAL</b>	<b>13</b>		<b>SUBTOTAL</b>	<b>13</b>	
FRESHMAN SUMMER					
SOC 1010	3	TBC; Major	History and Civic Learning	3	TBC; one must come from Discovery
<b>SUBTOTAL</b>	<b>3</b>		<b>SUBTOTAL</b>	<b>3</b>	
SOPHOMORE FALL			SOPHOMORE SPRING		
Non-Written Communication	3	TBC	Creativity and Cultural Expression/Elective	3	
BIOL 2020/2021 (Prereq. with B or better for NFS 4300)	4	Prereq. with C or better for NFS 4270	BIOL 2230/2231 (Prereq. with B or better for NFS 3400)	4	
MATH 1530 (Prereq. with B or better for NFS 4285)	3	TBC; Major	Creativity and Cultural Expression Literature	3	TBC
NFS 2100	3	TBC; Major	NFS guided upper-division elective	3	
<b>SUBTOTAL</b>	<b>16</b>		<b>SUBTOTAL</b>	<b>16</b>	
SOPHOMORE SUMMER					
History and Civic Learning	3	TBC; one must come from Discovery	Human Society and Social Relationships	3	TBC; one must come from Discovery; PSY 1410 rec.
<b>SUBTOTAL</b>	<b>3</b>		<b>SUBTOTAL</b>	<b>3</b>	
JUNIOR FALL			JUNIOR SPRING		
NFS 3200/01 (EXL; Fall Only) (Prereq. with B or better for NFS 3400 and NFS 4320)	3	Prereq. for NFS 4240	NFS 3400 (Spring only) (Prereq. with B or better for NFS 4320)	1	
NFS 3260	3		NFS 4240/4241 (EXL; Spring only)	3	
NFS 3280	3		NFS 4271 (Spring only) (Prereq. with B or better for NFS 4300)	4	
NFS 4270 (Fall only) (Prereq. with B or better for NFS 4275)	3	Prereq. with C or better for NFS 4271	NFS 4275 (Spring only) (Prereq. with B or better for NFS 4300)	3	
CHEM 2030/2031	4		CHEM 3570	3	
<b>SUBTOTAL</b>	<b>16</b>	2.00 GPA required for graduation	<b>SUBTOTAL</b>	<b>14</b>	Submit Intent to Graduate forms
SENIOR FALL			SENIOR SPRING		
NFS 4010 (Fall only) (Prereq. with B or better for NFS 4020)	2		NFS 4020 (EXL; Spring only)	3	
NFS 4285 (EXL; Fall only) (Prereq. with B or better for NFS 4310)	2		NFS 4305 (EXL; Spring only)	3	
NFS 4300 (EXL; Fall only) (Prereq. with B or better for NFS 4310)	4		NFS 4310 (EXL; Spring only)	4	
NFS 4320 (EXL; Fall only) (Prereq. with B or better for NFS 4322)	4		NFS 4322 (EXL; Spring only)	4	
<b>SUBTOTAL</b>	<b>12</b>		<b>SUBTOTAL</b>	<b>14</b>	
<b>TOTAL HOURS IN PROGRAM: 120</b>					

**Appendix B**  
**Middle Tennessee State University**  
**Acceptance Rates into**  
**Dietetic Internships**

**Middle Tennessee State University  
Acceptance Rates  
Into  
Dietetic Internships**

<b>Academic Year</b>	<b># of Program Graduates Applied for Dietetic Internships Within 12 Months of Graduation</b>	<b># of Program Graduates Admitted to a Dietetic Internship</b>	<b>% of Program Graduates Admitted to a Dietetic Internship</b>
2025-2026	7	7	100%
2024-2025	7	7	100%
2023-2024	7	7	100%
2022-2023	9	9	100%
2021-2022	8	8	100%
2020-2021	15	15	100%
2019-2020	15	15	100%
2018-2019	9	9	100%

**Appendix C**  
**Sensory Evaluation Policy**

**NFS 3200/3201 Food Science/Lab  
NFS 4240 Experimental Food Study**

Sensory Evaluation Guidelines

Sensory evaluation is a scientific discipline used for the analysis of food and drink that uses the human senses. It measures the human response to the five senses – touch, taste, feel (texture, mouthfeel), sight and smell. Companies use sensory evaluation for product development, cost comparison and analysis, shelf-life studies, and to make improvements to foods.

Nutrition practitioners and food scientists need to be competent in 1) evaluating the organoleptic qualities of food and 2) be tolerant of differences in food choices. Therefore, we the Nutrition and Food Science faculty have an obligation to expose all students to a wide variety of foods from other cultures/regions, with the goal of influencing healthy eating habits.

All students are required to sample all foods. Only the following exemptions will be allowed:

- Medical – includes food allergens/insensitivities and Avoidant/Restrictive Food Intake Disorder (AFRID). Please notify the lab instructor if you have a food allergy and the degree to which you experience symptoms.
- Religious – certain religions are required to exclude foods from their diet. If this is the case, please notify the lab instructor.
- Ethical – includes the need to exclude food/foods from your diet based upon strict personal beliefs. i.e., following a vegan diet due to a strong belief regarding animal rights issues. It does NOT include following a low carb diet, weight loss diet or other non-medical, non-religious or non-ethical beliefs.

*Please bear in mind that these foods may be expectorated (spit out) and not swallowed. Foods may be touched, smelled, observed, tasted, and heard without swallowing.*

If you choose not to sample a food – notify the lab instructor and seek out two other students who did eat the food item. Record the impression of these students and turn in a special report to the lab instructor.

---

Student Signature

/Date