



EAST TENNESSEE STATE UNIVERSITY

UNDERGRADUATE STUDENT HANDBOOK

Nutrition and Dietetics Program

Nutrition and Dietetics Didactic Program (DPD)

**East Tennessee State University
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Purpose of Handbook

The Undergraduate Student Handbook was developed to provide clear, consistent, and accurate information to prospective students and students admitted to the Nutrition and Dietetics Didactic Program at East Tennessee State University (ETSU). Much of the information contained in this Handbook was obtained from the current Catalog of ETSU which is published by the ETSU Registrar's Office. The Catalog provides students, prospective students, and other interested persons with information concerning admissions, costs, course requirements, degrees, regulations, and other pertinent information. No contractual relationships, however, can be established between students and the University upon the information contained in the Catalog. The University reserves the right to delete, substitute for, change, or supplement any statement in the Catalog without prior notice. The [Catalog](#) is available free of charge from the Registrar's Office and can be accessed in its entirety on-line.

Introduction

The Nutrition Program also known as the Didactic Program in Dietetics (DPD) is housed in the Department of Rehabilitative Sciences and the College of Clinical and Rehabilitative Health Sciences. The Bachelor of Science degree in Nutrition is conferred upon completion of the Allied Health core, general education core, professional course work, and courses from supporting disciplines.

For students interested in becoming a registered dietitian nutritionist (RDN), the DPD is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, (800) 877-1600. Upon completion of the DPD, graduates may pursue participation in a post-baccalaureate supervised practice program (dietetic internship). Successful completion of the dietetic internship, followed by a passing score on the Registration Examination for Dietitians, fulfills the requirements to become a Registered Dietitian Nutritionist. A current listing of supervised practice programs is available [here](#). East Tennessee State University offers a Dietetic Internship program and accepts applications from graduates of the DPD; internships are also offered at healthcare facilities and universities across the country. Internships are highly competitive due to the limited number of positions in the programs; therefore academic performance and experience in the field are critical components beneficial to each applicant.

Registered dietitians nutritionists are food and nutrition experts uniquely qualified to address the public's growing concerns and interest in nutrition, health, and lifestyle management. RDN educational preparation includes a variety of subjects, including food science, nutrition science, social and biological sciences, foodservice operations, medical nutrition therapy, management, and communications. The BS in Nutrition at ETSU prepares students for a wide variety of career opportunities, including employment in health care, business and industry, public health, education, research, and private practice. RDNs work in:

- hospitals, outpatient clinics, or other health care facilities, educating patients about nutrition and providing medical nutrition therapy as part of the health care team;
- foodservice operations in health care settings, schools, day care centers, and correctional facilities;
- sports nutrition and corporate wellness programs, educating clients about the connection between food, fitness, and health;
- food and nutrition-related business and industry, in communications, consumer affairs, public relations, marketing, or product development;
- community and public health settings, teaching, monitoring, and advising the public, and helping to improve their quality of life through healthy eating habits;
- universities and medical centers, teaching other health care disciplines the science of food and nutrition; and
- research in food and pharmaceutical companies, universities and hospitals, directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

General Information

Program History

East Tennessee State University was founded in 1911 with Domestic Science as one of two original majors and the forerunner to the current nutrition program. During the ensuing 100 years, nutrition and dietetics has evolved into the current program, and is an integral part of the Academic Health Sciences Center. ETSU has prepared students for careers in the dietetics profession since 1969. The DPD at ETSU was approved by the Commission on Accreditation for Dietetics

Education (CADE) in 1998, and granted full accreditation in 2009. The DPD is now accredited under the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formally CADE.

Program Philosophy

ETSU DPD Philosophy

The ETSU undergraduate program in dietetics is designed to promote a continuous educative process, permitting creative and critical thinking skills by the student, and the ability to participate in innovative professional collaborations.

A plan for progression of learning allows the student to build on knowledge, understanding and skills, as the individual demonstrates various levels of competency toward attainment of stated student outcomes. The student is encouraged to become self-evaluative and self-directive by completion of the program. Program faculty and students share the responsibility for achieving the outcomes of the program.

Program Mission

The mission of the Didactic Program in Dietetics (DPD) is to provide graduates with quality education and learning experiences that foster innovative professional collaborations, community awareness and service, and critical thinking skills needed to successfully prepare entry-level registered dietitian nutritionists, and nutrition and dietetic technicians registered for a dietetics supervised practice program, leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists.

Program Goal 1:

The DPD program will prepare graduates to become entry-level registered dietitian nutritionists and for successful completion of supervised practice and the registration examination.

Program Objectives for Goal 1:

1. Supervised Practice Application and Placement Rates
 - a. 50% of program graduates apply for admission to a supervised practice program prior to or within twelve months of graduation.
 - b. 60% of program graduates are admitted to a supervised practice program within 12 months of graduation.
 - c. Of graduates that seek employment, 40% will be employed in nutrition and dietetics or related fields within 12 months of graduation.
2. Examination Pass Rates
 - a. 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%.
3. Program Graduate Preparation
 - a. The mean rating of "knowledge base" that internship directors will give program graduates will meet or exceed "good" on surveys.
 - b. 75% of program graduates who respond to a survey will indicate agree or agree strongly regarding how well the curriculum prepared them for supervised practice, nutrition and dietetics technician registered (NDTR) or graduate education.

Program Goal 2:

The DPD program will provide graduates with adequate support through academic and career advisement based on individual post-graduation goals.

Program Objectives for Goal 2:

1. Cohort Completion and Graduation Rates
 - a. At least 80% of program students complete program/degree requirements within three years (150% of the program length).
 - b. The program will graduate on average at least 80% of the cohort each year.
 - c. 90% of graduates will indicate that they received sufficient academic advising based on their individual goals.
 - d. 90% of graduates will indicate that they received sufficient career advising based on their individual goals.
 - e. 90% of graduates will indicate that they were overall "prepared" for their first role post program completion.

Outcomes data pertaining to the objectives are available upon written request to the DPD Program Director.

Role of the Didactic Program in the Credentialing Process

Students who are enrolled in the Nutrition and Dietetics Program at ETSU are prepared to pursue graduate education in a variety of health related disciplines, as well as post-baccalaureate supervised practice programs in dietetics (internships). The dietetics profession requires completion of a 1200 hour supervised practice program (dietetic internship program) following the undergraduate program in dietetics. Many internship programs are offered at universities in combination with a graduate program in nutrition, as is the program at ETSU. Admission to dietetic internship programs is highly competitive and there is no guarantee of acceptance to an internship upon completing the BS degree. Successful completion of the supervised practice program, followed by a passing score on the Registration Examination for Dietitians, fulfills requirements to become a registered dietitian nutritionist. Passage of the RDN exam, is a required component of the licensure process in the state of Tennessee for licensed dietitian/nutritionist. Additionally, students who successfully complete the DPD will be eligible to take the examination for nutrition and dietetic technicians registered (NDTR); a passing score will result in the NDTR credential.

Students entering health related careers must be of high moral character. A criminal background check is required of all students admitted to a dietetic internship program following completion of the BS degree program in dietetics. Prior criminal charges that are directly pertinent to the applicant's prospective program could affect the individual's ability to be allowed in health care settings or to receive a state licensing permit and sit for the national board examinations (RDN and NDTR exams). A student with previous criminal charges is advised to consult with the board regarding licensure/registration eligibility.

Accreditation Status

The DPD at East Tennessee State University has been granted full accreditation 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. ACEND is recognized as the accrediting body for dietetics education programs by the United States Department of Education (USDE).

Student Dietetic Association

The ETSU Student Dietetic Association (SDA) is composed of students majoring in Nutrition and Dietetics. Students have the opportunity to meet other students and professionals, and learn more about the Dietetics profession. Active student involvement in the SDA enhances learning and prepares students for future involvement and leadership opportunities in professional dietetic organizations.

Policies and Procedures

Admission Requirements

Admission to ETSU is established by the University and the Tennessee Board of Regents. Specific requirements for admission of freshman, special non-degree, transfer, and international students can be found on [the Office of Admissions website](#).

Application to the nutrition and dietetics program must be made during the fourth semester of coursework once the majority of general education and prerequisite courses have been completed. Program application is due to the department office on March 1 each year and a cohort will be admitted to begin professional classes in fall semester. Acceptance is based upon academic record and interview. See Appendix A for program application.

Academic Calendar

University [academic calendars](#) include dates and information concerning deadlines for all academic functions and processes.

Tuition and Required Fees

[Tuition and fees](#) are assessed on a per credit hour basis and are determined by the Tennessee Board of Regents. Tuition and fees are subject to change without notice. Because these costs are subject to change, students are encouraged to access the [Student Financial Aid website](#) for further information and updates. Additional costs to students enrolled in the Nutrition and Dietetics Program include purchase of text books, manuals, safety glasses or goggles and a knee length white lab coat. These articles will be used in certain courses during the junior and senior years of the program.

Refund of Tuition and Fees

Refer to the official [tuition and fees calendar](#) for current information on deadlines, appropriate fees, and a refund schedule.

Graduation Requirements

To complete a bachelor's degree at East Tennessee State University, a student must:

- fulfill all university academic requirements as published in the Catalog
- complete the General Education requirements as published in the Undergraduate Catalog
- earn a minimum grade point average of 2.0 at all institutions attended, including ETSU
- complete ETSU's proficiency-intensive requirements
- be enrolled at ETSU at least 2 semesters during the junior and senior years, including the last full semester

See [additional information](#) related to graduation requirements

Transfer equivalent credits with a grade of C or higher will be considered toward fulfillment of degree requirements in Nutrition and Dietetics. A total of 120 credits comprise the Nutrition and Dietetics curriculum. Once admitted to the program, students should complete the entire program of study within 4-6 semesters of full time study.

DPD Course Requirements

The semester schedule provides students with guidance in meeting the curriculum requirements and being eligible to apply for admission to the Nutrition and Dietetics Program. The semester schedule has integrated the proper progression of courses throughout the curriculum from introductory level to advanced level coursework. Please see Appendix B.

DPD Course Descriptions

Course descriptions are printed in the [current catalog](#) of East Tennessee State University.

Verification Statement Policy

Issuing the Verification Statement

- The signature on the Verification Statement must be that of the designated program director on record with ACEND on or following the date of program completion.
- Upon completion of the Nutrition and Dietetics Didactic Program, the Program Director will prepare a minimum of four copies of the Verification Statement with original signatures.
- The four copies of the Verification Statement will be mailed directly to the student.
- It is the responsibility of the individual to safeguard their DPD Verification Statements until they are to be used in applying to supervised practice, application for state licensure/certification, and application to take the RDN or NDTR Exam.
- One signed copy of the Verification Statement will remain in the department's permanent file for the Program's records.

Providing Verification to Graduates of Other Institution

The DPD at East Tennessee State University does not issue Verification Statements to individuals who do not complete the DPD requirements at East Tennessee State University. The DPD at East Tennessee State University does not evaluate transcripts of individuals whose degrees are from another institution for the purpose of receiving a Verification Statement from that DPD.

Providing Future Copies of a Verification Statement

The DPD at East Tennessee State University will provide additional copies of the Verification Statement with original signatures under the procedures described above. The Program Director will notify the requesting individual that the Verification Statement verifies completion of the program in effect at the time of program completion. This action does not necessarily imply that the applicant meets the [current](#) Nutrition and Dietetics Didactic Program requirements under the ACEND Accreditation Standards.

Application Process for Dietetic Internship and Computer Matching

Appointment to a dietetic internship is competitive, and students must review programs' websites for current information on application procedures, program requirements, tuition, and financial aid. Most supervised practice programs (dietetic

internships) select applicants using a [computer matching process](#). D&D Digital Systems, Inc. administers the computer matching process on behalf of the Academy of Nutrition and Dietetics.

The application procedures for internships may vary somewhat, but most programs use the centralized application system, [DICAS](#), for all application materials, including DI application, reference forms, transcript submission, and all required forms. You will set up an account to enter all information in a stepwise system prior to the deadline date. There will also be a requirement to apply to the program or the university/graduate program directly. This would be done separately from the DICAS application system, and may require hard copies or be completed totally online.

Please Note: It is critical to understand all application procedures and deadline dates for each program, and complete all steps and submit materials prior to the deadlines. It is also critical to remember that students must apply for the internship programs and [also apply with D&D Digital Systems](#) for computer matching. All steps must be completed prior to the deadline dates for submission. After the deadline, the websites are closed and new materials cannot be submitted. Please contact the ETSU Nutrition and Dietetics Program Director for more information or clarification.

Operating Policies and Procedures

Academic Standing (Progression and Retention)

Once admitted to the Nutrition and Dietetics Program, students are expected to follow the semester schedule in order to progress through the curriculum properly with prerequisite knowledge. The policy for progression and retention in the program is based upon academic performance in each class. The policy can be found in Appendix C and applies to all students in the Nutrition and Dietetics Program. If a student is unable to be retained in the program, the student will be removed from the program and will be required to change to another major. Academic and classroom misconduct, as well as disciplinary sanctions will be handled according to the policy found in the ETSU [Student Handbook](#).

Changing majors or Career Paths

Students that have a minimum chance of success in the program and wish to pursue another major will meet with the DPD director for academic counseling and referred to [Undergraduate Student Advisement](#) and [University Career Services](#).

Leave of Absence and Withdrawal

It is to the School's advantage to have enrolled students complete the course of study. When extenuating circumstances arise which require a student to be absent, all reasonable efforts will be made to accommodate the situation and enable the individual to meet the requirements for the degree.

It is understood that this policy and these procedures apply to situations in which the student will be absent from the School for the remainder of a term or longer.*

*The office of admissions may request that a [Returning Student Application](#) be completed if the student is absent for an entire term or more.

Students must complete the appropriate form before a request can be considered. Forms can be found online at (Linked to website)

1. The request for LOA must be approved by the DPD Program Director after consultation with the student. The request is approved and forwarded to the Department Chair. Approval of leave will be noted by a formal letter to the student from the DPD Director, with a copy to the Department Chair, and the Financial Aid Office if applicable.
2. The granting of a student leave must be in accordance with the Academic Progression Policy.
3. There must be sufficient evidence that circumstances, medical or otherwise, exist which make it impossible or difficult for the student to continue with a program of study; and there must be evidence that once these circumstances are resolved, the student would be able and committed to continuing the program of study. This determination is made by the DPD Director after an interview with the student, and consultation with the department chair.
4. International students who apply for a leave of absence must consult with International Student Admissions regarding their visa status.

Special Undergraduate Students

Students who hold a bachelor's degree in another area may apply for admission to the program once all prerequisites are met; the student may complete only the requirements for the DPD Program without pursuing a second degree. Once the DPND course requirements are successfully completed in accordance with the progression and retention policy, the student will be eligible to receive the verification statement per aforementioned policy. Please see Appendix D for DPND only program requirements.

Recency of Education

For coursework that is more than five years old, there may be a need for retaking certain courses to refresh or become familiar with the most recent knowledge in the field. Transcripts will be evaluated on an individual basis with a program of study developed accordingly. The proposed program of study must be completed prior to issuance of the verification statement.

Academic Add/Drop Policy

Please see the [catalog](#) for current information pertaining to the drop/add/withdrawal/refund policies.

Electronic Communications Student Policy

[University policy](#) requires every student to have and use an official ETSU email address. It is the obligation of each student to activate his or her email account, to routinely check it for new messages, and to keep it in good working condition. Communication by faculty and course instructors (D2L) will occur via the ETSU email accounts.

Grievance Procedures

[ACEND](#) will review complaints that relate to a program's compliance with the accreditation standards. The Council is interested in the sustained quality and continued improvement of dietetic education programs, but does not intervene on behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the education staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, or by calling 1-800-877-1600.

Complaint Policy and Procedure for Students

East Tennessee State University is committed to respecting all members of the university community and providing fair treatment regarding complaints by students. The objective of [the Student Complaint Policy and Procedure](#) is to ensure that concerns and complaints of undergraduate or graduate students are addressed fairly and are resolved promptly. Complaints usually involve actions affecting students that are alleged to be unjust, inequitable, or create unnecessary hardship. A student may pursue this complaint procedure if he or she believes a problem is not governed by other complaint or appeal procedures at the university.

Immunization/Health Record

The DPD adheres to University regulations regarding immunizations/health records. In cooperation with the Tennessee Department of Health and for the protection of our students, East Tennessee State University requires new students, including transfers, born after 1956, to provide proof of immunity to measles and rubella. The [Student Health Center](#) accepts immunization records from physicians and health departments.

Liability for Safety in Travel to or from Assigned Areas

Students will be required to provide their own transportation to community locations as a part of certain classes and to the Nutrition Research Laboratory housed at Valleybrook Farm when enrolled in the Nutrition Research course. Liability automobile insurance is required in the state of Tennessee.

Protection of Privacy of Information

Maintenance of student information is necessary and important for University research and policy formation. However, the University recognizes the importance of a student's right to privacy and has developed guidelines to ensure that those rights are honored. Refer to the [Undergraduate Catalog](#) of East Tennessee State University for more information regarding the protection of privacy of information, student access to personal and educational records and release of directory information.

Student Support Services

Numerous [resources and offices](#) are established at ETSU to support and encourage vibrant student life and collegiate success. These include, but are not limited to, health services, counseling center, tutoring services, financial aid, career center, advisement, scholarship, disability services, adult and commuter services, and many others.

Health Services: The University [Student Health Center](#) is designed to provide comprehensive, accessible, high-quality, and economic healthcare to students during their college years. The Center is open during regular school sessions to all East Tennessee State University students who pay the student fees. The Student Health Center is staffed with well-qualified practitioners and staff to provide primary health care for students. Individuals who require more specialized care than the Center can provide are referred to the appropriate resource.

Student Support Services Department: The [Student Support Services Department \(SSS\)](#) is a federally funded program through the U.S. Department of Education. It is a TRIO program designed to assist eligible low income college students, first generation college students, and college students with disabilities to succeed in completing their college education. A limited number of students can be served under the federal grant program. The primary mission of SSS is to enhance educational opportunities for eligible students to improve their academic and social skills, increase their retention toward graduation and as appropriate, facilitate their entrance into graduate and/or professional schools.

Student Use of Technology Resources

In support of the University's mission of teaching, research, and service, East Tennessee State University provides [computing, networking, and information resources](#) to the university student community. Such open access is a privilege, and requires that individual users act responsibly, including the conservation of computer resources and consideration of other users. All existing federal and state laws, and [University regulations and policies](#) apply, including those laws and regulations that are specific to computers and networks.

ETSU Honor Code and Academic Misconduct

The [ETSU Honor Code](#) will be followed and enforced via Academic Misconduct Procedures.

Evaluation

Assessment of Prior Learning

East Tennessee State University accepts transfer credits from regionally-accredited institutions. Applicability of transfer work depends upon the equivalence of transfer credits with the requirements of a particular curriculum, and is determined by the transfer equivalency personnel in the Admissions Office. Non-traditional credits awarded by another college or university will be evaluated in terms of current policy at ETSU. Unless the basis for awarding the credit is readily identifiable, no credit will be allowed until such time as the student, through the awarding institution, can establish the credibility of the work. At this time, the DPD does not award academic credit on the basis of prior learning or work experiences.

Formal Assessment of Student Learning

Each course has a syllabus describing the general content and objectives of the course, learning objectives, the methods to be used for the assessment of performance/knowledge, final course evaluation, and assignment of grades. The syllabus will be described to students during the first week of classes. Faculty are expected to provide a student with significant evidence or assessment of class performance within the first six to eight weeks of the regular academic (fall/spring) semesters. ACEND Knowledge Requirements and learning objectives addressed in the course are included on each syllabus.

The dietetics profession requires completion of a 1200 hour supervised practice program (dietetic internship program) following the undergraduate program in dietetics. Many internship programs are offered at universities in combination with a graduate program in nutrition, as is the program at ETSU. Admission to dietetic internship programs is highly competitive and there is no guarantee of acceptance to an internship upon completing the BS degree.

Students entering health related careers must be of high moral character. A criminal background check is required of all students admitted to a dietetic internship program following completion of the BS degree program in dietetics. Prior criminal charges that are directly pertinent to the applicant's prospective program could affect the individual's ability to be allowed in health care settings or to receive a state licensing permit and sit for the national board examinations. A student with previous criminal charges is advised to consult with the board regarding licensure/registration eligibility.

For more information, contact the Director of the Undergraduate Program in Dietetics.

I have read and understand the above information.

Signature: _____

Date: _____

Appendix B

Bachelor of Science in Nutrition and Dietetics Semester Schedule

Freshman Year

Fall Semester		16 Cr.
ENGL 1010	Critical Reading & Expository Writing	(3 cr.)
*CHEM 1110/11	General Chemistry 1+lab	(4 cr.)
SOCI 1020	Introduction to Sociology	(3 cr.)
HIST 2010	US To 1877	(3 cr.)
*MATH 1530	Probability and Statistics	(3 cr.)

Spring Semester		16 Cr.
ENGL 1020	Critical Thinking & Argumentation	(3 cr.)
*CHEM 1120/21	General Chemistry 2	(4 cr.)
*NTFD 1010	Introduction to Nutrition	(3 cr.)
PSYC 1310	Intro to Psychology	(3 cr.)
HIST 2020	US Since 1877	(3 cr.)

Sophomore Year

Fall Semester		15 Cr.
*ALHE 2010	Introduction to Allied Health	(2 cr.)
*HSCI 2010/11	Anatomy & Physiology I + Lab	(4 cr.)
*ALHE 2020	Patient Care & Assessment	(3 cr.)
English Literature Elective		(3 cr.)
Fine Arts Elective		(3 cr.)

Spring Semester		16 Cr.
*NTFD 2420	Principles of Nutrition Science	(3 cr.)
*HSCI 2020/21	Anatomy & Physiology II + Lab	(4 cr.)
ALHE 4100	Information management	(3 cr.)
Humanities Elective		(3 cr.)
Speech elective		(3 cr.)

Junior Year

Fall Semester		14 Cr.
NTFD 3485	Basic Skills in Dietetics	(3 cr.)
CHEM 2010/11	Organic Chemistry + Lab	(5 cr.)
NTFD 3430	Community Nutrition	(3 cr.)
ALHE 3040	Interprofessional Allied Health Teams	(3 cr.)

Spring Semester		16 Cr.
HSCI 2230/31	Introduction to Microbiology + Lab	(4 cr.)
NTFD 3465	Human Nutrition and Metabolism	(3 cr.)
NTFD 4465	Experimental Food Science	(3 cr.)
NTFD 3250	Nutrition through the Life Cycle	(3 cr.)
ALHE 4040	Managing Allied Health Professionals	(3 cr.)

Senior Year

Fall Semester		12 Cr.
NTFD 4415	Food Systems Administration	(3 cr.)
NTFD 4425	Clinical Nutrition I	(3 cr.)
NTFD 4447	Nutritional Biochemistry	(3 cr.)
NTFD 4560	Research Methods in Nutrition	(3 cr.)

Spring Semester		15 Cr.
NTFD 4435	Clinical Nutrition II	(3 cr.)
ALHE 4070	Leadership in Allied Health	(3 cr.)
NTFD 4475	Managing Food Service Operations	(3 cr.)
Guided Elective	Advisor Approval Required	(3 cr.)
NTFD 4517	Nutrition Education and Counseling	(3 cr.)

*Courses must be completed or in progress prior to being accepted into the Dietetics Program.

Appendix C

Nutrition and Dietetics Program Progression and Retention Policy

1. General Information

Incoming nutrition and dietetics students must sign a progression policy form at the beginning of their first semester in the program. Any questions about the policy will be discussed with their advisor at this time. It is the student's responsibility to monitor his/her academic progress and performance. Any student experiencing difficulty is urged to request a conference with the instructor involved or the advisor.

2. Progression

- a. Progression in the nutrition and dietetics program requires a minimum cumulative (overall) GPA of 2.5 or better on a 4.0 scale and the completion of all NTFD courses with a grade of C or higher while passing all science courses.

3. Academic Probation

- a. Any student making less than C (lower than 2.0 on a 4.0 scale) in any one of the NTFD courses will be placed on probation. A student will also be placed on probation if a failing grade is earned in any one of the science courses.
- b. Probationary status will be maintained until the student repeats each NTFD course with a C or higher and also earns a passing grade in all science courses. There will be only one opportunity to retake a course to improve a grade in a NTFD course to a C or higher, or to earn a passing grade in the science courses.
- c. Any student who is on probation after poor academic performance in a science or NTFD course (as described above) will not be able to progress to the next course if the prerequisite is required. The course will have to be repeated with a C or higher before the prerequisite requirement is met. This applies to the following courses:
 - i. NTFD 3465 prerequisite for NTFD 4425
 - ii. NTFD 3465 prerequisite for NTFD 4447
 - iii. NTFD 3485 prerequisite for NTFD 4560
 - iv. NTFD 4415 prerequisite for NTFD 4475
 - v. NTFD 4425 prerequisite for NTFD 4435
 - vi. NTFD 4425 prerequisite for NTFD 4517
 - vii. NTFD 4465 prerequisite for NTFD 4415
 - viii. NTFD 4447 is a co-requisite for NTFD 4560

4. Dismissal

- a. Any student with two grades of C- or lower in any one of the NTFD course or a failure to pass any one of the sciences after two attempts will be dismissed from the program.
- b. Professional behavior and academic integrity are expected of each student. If a student is in violation of the university policies governing these actions, the student can be considered for dismissal.

5. Notification

- a. Notification of probationary status or dismissal will come from the program director in writing at the end of the semester in which the grade was earned.
- b. Students will be offered the opportunity to meet with the director and the course instructor to discuss their status.

6. Readmission

- a. Each case for readmission will be evaluated on an individual basis. Readmission to the program for a dismissed student is not guaranteed. Students must inform the program director that they wish to be readmitted. The program does not assume that everyone wants to return.
- b. An individualized plan for program completion will be developed by the committee and must be signed and accepted by the student.
- c. If a student withdraws from the dietetics program for any reason, he or she must reapply for admission in the aforementioned process.
- d. Program of study must be completed within 4 years of the initial admission to the program.

I have read and understand the above policy.

Student signature: _____

Printed name: _____

Date: _____

Appendix D

Department of Rehabilitative Sciences Undergraduate Didactic Program in Nutrition and Dietetics

Course Requirements for Students with a 4-Year Degree in a Non-Dietetics Field

General Education Core Requirements

11 credits

#MATH 1530	Probability and Statistics	3 cr.
#HSCI 2010/11	Anatomy & Physiology I & Lab	4 cr.
#HSCI 2020/21	Anatomy & Physiology II & Lab	4 cr.

Allied Health Core 15 credits

NTFD 4560 (preferred)	Research Methods in Nutrition	3 cr.
HSCI 2230/31	Introduction to Microbiology& Lab	4 cr.
#CHEM 1110/1111	General Chemistry I Lecture & Lab	4 cr.
#CHEM 1120/1121	General Chemistry II Lecture & Lab	4 cr.

Nutrition and Dietetics Concentration

50 credits

#NTFD 1010	Introduction to Nutrition	3 cr.
#NTFD 2420	Principles of Nutrition Science	3 cr.
NTFD 3430	Community Nutrition	3 cr.
NTFD 3250	Nutrition through the Lifecycle	3 cr.
NTFD 3465	Human Nutrition and Metabolism	3 cr.
NTFD 3485	Basic Skills in Dietetics Practice	3 cr.
NTFD 4415	Food Systems Administration	3 cr.
NTFD 4425	Clinical Nutrition I	3 cr.
NTFD 4435	Clinical Nutrition II	3 cr.
NTFD 4447	Nutritional Biochemistry	3 cr.
NTFD 4465	Experimental Food Science	3 cr.
NTFD 4475	Managing Food Service Operations	3 cr.
NTFD 4517	Nutrition Educ. and Counseling	3 cr.
CHEM 2010/2011	Organic Chemistry Lecture & Lab	5 cr.
ALHE 4040	Managing Allied Health Professionals	3 cr.

Must be completed or in progress when applying for admission to the dietetics program

Appendix E

Undergraduate Didactic Program in Dietetics

DPD Requirements for DI Application Courses with * indicate science courses

Freshman Year

*CHEM 1110/11	General Chemistry I + Lab	(4 cr.)
SOCI 1020	Introduction to Sociology	(3 cr.)
MATH 1530	Probability and Statistics	(3 cr.)
*CHEM 1120/21	General Chemistry II + Lab	(4 cr.)
NTFD 1010	Introductory Nutrition	(3 cr.)
PSYC 1310	Intro to Psychology	(3 cr.)

Sophomore Year

*HSCI 2010/11	Anatomy & Physiology I + Lab	(4 cr.)
NTFD 2420	Principles of Nutrition	(3 cr.)
*HSCI 2020/21	Anatomy & Physiology II + Lab	(4 cr.)
ALHE 2020	Patient Care and Assessment	(3 cr.)

Junior Year

NTFD 3485	Basic Skills in Dietetics Practice	(3 cr.)
*CHEM 2010/11	Organic Chemistry + Lab	(5 cr.)
NTFD 3430	Community Nutrition	(3 cr.)
ALHE 3040	Interprofessional Allied Health Teams	(3 cr.)
*HSCI 2230/31	Introduction to Microbiology + Lab	(4 cr.)
*NTFD 3465	Human Nutrition and Metabolism	(3 cr.)
NTFD 4465	Experimental Food Science	(3 cr.)
NTFD 3250	Nutrition through the Life Cycle	(3 cr.)
ALHE 4040	Managing Allied Health Professionals	(3 cr.)

Senior Year

NTFD 4415	Food Systems Administration	(3 cr.)
NTFD 4425	Clinical Nutrition I	(3 cr.)
*NTFD 4447	Nutritional Biochemistry	(3 cr.)
NTFD 4560	Research Methods in Nutrition	(3 cr.)
NTFD 4435	Clinical Nutrition II	(3 cr.)
NTFD 4475	Managing Food Service Operations	(3 cr.)
NTFD 4517	Nutrition Education and Counseling	(3 cr.)

- Indicates science course

Appendix F

East Tennessee State University Undergraduate Didactic Program in Dietetics

Leave of Absence or Withdrawal Form

Name:				
Student E#				
Current Year of Study and Term	First	Second	Fall	Spring
Student ETSU email:				
Decision (circle one)	Leave of Absence		Withdraw	
Reason (circle one)	Medical		Personal	
Description:				
Date of Leave or Withdrawal	Date:			
Date of Anticipated Return	Date:			
Forwarding Address:				
Phone # and E-mail	Phone#		E-mail	

Nutrition and Dietetics Program Handbook Agreement Form

After reading the Nutrition and Dietetics Program Student Handbook, place a V next to each item, sign this form, and return to the course instructor on assigned date.

- _____ Purpose of Handbook
- _____ Introduction
- _____ Program History
- _____ Program Philosophy and Mission
- _____ Program Goals and Objectives
- _____ Role of the Didactic Program in the Credentialing Process
- _____ Accreditation Status
- _____ Student Dietetic Association
- _____ Admission Requirements
- _____ Academic Calendar
- _____ Tuition and Required Fees
- _____ Refund of Tuition and Fees
- _____ Graduation Requirements
- _____ DPD Course Requirements
- _____ DPD Course Descriptions
- _____ Verification Statement Policy
- _____ Application Process for Dietetic Internship and Computer Matching
- _____ Academic Standing
- _____ Changing Majors
- _____ Leave of Absence and Withdrawal
- _____ Special Undergraduate Students
- _____ Recency of Education
- _____ Academic Add/Drop Policy
- _____ Electronic Communications Student Policy
- _____ Grievance Procedures
- _____ Complaint Policy and Procedure for Students
- _____ Immunization/Health Record
- _____ Liability for Safety in Travel
- _____ Protection of Privacy of Information
- _____ Student Support Services
- _____ Student Use of Technology Resources
- _____ ETSU Honor Code
- _____ Assessment of Prior Learning
- _____ Formal Assessment of Student Learning
- _____ A - Program Application
- _____ B – Semester Schedule
- _____ C – Progression and Retention Policy
- _____ DPD Requirements with previous degree in non-dietetics field

“I have read and understand the above policies and procedures for the nutrition and dietetics program.”

Signature _____

Date _____