



**MURRAY STATE**  
UNIVERSITY

# Student Handbook

for the

Didactic Program in Dietetics (DPD)

2024-2025

Nutrition and Dietetics Program  
School of Nursing and Health Professions

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## Introduction

The Student Handbook is intended to serve as a resource for students admitted to the Didactic Program in Dietetics (DPD) at Murray State University. Information contained in the Student Handbook includes program-specific information, DPD admissions criteria, DPD curriculum, pathway to becoming credentialed as a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN), and both program and university policies and procedures. Answers to many commonly asked questions can be found in the Student Handbook; thus, students are expected to familiarize themselves with its contents and refer back as needed.

## Program Overview

### Accreditation

The DPD at Murray State is accredited through June 30<sup>th</sup>, 2028 by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(800) 877-1600  
(312) 899-0040, ext. 5400  
<http://www.eatrightpro.org/ACEND>

### Program Mission

The mission of the Didactic Program in Dietetics at Murray State University is to foster critical thinking, effective communication, cultural competency, and a commitment to lifelong learning. The program accomplishes this through evidence-based practice, innovative education, and experiential learning in preparation for supervised practice, eligibility for the CDR credentialing exam, and entry-level practice as registered dietitian nutritionists in their respective communities.

### Program Goals

- **Goal #1:** Graduates will be prepared for entry into supervised professional practice.
- **Goal #2:** Graduates will be prepared for community engagement and contribution.

### ACEND Required Objectives (Five objectives):

1. At least 80% of program students complete program/degree requirements within three years (150% of program length).
2. A minimum of 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. At least 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
4. At least 75% of directors of supervised practice programs will be satisfied with Murray State University DPD graduates' preparedness for supervised practice.

## **Learning Outcomes**

Upon completion of the DPD at Murray State University, graduates will:

1. demonstrate professional attitudes and behaviors.
2. demonstrate cultural competency and sensitivity.
3. be able to locate, interpret, and evaluate professional literature.
4. demonstrate effective oral communication skills.
5. demonstrate effective written communication skills.
6. demonstrate strong critical thinking skills.
7. possess a strong foundation in medical nutrition therapy.
8. be able to competently apply the Nutrition Care Process.
9. apply physical, biological, and social science principles when working with patients and clients.
10. possess a strong foundation in life cycle nutrition.
11. possess a strong foundation in nutrient metabolism.
12. possess a strong foundation in food science principles.
13. possess a strong foundation in quantity food production principles.
14. be able to discuss the legislative process of public policy as it relates to the dietetics discipline.

## **Formal Assessment of Student Learning**

Student learning in DPD courses is assessed both informally and formally. Formal assessment of student learning includes but is not limited to the following type of assessments:

- Examinations (multiple choice, essay, objective structured clinical examinations)
- Case studies
- Debates
- Essays
- Research reports
- Portfolios
- Laboratory reports
- Oral presentations
- Individual and group projects

## **Student Performance Monitoring**

Assessment of student learning is ongoing and done via both formative and summative assessments. If, at any time, a student's work is deemed unsatisfactory such that there is concern related to his/her successful completion of the DPD, a meeting is scheduled with the student and the DPD Director to determine the appropriate course of action. If it is determined that the DPD Director is unable to satisfactorily assist/advise the student, then a meeting with the Program Director will be scheduled. If both the DPD Director and Program Director are unable to satisfactorily assist/advise the student, then additional referrals may be made (e.g., Student Support Services).

## **Program Retention & Termination Procedures**

If it is determined that a student is unlikely to be successful in completing the DPD and/or obtaining a post-baccalaureate Dietetic Internship, the DPD Director will counsel the student to

alternative career paths that align with their abilities and professional goals. Further, the student may be referred to Murray State's Career Services where the student will be able to take career aptitude tests and receive additional guidance.

## **Advising of Prospective and Admitted DPD Students**

### **Faculty Advisors for Nutrition and Dietetics Students**

The Nutrition and Dietetics Program at Murray State University has two tracks: (1) Nutrition and Foods and (2) Dietetics. All students interested in pursuing an education in dietetics are admitted to the university in the Nutrition and Foods track until they have met the admissions criteria for the DPD at Murray State (see below). Upon meeting the DPD admissions criteria, students are switched to the Dietetics track by the university registrar's office.

While admitted to the Nutrition and Foods track, students will be assigned to one of the following advisors:

Lacey Latimer, MS, RD, LD, CPT  
200 N. Applied Sciences Building, Suite B  
Office: (270) 809-3964  
[llatimer@murraystate.edu](mailto:llatimer@murraystate.edu)

Nichole Haynes, MS, RD, LDN  
200 N. Applied Sciences Building, Suite C  
Office: (270) 809-3152  
[nhaynes5@murraystate.edu](mailto:nhaynes5@murraystate.edu)

Deanna Staskel, PhD, RD, LD  
200 N. Applied Sciences Building, Suite A  
Office: (270) 809-3124  
[dstaskel@murraystate.edu](mailto:dstaskel@murraystate.edu)

## **Admissions Criteria for the DPD at Murray State**

In order to be admitted to the DPD at Murray State University, a student must have:

1. successfully completed a minimum of 45 credit hours and have a minimum of 15 in-progress credit hours
2. a cumulative GPA  $\geq 3.0$  (MSU cumulative GPA of 3.0 on a 4.0 scale)
3. earned a "B" or better in each of the following courses:
  - NTN 230 Introductory Nutrition
  - NTN 231 Principles of Food Science and Preparation
  - NTN 330 Nutrient Metabolism
4. earned a "C" or better in each of the following courses:
  - BIO 115 Cellular Basis of Life
  - CHE 105 Introductory Chemistry
  - CHE 210 Brief Organic Chemistry
  - MAT 140 College Algebra

## **Curriculum Requirements**

### **DPD Curriculum**

The following courses satisfy university studies requirements (see Academic Bulletin for complete list of university studies requirements):

- BIO 115 The Cellular Basis of Life *or* BIO 101 Biological Concepts/ BIO 100 Introductory Biology Laboratory
- CHE 105 Introductory Chemistry
- MAT 140 College Algebra
- ENG 105 Critical Reading, Writing, and Inquiry
- SOC 133 Introduction to Sociology
- PSY 180 General Psychology
- COM 161 Introduction to Public Speaking
- Historical Perspectives<sup>1</sup>
- Literary & Philosophical Perspectives<sup>1</sup>
- Creative Perspectives<sup>1</sup>
- Cultural & Diverse Perspectives & Responsible Citizenship<sup>1</sup>

DPD required coursework:

- BIO 227 Human Anatomy
- BIO 228 Human Anatomy Laboratory
- BIO 229 Human Physiology
- BIO 230 Human Physiology Laboratory
- BIO 300 Introductory Microbiology
- CHE 210 Brief Organic Chemistry
- CHE 330 Basic Biochemistry
- EXS 200 Scholarly Writing for Exercise Science
- EXS 471 Organizational Management in Health Science or PCH 305 Health Admin & Mgt
- NTN 200 Introduction to the Profession
- NTN 230 Nutrition
- NTN 231 Principles of Food Science and Preparation
- NTN 303 Research Concepts in Foods and Nutrition or EXS 200 Scholarly Writing in Exercise Science
- NTN 330 Nutrient Metabolism
- NTN 333 Nutrition Throughout the Life Cycle
- NTN 350 Nutrition Counseling and Education
- NTN 371 Quantity Food Production Practicum
- NTN 372 Quantity Food Production and Purchasing
- NTN 373 Management of Food Service Personnel and Facilities
- NTN 412 Community Nutrition and Health
- NTN 422 Meal Management
- NTN 434 Clinical Dietetics Practicum
- NTN 440 Medical Nutrition Therapy I
- NTN 450 Medical Nutrition Therapy II
- NTN 460 Medical Nutrition Therapy III
- NTN 480 Special Problems in Nutrition and Foods – Medical Terminology

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<sup>1</sup> See list of acceptable courses on Dietetics course sequence.

- NTN 499 Senior Seminar
- STA 135 Introduction to Probability and Statistics *or* HEA 310 Biostatistics in Public Health
- PCH 315 Overview of Health Care Delivery System

## Practicums

Students enroll in two 1-credit hour practicums: NTN 371, Quantity Food Production Practicum *and* NTN 434, Clinical Dietetics Practicum. The course description for each practicum follows:

- NTN 371, Quantity Food Production Practicum: Field experience to help students apply basic food preparation techniques, safety, and sanitation procedures; work organization; and styles of service in quantity food establishments.
- NTN 434, Clinical Dietetics Practicum: Field experience in clinical dietetics to help students apply classroom instruction in a hospital facility under the supervision of a Registered Dietitian.

Each practicum is self-arranged by the student and typically completed in their hometown during a summer or winter break. Prior to completing each practicum, the student is responsible for notifying the respective faculty of the facility where the practicum will be completed as well as the supervising preceptor.

For each practicum, students are provided a syllabus, a list/description of suggested and/or required learning activities, an experience log where actual learning activities are recorded (NTN 434 only), a preceptor agreement, and an attendance log. The supervising preceptor for the practicum signs the Preceptor Agreement to provide clarity on responsibilities, including that the student should not be used in lieu of paid employees. The supervising preceptor also signs both the experience and attendance logs, verifying the accuracy of the logs. In addition to these documents, students write a brief reflection paper and give a brief presentation of their experiences (NTN 434 only) for each practicum. All documentation for the practicums is submitted to the respective faculty. Affiliation agreements are not required for practicum experiences, as students are in observational roles.

During the practicums, students are expected to exhibit professional behaviors, which include but are not limited to communicating respectfully, demonstrating a willingness to learn, asking questions to clarify points of confusion, dressing appropriately, and arriving at the designated location on time. Any absences or tardiness should be reported to the supervising preceptor and respective faculty member as soon as possible. It is the student's responsibility to coordinate with the supervising preceptor to make up any missed time. Furthermore, students agree to be responsible for safe transportation, lodging, and personal expenses. The DPD does not require that students hold professional liability insurance. The students agree to hold supervised practice sites and Murray State University harmless from any claim that might rise out of or by virtue of the student's participation in the experience. This includes but is not limited to injuries occasioned by negligence, including gross negligence, of the supervised practice site and/or Murray State University, their offices, agents, and employees.

In the event that an injury occurs during the practicum, the student should report the injury immediately to the supervising preceptor. The supervising preceptor should assist the student with any medical emergency and report the incident to the respective faculty.

### **Satisfactory Completion of DPD Curriculum**

It is the expectation of MSU Nutrition and Dietetics faculty that students earn a “B” or better in NTN 440 (Medical Nutrition Therapy I) and NTN 450 (Medical Nutrition Therapy II). If a student earns a “C” or below in either course, they will be advised by the DPD Director to repeat that course. Students may only repeat NTN 440 or NTN 450 once. If a repeat of the course results in a “C” or below, the student will be advised of alternate career pathways and may be referred to Career Services for evaluation.

### **Transfer Credit**

Students applying to Murray State University must submit an official transcript from each institution where college-level credit was earned. Transcripts should be sent to:

Transfer Center  
Murray State University  
102 Curris Center  
Murray, KY 42071  
[msu.transfercenter@murraystate.edu](mailto:msu.transfercenter@murraystate.edu)  
(270) 809-3350 **OR** (855) 668-8886

Upon receipt of a student’s transcript(s), staff in the Transfer Center will evaluate prior coursework to determine MSU transfer equivalencies. After the Transfer Center has reviewed a student’s transcript(s), the DPD director will then evaluate previous discipline-specific coursework to ensure that accreditation curricular mandates have been satisfied. If the Transfer Center assesses transfer credit for a course but it has been determined by the DPD director that said course does not meet accreditation curricular mandates, the student will be advised what course(s) to take in to remediate deficient material.

### **Post-Bac DPD Completers**

Individuals who have completed the requirements for a baccalaureate (or higher) degree but wish to take additional undergraduate courses may be admitted to Murray State University as post-baccalaureate (post-bac) students. Students applying for post-bac status at Murray State should request an official transcript from the Registrar’s Office of the academic institution that conferred their degree. Transcripts should be sent to the Transfer Center as previously described.

Upon receipt of a student’s transcript(s), staff in the Transfer Center will evaluate prior coursework to determine MSU transfer equivalencies. After the Transfer Center has reviewed a student’s transcript(s), the DPD director will then evaluate the student’s prior learning to determine what courses, if any, are necessary to earn a Verification Statement and a Bachelor of Science degree in Dietetics. A Verification Statement establishes eligibility for a Dietetic Internship, which is a necessary step in the pathway toward becoming a registered dietitian.

### **Verifying the Identity of Students in Online Courses**



Murray State University abides by the United States Federal Higher Education Opportunity Act of 2008, Public Law 110-315, which requires the verification of student identity in distance courses. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity. As an additional method of verifying a student's identity, each student enrolled in an online course uses a secure login and password for the course management system. Other measures may be used to verify a student's identity in online courses such as proctored exams and technologies approved by the University and compatible with the course management system.

## **Completion Requirements**

Murray State University does not have a statute of limitations on baccalaureate coursework. However, given the evolving nature of the discipline and curricular standards, it is at the discretion of the DPD director to accept prior discipline-specific coursework. If prior discipline-specific coursework is deemed inadequate preparation or outdated with current practice, the DPD director may request that necessary coursework be repeated.

## **Verification Statements**

### **Bachelor's Degree in Dietetics from Murray State University**

For baccalaureate degree-seeking students and post-baccalaureate degree-seeking students, a cumulative GPA of 3.0 or higher and a "C" or better in all DPD required courses is requisite for successful completion of the DPD and issuance of a Verification Statement from the DPD Director. A Verification Statement establishes eligibility for a Dietetic Internship, which is a necessary step in the pathway toward becoming a registered dietitian.

## **Special Costs for DPD Students**

Items such as criminal background checks, immunizations, TB skin tests, and/or drug tests may be required by some practicum sites. Students are responsible for:

1. Communicating with staff and/or preceptors to identify facility-specific requirements.
2. Bearing the cost of these items; costs may vary by location.
3. Forwarding the necessary documentation to each respective facility.

## **Program and University Policies and Procedures, Etc.**

### **Academic Calendar**

The academic calendar for Murray State University is available in the Academic Bulletin, click [here](#).

### **Adding and Dropping Classes**

Information related to adding and dropping a class can be found [here](#).

### **Withdrawal Policy**

Murray State University's withdrawal policy is located in the [Academic Bulletin](#). Information pertaining to the university's withdrawal deadlines can be found [here](#).

## Academic Honesty

### ACADEMIC HONESTY POLICY:

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

#### Violations of Academic Honesty include:

**Cheating** - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

**Fabrication and Falsification** - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

**Multiple Submission** - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

**Plagiarism** - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

**If the disciplinary action results in the awarding of a grade of *E* in the course, the student(s) may not drop the course.**

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Institutional Diversity, Equity and Access. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

This course may require the recording of students' faces and/or voices by the university and/or its applicable technology vendor for the purpose of compliance with the university's testing integrity protocol, requiring the use of Respondus Monitor and/or Lockdown Browser for exams and/or quizzes. These testing integrity protocols may make reasonable requests to demonstrate that your testing environment remains free of impermissible aids. If a 360° video capture or scan of a student's residential environment at the time of the test or exam is not permitted, students must make every attempt to complete exams at another space that is appropriate and relatively free from distractions, such as a public library or other public space.

## Non-Discrimination Statement Policy & Students with Disabilities

### **Students with Disabilities**

Students requiring special assistance due to a disability should visit the [Office of Student Disability Services](#) immediately for assistance with accommodations. For more information, students with disabilities should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. Telephone: 270-809-2018 (Voice) 270-809-5889 (TDD). **Email:** [msu.studentdisabilities@murraystate.edu](mailto:msu.studentdisabilities@murraystate.edu). The Office of Student Disability Services will work directly with professors regarding any specific accommodation needs that may be applicable to the particular classroom setting.

### **Non-Discrimination Policy Statement**

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, veteran status, or disability in employment or application for employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities.

In particular and without limiting the preceding and pursuant to and consistent with the requirements of Title VI of the Civil Rights Act of 1964 and its regulations 34 CFR 100 et seq.; Section 504 of the Rehabilitation Act of 1973 and its regulations 34 CFR 104; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq., and its regulations 34 CFR 106 et seq; and the Age Discrimination Act of 1975 and its regulations 34 CFR 110, Murray State University does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs and activities. This non-discrimination in education programs and activities extends to employment and admissions and to recruitment, financial aid, academic programs, student services, athletics, and housing. Murray State is required by Title IX and 34 CFR part 106 not to discriminate on the basis of sex and the prohibition against sex discrimination specifically includes a prohibition of sexual harassment and sexual violence. For more information concerning the application of these provisions may be referred to: 1) the Executive Director of Institutional Diversity, Equity, and Access/ Murray State University Title IX Coordinator, Murray State University, 103 Wells Hall, Murray, KY 42071 Telephone: (270) 809-3155 Fax: (270) 809-6887; TDD: (270) 809-3361; Email: [msu.titleix@murraystate.edu](mailto:msu.titleix@murraystate.edu).

### **Health Services**

For students who require the attention of a healthcare provider, Murray State University's Health Services operates Monday through Friday from 8–11 am and 2–4 pm. A physician from Village Medical will be present during Health Services' hours of operation.

### **Mental Health Resources**

If you or someone you know is experiencing mental health concerns or could benefit from speaking with a counselor, there are free and confidential resources available from three separate sources:

**Counseling Center** ([www.murraystate.edu/counselingcenter](http://www.murraystate.edu/counselingcenter)) offers free and confidential mental health counseling, offering both in-person and remote sessions for all enrolled students.

C104 Oakley Applied Science

Open 8:00-4:30 M-F, Walk-in hours 9:00 to 2:00 M-F (when the University is open)

270-809-6851, [msu.counselingcenter@murraystate.edu](mailto:msu.counselingcenter@murraystate.edu)

**Psychological Center** ([www.murraystate.edu/psychologicalcenter](http://www.murraystate.edu/psychologicalcenter)) offers free and confidential counseling services, as well as psychological evaluations.

401 Wells Hall

270-809-2504

**TimelyCare** (Available in Canvas, at [timelycare.com/murraystate](http://timelycare.com/murraystate), or download the TimelyCare app) offers several free virtual services, including TalkNow, scheduled counseling appointments, health coaching, and on-demand yoga and meditation. Their services are available 24/7.

In an emergency, you can also contact **Murray State Police** at 270-809-2222 or call the **24-hour crisis hotline** at 988.

## **Office of Student Disability Services**

Students requiring special assistance due to a disability should visit the [Office of Student Disability Services](#) immediately for assistance with accommodations. For more information, students with disabilities should contact the Office of Student Disability Services, 423 Wells Hall, Murray, KY 42071. Telephone: 270-809-2018 (Voice) 270-809-5889 (TDD). **Email:** [msu.studentdisabilities@murraystate.edu](mailto:msu.studentdisabilities@murraystate.edu). The Office of Student Disability Services will work directly with professors regarding any specific accommodation needs that may be applicable to the particular classroom setting.

### **Services Offered:**

1. Testing accommodations
2. Housing accommodations
3. Parking accommodations
4. Interpreters/captioning
5. Note takers
6. Service and emotional support animals
7. Classroom accommodations
8. Voter registration
9. Additional resources

**Registering with the Office of Student Disability Services:** To register with the Office of Student Disability Services at Murray State University, a student must:

1. Be admitted to Murray State University.

2. Complete the SDS Registration Form and send it to the SDS Office.
3. Provide the SDS Office with current documentation of a disability or disabilities.
4. Provide the SDS Office with a recent photograph. (This is optional, but it helps the SDS Office to remember you.)
5. Contact the SDS Office to arrange for an intake appointment with the Director or Associate Director.

## **Career Services**

Career Services provides several online professional development training courses that are accessible from their website. Examples of topics include face-to-face communication, teamwork, ethical behavior, professional etiquette, and taking initiative. Aside from online training courses, Career Services offers events such as career fairs and provides a career closet stocked with free professional clothing. Additional services provided by Career Services include assistance with writing cover letters and resumes, searching for jobs, interviewing, and negotiating salary.

## **Maintenance of Records**

DPD student files are maintained by the DPD Director and stored in a locked and secured location. Information contained within each student file includes but is not limited to copies of transcripts, advising plans, and letters of recommendation. Verification Statements for DPD graduates are also stored in the office of the DPD Director.

## **Protection of Privacy of Student Information**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. In summary, these rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect.
2. The right to request the amendment of the student's education records that are believed to be inaccurate or misleading. The student should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

For more detailed information related to FERPA, please refer to the academic bulletin at <https://www.murraystate.edu/academics/RegistrarsOffice/index.aspx>.

## **Filing Complaints**

Murray State University recognizes that there are times in which a student might have a grievance with the DPD program, staff, faculty, or program director that does not fit the scope of other formal complaint/grievance policies or procedures. The following procedure provides a

formal avenue for the resolution of a student complaint in the event that such differences cannot be resolved informally, including any student who desires to amend an educational record.

**Definitions:**

**Complainant:** One who has a grievance or complaint within the scope of this procedure

**Respondent:** One against whom a grievance is asserted

**Days:** Calendar days

**Faculty:** All persons, whether full or part-time, who are responsible for, assist in, or administer the instructional program

**Staff:** Employees of Murray State University in non-teaching activities of various types in support of the educational, research, and service programs of the University

**Grievance:** An allegation by a student of improper treatment of that student or of violation, misinterpretation, or improper application of existing policies, rules, regulations, practices, and/or procedures which the student believes to be unfair, inequitable, or a hindrance to that student's effective performance. The term "grievance" shall also include an allegation by a student that the student's educational record(s) contain information which is inaccurate, misleading or in violation of the student's rights of privacy, hereinafter referred to as a "Records Challenge". In regards to a Records Challenge, the student shall request in the grievance that said records be amended.

Disputes which are addressed in University, College, and Departmental policies or procedures should be resolved under those provisions and will not be considered under these procedures.

**Submitting Documents:** Any complaint, response, appeal, notice, or other document which is to be submitted in writing by a party must be submitted to the employee designated and must be submitted electronically.

**Limitations:** A written grievance (other than a Records Challenge) as provided in Step 3 must be initiated within forty-five (45) days of the most recent alleged incident giving rise to the grievance. Any special circumstances or requests involving the time limitation set forth above will be considered and evaluated by the appropriate Academic Dean in the case of a faculty or staff respondent employed in Academic Affairs, or Director in the case of a grievance filed against a staff member employed in a non-Academic Affairs unit. In the event of a Records Challenge, same may be filed at any time.

**Procedures:** Students filing a grievance should follow the six steps outlined in the Academic Bulletin, available [here](#).

Outlined below is the chain of command, or hierarchy of leadership, for students admitted to the DPD at Murray State. Students should follow this chain of command when addressing concerns and/or filing complaints.

**DPD Director:** Dr. Deanna Staskel, [dstaskel@murraystate.edu](mailto:dstaskel@murraystate.edu), (270) 809-

**Nutrition Program Director:** Mrs. Lacey Latimer, [llatimer@murraystate.edu](mailto:llatimer@murraystate.edu), (270) 809-3964

**Dean, School of Nursing and Health Professions:** Dr. Dina Byers, [dbyers@murraystate.edu](mailto:dbyers@murraystate.edu), (270) 809-6223

**Provost, Vice President for Academic Affairs:** Dr. Tim Todd, [ttodd@murraystate.edu](mailto:ttodd@murraystate.edu), (270) 809-3744

**President:** Dr. Robert Jackson, [rjackson@murraystate.edu](mailto:rjackson@murraystate.edu), (270) 809-6912

In the event that a student's complaint cannot be sufficiently resolved after all options at the university have been exhausted, the student should then direct their concerns to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints submitted to ACEND must be filed using an investigation form, signed, and emailed to [ACENDReports@eatright.org](mailto:ACENDReports@eatright.org), or printed and mailed to:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(800) 877-1600  
(312) 899-0040, ext. 5400  
<http://www.eatrightpro.org/ACEND>

The investigation form may be found on the eatrightPRO website,

## **Dietetics Specific Information**

### **Code of Ethics for the Profession of Nutrition and Dietetics**

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in varying capacities and provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public, and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

## **Principles and Standards:**

### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in-depth scientific knowledge of food, human nutrition, and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner; mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

### **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code, and bill to most accurately reflect the character and extent of delivered services.



- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging, or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, students, and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

### **4. Social responsibility for local, regional, national, and global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence in the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### **Role of DPD Program in Credentialing Process**

Completion of a dietetics education, or the DPD at Murray State University, is the first step in the process to become a Registered Dietitian. An individual must earn a bachelor's degree and successfully complete all required DPD courses in order to receive a Verification Statement from the DPD Director. A Verification Statement is necessary to proceed to the next step in the credentialing pathway.

The second step in the credentialing pathway is to complete an accredited Dietetic Internship (DI) that provides a minimum of 1,000 hours of supervised practice experience to ensure competence for entry-level practice. Dietetic Internship (DI) programs are affiliated with universities and healthcare facilities throughout the nation. The process of getting accepted into an internship program is very competitive. Students must have good grades, volunteer experiences, work experiences, as well as other positive characteristics in order to be considered for an internship. As of 2024, a minimum of a master's degree is also required to be eligible to take the credentialing exam to be a Registered Dietitian (RD). Some programs, including MSU, provide a graduate degree in conjunction with an internship.

Credentialing as a Registered Dietitian is required to get licensure as a dietitian in the state of Kentucky. A credential of Licensed Dietitian (LD) is a legal requirement to practice in the state, while a credential of Registered Dietitian (RD) is a professional requirement recognized nationally. To maintain the RD credential, a dietitian must complete 75 continuing education credits every 5 years. To maintain Kentucky state licensure, a dietitian must complete 15 continuing education credits annually. The learning never stops!

## **Career Opportunities for Non-Credentialed DPD Graduates**

A variety of career opportunities are available for students who pursue an education in nutrition and dietetics but do not seek the RD credential. Graduates of nutrition and dietetics programs may be employed by public health agencies, school systems, cooperative extension offices, food service operations, pharmaceutical companies, and wellness programs, among others.

**Directory of ACEND-Accredited Programs:** A current directory of ACEND-accredited programs, including both DPD and DI programs, may be accessed [here](#).

## **Applying to a Dietetic Internship**

The Academy of Nutrition and Dietetics (AND) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) require that dietetic students wishing to enter supervised professional practice in pursuit of credentialing as a Registered Dietitian utilize the Dietetic Internship Centralized Application Service (DICAS).

- DICAS: (617) 612-2855 or <https://portal.dicas.org/>
- DICAS informational video: <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students/video-for-dietetic-internship-centralized-application-service>

## **Starfish Student Success Network**

*Your success is important!* Murray State University uses [Starfish](#) to communicate with students about academic progress and success. Check your Murray State email regularly for notifications and alerts sent through the Starfish network. If you need help, you can “Raise Your Hand” in Starfish to send an alert. Log into your Starfish account through myGate to use this and other features.