



MURRAY STATE
UNIVERSITY

Student Handbook

for the
Didactic Program in Dietetics (DPD)

2020-2021

Nutrition and Dietetics Program
Department of Applied Health Sciences
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 but is not limited to 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 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 through evidence-based practices, 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. 75% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
3. 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
4. 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%.
5. 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 additional referrals may be made at that time (e.g., referral to Student Support Services).

Program Retention & Termination Procedures

If it is determined that a student is unlikely to be successful at 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 his/her 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. Upon meeting the DPD admissions criteria, students are formally switched to the Dietetics Track.

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

Josie Bryant, MS, RD, LD
200 N. Applied Science Building, Suite A
jbryant27@murraystate.edu
(270) 809-3152

Lori Crouch, MS, RD, LD
200 N. Applied Science Building, Suite A
lcrouch1@murraystate.edu
(270) 809-3964

Faculty Advisor for Students Accepted to the DPD

Upon formal admission to the DPD at Murray State University (see admissions criteria below), students are assigned the DPD director, Ms. Josie Bryant, as their faculty advisor. As the DPD director, Ms. Bryant advises students on matters related to advanced enrollment, dietetic internship applications, etc.

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 hours and have a minimum of 15 in-progress hours
2. a cumulative GPA ≥ 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 100 Introductory Biology Laboratory
- BIO 115 The Cellular Basis of Life
- CHE 105 Introductory Chemistry
- MAT 140 College Algebra
- PSY 180 General Psychology

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 471 Organizational Management in Health Science **or** HIA 305 Health Administration and Management
- 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 400 Research Design and Statistics for Allied Health
- 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 435 *Introduction to Pharmacology for Allied Health Professionals*
- NTN 440 Medical Nutrition Therapy I
- NTN 445 Pathophysiology for Nutrition-Related Diseases
- NTN 450 Medical Nutrition Therapy II
- NTN 460 Medical Nutrition Therapy III
- NTN 480 Special Problems in Nutrition and Foods – Medical Terminology
- NTN 499 Senior Seminar
- STA 135 Introduction to Probability and Statistics **or** HEA 310 Biostatistics in Public Health

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 community facility under the supervision of a Registered Dietitian.

Each practicum is self-arranged by the student and typically completed in his/her home town during a summer 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 as accurate what the student has reported. In addition to these documents, students write a brief reflection paper 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 includes but is 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 as soon as possible. It is the student's responsibility to coordinate with the supervising preceptor making up (rescheduling) any missed time. Furthermore, students agree to be responsible for the safe transportation, lodging, or 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, including but not limited to injuries occasioned by the 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.

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
(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 order to remediate deficient material.

Post-Bac DPD Completers

Individuals who have successfully 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 his/her 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 in order to earn a Verification Statement. 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, that 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 Nutrition and Dietetics from Murray State University

For 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.

Post-Bac DPD Completers

For post-bac DPD completers, a cumulative MSU 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 test, and/or drug tests may be required by some facilities that students select for their practicums. 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 and at the following link:

<https://www.murraystate.edu/academics/RegistrarsOffice/CalendarsAndScheduling/index.aspx>

Adding and Dropping Classes

Information related to adding and dropping a class can be found at

<https://support.murraystate.edu/default.asp?id=873&Lang=1>.

Withdrawal Policy

Murray State University's withdrawal policy is located in the Academic Bulletin, which is available at <https://www.murraystate.edu/academics/RegistrarsOffice/index.aspx>. For

information pertaining to the university's withdrawal calendar, please visit <https://www.murraystate.edu/academics/RegistrarsOffice/Registration/WithdrawalFromAllClasses/index.aspx>.

Academic Honesty

MURRAY STATE UNIVERSITY 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 acknowledgment.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

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. Faculty also reserve

the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

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. *(Revisions adopted by Board of Regents, June 2012.)*

DEPARTMENT OF APPLIED HEALTH SCIENCES POLICY: In addition to the Murray State University Academic Honesty Policy, the Department of Applied Health Sciences adopts the following definitions, examples, and disciplinary actions associated with academic honesty and integrity:

Cheating - Misrepresenting mastery of an academic exercise that has not been mastered.

Examples include but are not limited to:

1. Copying, or facilitating copying, from another student's test and/or other assignment designed to be completed individually.
2. Using course resources or unauthorized materials or equipment (e.g. notecards, calculators, etc.) when not authorized.
3. Collaborating with others during a test and/or other assignment when not authorized.
4. Violating (e.g., exceeding) time limits established for an examination.

Fabrication and Falsification - Inventing/changing information. Examples include but are not limited to:

1. Reporting completion of internship, practicum, or clinical hours when not completed.
2. Citing sources not actually used in a paper or presentation.
3. Submitting work as your own when prepared by someone else.
4. Taking an exam for someone else or allowing someone else to take an exam for you.

Plagiarism - Student submission of work that includes another's words, ideas, or data as his/her own. The placement of a name on a submission indicates originality of the work unless otherwise identified and appropriately acknowledged. Examples of appropriate acknowledgement include but are not limited to:

1. Specific footnotes, reference lists, and in-text citations (e.g. APA and AMA formatting).
2. Direct statements from a source must be offset with quotation marks.
3. Facts, statistics, and illustrations must be referenced (e.g. APA and AMA formatting) unless the information is common knowledge.

DISCIPLINARY ACTION: If a student commits an academic honesty violation, he/she will be subject to the following penalties:

First Offense

1. The student will earn a 0 on the assignment.
2. A written record of the violation will be placed in the student's file and kept in the department chair's office.

Second Offense

1. The student will earn an E in the course. Per MSU policy, if an E is issued due to a violation of academic honesty, the student is not permitted to drop the course.
2. A written record of the violation will be placed in the student's file and kept in the department chair's office.
3. The student must repeat the course the next semester it is offered.

Third Offense

1. The student will be dismissed from the academic program.
2. A written record of the violation will be placed in the student's file and kept in the department chair's office.
3. Department chair will file a complaint report in compliance with the Student Disciplinary Proceedings (PRP-19) documenting the violation of the Policy on Academic Honesty (PRP-13) of the Student Life Policies, Rules and Procedures Handbook.

Non-Discrimination 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. Examples of prohibited sexual harassment and sexual violence can be found in the "Policy Prohibiting Sexual Harassment" which can be accessed via the link referenced in Appendix I.

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 or 2) to the Assistant Secretary of the United States Department of Education, U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100; Telephone: 1-800-421-3481 FAX: 202-453-6012; TDD: 1-800-877-8339; Email: OCR@ed.gov

For more information, contact the Executive Director of Institutional Diversity, Equity and Access, 103 Wells Hall, (270) 809-3155 (voice), (270) 809-3361 (TDD).

Student Support Services

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. Effective Fall 2019, Health Services will be managed and staffed by Primary Care of Murray, Kentucky. A physician from Primary Care will be present during Health Services' hours of operation.

Counseling and Assessment Center: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily life. If you or someone you know is experiencing mental health challenges at Murray State University, please contact the Counseling Center. You can drop by the Center, which is located in C104 Oakley Applied Science, any time between 9:00 am and 3:00 pm, Monday through Friday, to speak with an on-call counselor. You can also call the Center at 270-809-6851, email us at msu.counselingcenter@murraystate.edu, or visit our website at www.murraystate.edu/counselingcenter. Our services are free and confidential.

Murray State University has three centers on campus that offer free and confidential mental health services for students. The University Counseling Center is located in Oakley Applied Science and will be offering a combination of in-person and remote services this fall. You can call them at 270-809-6851, email them at msu.counselingcenter@murraystate.edu, or visit their website at www.murraystate.edu/CounselingCenter. The Psychological Center is located in Wells Hall and will be offering primarily in-person sessions this fall. You can reach them at 270-809-2504 or visit their website at www.murraystate.edu/PsychologicalCenter. The Counseling and Assessment Center is located in Alexander Hall and will be offering both in-person and remote services this fall. You can reach them at 270-809-3822 or visit their website at www.murraystate.edu/CAC.

In a crisis situation, or after hours, please contact Murray State Police at 270-809-2222 or call 911 if you are off campus. You can also call the 24-hour crisis hotline at 800-592-3980 or contact the Crisis Text Line at 741-741.

Office of Student Disability Services: The Office of Student Disability Services (SDS) provides accommodations and service to students with documented disabilities. These disabilities can include but are not limited to: cognitive disabilities (i.e., learning disabilities, attention deficit disorders, and traumatic brain injury), psychological impairments, seizure

disorders, autism, sensory disorders, mobility impairments, and other physical or health impairments. Through an interactive process between the student and SDS staff, a student's eligibility for accommodations will be determined following a review of their reasonable documentation. SDS staff will work to ensure appropriate accommodations are in place in order for the student to have equal access to the University's resources and academic programs.

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. Our office will contact professors directly regarding any specific accommodation needs that may be applicable to their particular classroom setting.**

Students who are eligible to receive accommodations from the SDS office are still expected and required to meet the rigor, deadlines, and minimum expectations for the individuals' respective stage in training. For additional information, see above "Services for Students with Disabilities Statement".

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

Qualifying for Student Disability Accommodations and/or Services:

1. You must be admitted to Murray State in order to use the Office of Student Disability Services.
2. You must have a documented disability to receive services and accommodations through the Office of Student Disability Services.

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. (See additional guidelines for documentation below.)
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.

Guidelines for Disability Documentation: The documentation on file must:

1. Be typed and printed on official letterhead and be signed by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization).
2. Clearly state the diagnosis or DSM-IV diagnosis of the disability or disabilities.
3. Provide a description of the functional limitations resulting from the disability or disabilities as related to an academic setting.
4. Be current (completed with the last 5 years for learning disabilities or 1 year for psychology disabilities).
5. Include complete educational, developmental, and medical history relevant to the disability or disabilities for which accommodations are requested.
6. Provide a list of all test instruments (reliable, valid, and standardized for use with an adult population) used in the evaluation report and relevant subtest scores used to document the stated disability or disabilities.
7. Provide a list of all medication and its current impact and/or treatments currently being used.
8. A list of academic accommodations.

For more information related to student support services, please contact:

Office of Student Support Services
Murray State University
423 Wells Hall
Murray, KY 42071
msu.studentdisabilites@murraystate.edu
Phone: (270) 809-2018

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. Access to DPD student files is limited to only the DPD Director. 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 by hand-delivery or U.S. mail. No such document should be submitted electronically by, for example, email. Any such document will be deemed timely if it is postmarked within the time period for submitting the document.

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 request 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, which is available at <https://www.murraystate.edu/academics/RegistrarsOffice/index.aspx>.

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: Ms. Josie Bryant, jbryant27@murraystate.edu, (270) 809-3152

Chair of the Department of Applied Health Sciences: Dr. Miranda Terry, mterry4@murraystate.edu, (270) 809-3839

Dean for the School of Nursing and Health Professions: Dr. Dina Byers, dbyers@murraystate.edu, (270) 809-6223

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

President: Dr. Robert Jackson, 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, 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:

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

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 a wide variety of capacities, 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, and 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, 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 of 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 the 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 1,200 hours of supervised practice experience in order to ensure competence for entry level practice. Dietetic Internship (DI) programs are affiliated with universities and health care 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.

After successful completion of an accredited Dietetic Internship (DI), a person must then pass the Registration Examination for Dietitians to be credentialed as a Registered Dietitian (RD). Credentialing as a Registered Dietitian is required in order 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. In order to maintain the RD credential, a dietitian must complete 75 continuing education credits every 5 years. The learning never stops!

NOTE: Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a Registered Dietitian. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

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.

Directory of ACEND-Accredited Programs: A current directory of ACEND-accredited programs, including both DPD and DI programs, may be accessed at <https://www.eatrightpro.org/acend>

Matching to a Dietetic Internship

The Academy of Nutrition and Dietetics (AND) and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) require that dietetics students wishing to enter supervised professional practice in pursuit of credentialing as a Registered Dietitian be matched to Dietetic Internships (DI). Matching occurs in the spring and fall of each year; however, many programs do not participate in the fall match. Deadlines for application submission are the second week of February and the end of September for the spring and fall matches, respectively.

While the majority of DI programs utilize the Dietetic Internship Centralized Application Service (DICAS), a few instead opt for a paper application process. In addition, many DI programs require acceptance to their respective university's Graduate School; in some cases, acceptance to the Graduate School must precede the match application deadline. For these reasons, students should communicate directly with individual DI Directors to ensure that all necessary materials are submitted in accordance with each program's application process.

The DI match, itself, is administered by D&D Digital, the online dietetic internship matching service for the Academy of Nutrition and Dietetics. Students failing to register for the match with D&D Digital by the established deadline are not eligible to be matched, and DI programs will not be able to consider their applications.

For additional information related to the matching process, contact:

- D&D Digital: (515) 292-0490 or <https://www.dnndigital.com/>
- DICAS: (617) 612-2855 or <https://portal.dicas.org/> or dicasinfo@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>

Additions for Fall 2020

Student Face Covering/Mask Policy

- a. Students must wear face coverings/masks on campus, including but not limited to in-person classroom settings (classrooms are also required to be configured to achieve social distancing) and unless exempted with documentation by a medical professional.
- b. Student documentation should be registered with the Office of Student Disability Services, which may offer classroom accommodations regarding the face covering/mask student policy. The Office of Student Disability Services is located at 423 Wells Hall. Office staff can be reached by phone at 270- 809-2018 or by email at kashlock@murraystate.edu.
- c. Failure to comply with the face covering/mask policy may result in the student being subject to the Murray State Student Disciplinary Procedure. This policy can be found here: <https://www.murraystate.edu/headermenu/administration/StudentAffairs/policies.aspx>.
- d. Students are not required to wear face coverings/masks in their residence hall room, in dining facilities upon receiving food/beverage, or in community restrooms/bathrooms.

Class Attendance

Students who are diagnosed with COVID-19, or who are otherwise required to quarantine, will contact their instructors immediately. Instructors will adjust due dates or other course requirements in order to accommodate the severity of the illness and/or the availability of resources needed to complete tasks. If possible, students will continue to check Canvas regularly, and maintain regular communication with their instructors.

Racer Safe and Healthy Guidelines

- a. Regularly wash hands for at least 20 seconds and use hand sanitizer frequently.
- b. Check your temperature daily.
- c. If you feel sick, stay home.
- d. Wear a face mask.
- e. Utilize MSU Health Services (call, visit, or tele-visit).
- f. Practice social distancing.
- g. Keep your workstation/room sanitized.
- h. Get a flu shot.
- i. Exhibit healthy behavior.
- j. Download the Apple COVID-19 app (or similar app) for daily use.
- k. Eat Well. Exercise. Get plenty of rest.
- l. Make good choices.

Expectations and Action Items During the COVID-19 Pandemic

**Wear a mask. | Maintain a distance of 6 feet between you and others when possible. |
Wash your hands often. | Monitor your health daily.**

If you have been tested for COVID-19 and are waiting for your results:

- Stay home until your test results are received and follow Centers for Disease Control and Prevention (CDC) guidelines to quarantine.
- Notify the MSU DPD director and provide appropriate documentation.
- Notify your instructors who can provide instruction on adjustments to learning activities (independent and group), projects, and/or assessments for courses.

If you test positive for COVID-19:

- Stay home and follow CDC guidelines to quarantine.
- Notify the MSU DPD director. Provide appropriate documentation.
- Notify your instructors who can provide instruction on adjustments to learning activities (independent and group), projects, and/or assessments for courses.

If you have been exposed* to someone who tested positive for COVID-19:

- Stay home and follow CDC guidelines to quarantine. Contact your healthcare provider to determine if you need to be tested.
- Notify the MSU DPD director.
- Notify your instructors.

**Exposed means living in the same household as a person with COVID-19; caring for a person with COVID-19; being coughed on, kissing or sharing utensils with a person with COVID-19; otherwise being within 6 feet of a person with COVID-19 for 15 minutes or longer.*

If you have COVID-19 symptoms such as cough, shortness of breath, fever, loss of taste or smell, unexplained fatigue, gastrointestinal issues or other symptoms the CDC says may be indicative of COVID-19:

- Contact your healthcare provider for instruction. Stay home and follow CDC guidelines to quarantine.
- Notify the MSU DPD director.
- Notify your instructors.

If you are experiencing a medical emergency call 911

You have a responsibility to protect yourself and others. In the event academic progression is delayed as a result of COVID-19 related absences, we will work together to create a plan to complete the needed requirements for the education experience/course.

For additional information on CDC guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>