



**DIDACTIC PROGRAM IN DIETETICS (DPD)
STUDENT HANDBOOK**

Updated Fall 2021

**THE FAMILY INTERIORS NUTRITION & APPAREL
(FINA) DEPARTMENT / NUTRITION AND DIETETICS
SAN FRANCISCO STATE UNIVERSITY**

Fall 2021

Dear SFSU Dietetics Students,

Congratulations on being accepted into the Didactic Program in Dietetics at San Francisco State University. The DPD Handbook was developed to provide you with general university information, specific information regarding our program and steps required by the Academy of Nutrition and Dietetics to becoming a Registered Dietitian or Dietetic Technician, Registered.

After reading this handbook, if you have any questions, please feel free to contact me. You should also review the *SF State Bulletin* for university policies and procedures, available at www.sfsu.edu.

Jennifer Stimson, MS, RD
Didactic Program in Dietetics Director

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THE SFSU DPD PROGRAM

Background of the Didactic Program in Dietetics/B.S. in Nutrition and Dietetics

The current DPD has evolved over a three-decade period at SFSU. The first offering of a dietetics program was in the early 1970s using the Academy of Nutrition and Dietetics' (AND), formerly The American Dietetic Association (ADA), Plan III guidelines. Under the Home Economics Department, students received a B.A. in Home Economics with an emphasis in dietetics. In the late 1970s, the program was in compliance with ADA's Plan IV standards. The faculty felt, however, that a B.S. degree would allow more breadth and depth in the competencies specified for dietetics by the ADA. The B.S. in dietetics, meeting Plan IV requirements, first appeared in the SF State Bulletin in the fall of 1982 after having been approved by the Academic Senate and the Chancellor's Office of the California State Universities and Colleges in 1981. The curriculum was approved by ADA in 1981 and, with minor modifications of courses and descriptions, has been in effect ever since. In 1990, the curriculum was modified to meet the Plan V guidelines and the Standards of Education. The DPD currently meets the 2017 Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics.

DPD ACCREDITATION

The University is accredited by the Western Association of Schools and Colleges (WASC). The programs in the Department of Consumer and Family Studies/Dietetics are accredited under the American Association of Family and Consumer Sciences (AAFCS). The B.S. in Dietetics is an accredited Didactic Program in Dietetics (DPD) and meets the 2017 Eligibility Requirements and Accreditation Standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. The accreditation process requires a detailed description of how the Didactic Program in Dietetics at SF State meets the ACEND 2017 Eligibility Requirements and Accreditation Standards. The San Francisco State University Didactic Program in Dietetics is currently granted continuing accreditation by:

The Accreditation Council for Education in Nutrition and Dietetics of
The Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
(800) 877-1600 ext. 5400
ACEND@eatright.org
<https://www.eatrightpro.org/acend>

DPD MISSION, GOALS & OUTCOME MEASURES

The mission of the San Francisco State University Didactic Program in Dietetics (DPD) is to provide quality dietetics education and training in the areas of foods, nutrition, medical nutrition therapy and foodservice management. The program's goals aim to prepare students for supervised practice, ultimately leading to eligibility for the CDR credentialing exam to become registered dietitian nutritionists. Graduates of the program will be prepared to work with culturally diverse populations and to serve the present and future nutrition needs of individuals, families, consumers and the institutions, industries, and businesses serving them.

Goal 1: Graduates will be prepared for supervised practice programs.

Objective 1.1: At least 80 percent of program students' complete program/degree requirements within six years (150% of the program length).

Objective 1.2: At least 60 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 1.3: At least 50 percent of program graduates are admitted to a supervised practice program within 12 months of graduation.

Objective 1.4: 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%.

Objective 1.5: At least 80% of supervised practice program directors surveyed will indicate they are satisfied/very satisfied regarding interns' skills related to job functions.

Objective 1.6: At least 80% of DPD graduates who respond to the survey will indicate that they were satisfied with the knowledge they gained on the ACEND Core Knowledge Requirements.

Goal 2: Graduates will demonstrate an understanding of cultural diversity and the importance of cultural competence.

Cultural knowledge: the process of learning about world views of other cultures; cultural awareness: the process of becoming aware of own learned biases and prejudices toward other cultures through self-assessment and awareness of beliefs and practices of others; cultural sensitivity: awareness of your own cultural beliefs, assumptions, customs, and values as well as those of other cultural groups without assigning values to these differences and cultural competence: a set of knowledge and interpersonal skills that allows individuals to understand and appreciate cultural differences and similarities and to work effectively in cross-cultural situations

2.1: At least 80% of the DPD seniors surveyed will indicate satisfactory scores with respect to "understanding diversity concepts through the development and execution of a final semester teaching module project (NUTR 551 Nutrition Education and Communication)."

2.2: At least 80% of supervised practice program directors surveyed will indicate they are satisfied/very satisfied regarding interns' cultural competence.

DIETETICS PROGRAM OF STUDY

Students in the Nutrition Science Concentration of the Nutrition and Dietetics major should consult the designated DPD director/advisor at least once per semester. Advisors will assist in planning future coursework and evaluation of courses transferred from other institutions. Students should consult the course description in the current *Bulletin* for prerequisites and co-requisites. The link, <http://bulletin.sfsu.edu/colleges/health-social-sciences/consumer-family-studies-dietetics/bs-dietetics-conc-nutrition-science/#degreerequirementstext>, identifies major requirements.

The B.S. in Nutrition and Dietetics major, Nutrition Science Concentration is a 120-unit degree with three components consisting of General Education Prerequisites, Institutional Requirements and Professional Requirements.

General Education - The first component is 48 units of General Education. Areas A through D of GE contain lower division classes and should be taken in the first two years. They provide basic skills as well as breadth in a variety of disciplinary areas. Area A of GE is designed to improve student's basic skills in communication in English (oral and written) and critical thinking. Area B of GE provides breadth of knowledge about the physical and life sciences, including laboratory experiences. Area B also provides students an opportunity to expand their mathematics and quantitative reasoning skills. Area C of GE focuses on the Arts and Humanities and gives students a chance to explore the Humanities through literature. Area D of GE covers the social sciences and includes the US History and Government requirements. Area E: Lifelong Learning and Self-Development (LLD), gives students an opportunity to explore themselves and the ways in which they interact with the world around them. These classes can be upper or lower division and many students will take more than one of them. For the B.S. degree in dietetics, students must complete 15 units of specific General Education courses, which meet dietetic competencies. These courses are prerequisites for being admitted into the Nutrition and Dietetics major: statistics, psychology, microbiology with laboratory, and general chemistry, in addition to introductory nutrition, for a total of 18 units. These courses double count toward the General Education requirements of the university as well as Nutrition and Dietetics major requirements.

Professional Requirements - The second component is the Professional Requirements which rebuild on the foundational prerequisites, to be completed with a grade of C- or better as a condition of enrollment as well as graduation, unless otherwise noted. The Graduate Writing Assessment Requirement (GWAR) class NUTR 353 must be passed with a minimum C grade. The professional courses include anatomy, organic chemistry, foodservice systems management, and foods, production and service, physiology and lab, biochemistry, nutrition in the lifecycle, experimental foods, advanced nutrition I and II, medical nutrition therapy I and II, management of quality food purchasing and production, nutrition education and communication, community nutrition and assessment, hospitality human resources management. These courses total 49 units of competency courses.

Elective Requirements – There is one required elective course. The electives focus on the following areas: foodservice systems management, clinical nutrition/patient care, and community dietetics. The elective must be taken for a letter grade. The Professional Requirements, along with the Foundation Requirements, provide the primary focus for the ACEND Foundation

Knowledge Requirements and Learning Outcomes for DPD programs including: Scientific and evidence base of practice, professional practice expectations, clinical and customer services, practice management and use of resources, and support knowledge (food and food systems, physical and biological sciences, and behavioral and social sciences).

The DPD bulletin lists the current program requirements. To review the courses listed above and see the list of approved electives, review the bulletin here:

<http://bulletin.sfsu.edu/colleges/health-social-sciences/consumer-family-studies-dietetics/bs-dietetics-conc-nutrition-science/#degreerequirementstext>

Minimum Expectations of Students in Dietetics

All courses must be completed with a 2.0 grade point average and no grade below a C-. All courses must be completed with a letter grade. Satisfactory competence is expected in all of the AND's knowledge and skill requirements, based on faculty and self-evaluations. To receive a degree from SF State the requirements are that students have an overall GPA of 2.0. Students are expected to complete the DPD in a reasonable amount of time, not to exceed six years.

Students will receive a Verification Statement, signed by the DPD Director, on completion of the degree and submission of an official transcript indicating that the degree has been awarded. The Verification Statement is then submitted as a part of the dietetic internship application process.

DIETETICS STUDENT ADVISING

New Student Advising

The DPD Director conducts new and prospective student informational meetings each fall and spring semester. Incoming students are encouraged to attend these meetings to become more familiar with the program, departmental policies and advising procedures.

Declared Majors

Once a student has declared their major as Nutrition and Dietetics with a Nutrition Science Concentration, they will be assigned a nutrition faculty advisor for approval and evaluation of courses transferred from other institutions. For approval of courses, students must present transcripts and course descriptions taken at other institutions. Once approval is given, it is updated in the student's record. All courses in the major are to be approved by a designated faculty member or the DPD Director.

Students are to meet with their advisor at least once per semester to plan for a timely graduation. Evidence of prerequisite completion for the senior professional courses is required for verification of enrollment in these courses. An unofficial transcript is acceptable.

Students should be aware of the need to present this updated information at the beginning of each semester of the senior year professional courses as proof of prerequisites. Lack of proof of prerequisite completion may result in a student being dropped from a class on the first day of classes.

Advising office hours can be found by emailing your advisor. If you are unsure the FINA office can direct you to the appropriate advisor. Most faculty prefer contact through email.

STEPS TO BECOMING A REGISTERED DIETITIAN NUTRITIONIST (RDN)

The Registered Dietitian is the food and nutrition expert. To become a Registered Dietitian Nutritionist the following steps must be taken:

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program (Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration. (Dietetic registration exam.)
2. Complete an ACEND-accredited supervised practice dietetic internship program or Individual Supervised Practice Pathway is an option. Supervised practice/experiential learning is combined with the Coordinated Program, Future Graduate Program, and International Dietitian Education Program.
3. Pass the Commission on Dietetic Registration's dietetic registration exam.
4. Gain licensure in your state of practice, if applicable.
5. Maintain continuing education.

Other Pathways to Become an RDN

Coordinated Programs in Dietetics

Combine your degree with supervised practice. Why? Because baccalaureate students can apply to this type of program and begin supervised practice without going through dietetic internship computer matching. Coordinated Programs in Dietetics may result in a bachelor's, master's, or doctoral degree, depending on the program. Graduates of these programs are eligible to sit for the dietetic registration exam.

Career Changers

It is never too late to make the switch to a career in dietetics. Individuals with a prior bachelor's degree need to complete a Didactic Program in Dietetics and receive a verification statement. Those without a four-year degree need to complete a bachelor's degree and receive a verification statement indicating completion of the didactic program in dietetics components prior to applying to the dietetic internship match.

International Students

RDNs have been trained in all corners of the globe. There are a few different ways for international learners to become RDNs — visit **ACEND** to learn more.

**Beginning in 2024, a minimum of a master's degree will be an eligibility requirement in order to take the CDR dietetic registration exam.*

SFSU POLICIES & PROCEDURES

The SFSU DPD Student Handbook is available to all students and is used by students while in the DPD. University policies and procedures may be found in the online catalogue, the *Bulletin* <http://bulletin.sfsu.edu/#381303>, on the university website.

SFSU UNDERGRADUATE APPLICATION PROCEDURES

SFSU accepts applications from prospective students for part-time or full-time undergraduate programs of study in day or evening classes. Undergraduate applicants must file a complete undergraduate application at www.csumentor.edu and submit an application fee. The application fee may not be transferred or used to apply to another term. The applications of person's denied admission to an impacted campus may be re-routed to another campus, but only if the applicants are CSU eligible.

Application Acknowledgment

Students applying on-line on CSU Mentor will receive an e-mail acknowledgement as soon as the application is successfully submitted, and a confirmation number is issued. A notice is sent by the campus requesting submission of academic records necessary for the campus to evaluate the student's qualifications. Applicants may be assured of admission if the evaluation of relevant qualifications indicates that applicants meet CSU admission requirements and campus requirements for admission to an impacted program. An offer of admission is not transferable to another term or to another campus.

Notification of Admission

Applicants who have received an application receipt notice and have submitted all required admission materials will *begin* to receive notification of acceptance or denial of admission to the fall semester on November 1. If the processing schedule permits, some applicants may be notified in advance of these dates.

Hardship Petitions

The campus has established procedures for consideration of qualified applicants who would be faced with extreme hardship if not admitted. Petitioners should enclose with their applications a statement of the hardship situation. The application and statement should be sent to the Director of Undergraduate Admissions.

Second Bachelor's Students

Currently SF State is not accepting 2nd bachelor's students due to budget cuts. However, the DPD currently does accept 2nd bachelor's students and they must file a complete graduate application at www.csumentor.edu and submit an application fee. All prerequisites must be completed and/or in progress for admission into the program. This includes Psychology, Microbiology plus lab, Statistics, General Chemistry, and College- level Nutrition for Science Majors. We have a minimum 3.0 GPA requirement.

Second Bachelor's students do not have to complete an entire second degree; only the 71 units of the DPD to qualify for a Dietetic Internship is needed to receive the degree in dietetics.

Typically, we will not consider course work from degrees earned more than 10 years ago. If someone has significant work experience in the field of nutrition/dietetics and/or have a graduate degree, course work may be considered. For someone who has significant course work that may articulate into our program (sciences, nutrition, or dietetics), a transcript review is recommended. Official transcripts, course descriptions, and a check made payable to "FINA" for \$50.00 and mailed to the DPD Director c/o FINA, 1600 Holloway Ave., BH 329, San Francisco, CA 94132, is required for completion of the review.

International Degree Students

For someone who has significant course work that may articulate into our program (sciences, nutrition, or dietetics), a transcript review is recommended. All non-U.S. transcripts must be reviewed by an outside transcript review agency. Please refer to the Academy of Nutrition and Dietetics page <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students/foreign-degree-evaluation-agencies>.

Official transcripts, course descriptions, and a check made payable to “FINA” for \$50.00 and mailed to the DPD Director c/o FINA, 1600 Holloway Ave., BH 329, San Francisco, CA 94132, is required for completion of the review.

GENERAL UNIVERSITY ADMISSION PROCEDURES

Requirements for admission to San Francisco State University are in accordance with *Title 5*, Chapter 1, Subchapter 3, of the *California Code of Regulations*. Undergraduate applicants who are unsure of these requirements should consult a high school or community college counselor or San Francisco State University's Admissions Office. Complete information is available at www.csumentor.edu/planning/.

Electronic CSU undergraduate and graduate applications are available at www.csumentor.edu/.

The CSU Mentor system allows students to browse through general information about CSU's 23 campuses, view multimedia campus presentations, send and receive electronic responses to specific questions, and apply for admission and financial aid.

Applying online via www.csumentor.edu/ is encouraged, and admissions decisions are usually expedited, when on-line applications have been submitted. Application in "hard copy" form may be obtained online or from the office of Admissions at any of the campuses of the California State University.

Students without on-line access should contact any California high school, community college, or Office of Admissions at any of the campuses of the California State University.

Application Filing Periods

Application periods for San Francisco State University may change. For the most current information, see the Prospective Students page at <https://future.sfsu.edu/>. Students must meet all the university admission requirements.

Filing Period Duration

Each campus accepts applications until capacities are reached. Many campuses limit undergraduate admissions in an enrollment category due to overall enrollment limits. If applying after the initial filing period, consult the CSU Mentor Application Status Report for extended application filing deadlines.

Importance of Filing Complete, Accurate, and Authentic Application Documents

SF State advises prospective students that they must supply complete and accurate information on the application for admission, residence questionnaire, and financial aid forms. Further, applicants must submit, when requested, authentic and official transcripts of all previous

academic work attempted. Failure to file complete, accurate, and authentic application documents may result in denial of admission, cancellation of academic credit, suspension, or expulsion (Section 41301, Article 1.1, *Title 5, California Code of Regulations*).

Cancellation of Admission

Admission will be cancelled automatically if a student is accepted by San Francisco State University for a given semester and does not register for that semester. If the student wishes to undertake work at the university at a later date, they must file a new application, pay a new application fee, and meet the requirements for admission in effect at the time of admission.

Reservation

The university reserves the right to select its students and deny admission to the university or any of its programs as the university, in its sole discretion, determines admittance based on an applicant's suitability and the best interests of the university.

SFSU UNDERGRADUATE ADMISSION REQUIREMENTS

Test Requirements

The ACT or the SAT of the College Board, test scores are used for advising and placement purposes. Registration forms and dates for the SAT or ACT are available from school or college counselors. Or an applicant may write to or call:

The College Board (SAT)
Registration Unit, Box
6200 Princeton, NJ
08541-6200
(609) 771-7588
www.collegeboard.org

ACT Registration Unit
P.O. Box 414
Iowa City, IA
52240
(319) 337-1270
www.act.org

TOEFL Requirement. All undergraduate applicants whose native language is not English and who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or 173 on the computer-based TOEFL.

Second baccalaureate applicants must present a score of 550 on the paper-based test or 213 on the computer-based test. Students who attended a secondary level educational institution where English was the principal language of instruction for at least three years full time will not be held to the TOEFL admission requirement. Institutional TOEFL scores are not accepted. Campuses specify the conditions for meeting the requirement of three years fulltime English language instruction. Achieving the minimum TOEFL score shall be evidence of the applicant's English competency at a level that will allow the applicant to participate satisfactorily in and benefit from university study. For complete information regarding TOEFL, go to www.toefl.org.

System-wide Placement Test Requirements

A note for fall 2021 and fall 2022 first-time freshman: The California State University (CSU) has temporarily suspended the use of ACT/SAT examinations in determining admission eligibility for all CSU campuses for the 2021-2022 academic year. This temporary change of admission eligibility applies only for fall 2021, winter 2022, spring 2022, fall 2022, winter 2023, and spring 2023 admission cycles.

First-time Freshman Applicants

Freshman applicants can now choose to be admitted into the Nutrition and Dietetics major with the Nutrition Science Concentration. A first-time freshman is a student who has earned no college credit beyond the summer immediately following high school graduation.

Generally, first-time freshmen applicants qualify for regular admission if they:

- Having graduated from high school, have earned a Certificate of General Education Development (GED) or have passed the California High School Proficiency Examination; and
- Have qualifiable minimum eligibility index (see Eligibility Index below), and
- Have completed with grades of C or better each of the courses in the comprehensive pattern of college preparatory subject requirements (see Subject Requirements).

Eligibility Index—The eligibility index is the combination of the high school grade point average and scores on either the ACT or the SAT. The grade point average is based on the final three years of high school study in all college preparatory "a-g" subject requirements and bonus points for approved honors courses. (See Honors Courses below).

The CSU Eligibility Index (EI) can be calculated by multiplying the grade point average by 800 and adding the total score on the mathematics and critical reading scores of the SAT. Students, who took the ACT, multiply the grade point average by 200 and add ten times the ACT composite score. California high school graduates (or residents of California for tuition purposes) need a minimum index of 2900 using the SAT or 694 using the ACT.

Persons who neither graduated from a California high school nor are residents of California for tuition purposes need a minimum index of 3502 (SAT) or 842 (ACT). Graduates of secondary schools in foreign countries must be judged to have academic preparation and abilities equivalent to applicants eligible under this section.

An applicant with a grade point average of 3.00 or above (3.61 for nonresidents) is not required to submit test scores. However, all applicants for admission are urged to take the SAT or ACT and provide the scores of such tests to each CSU to which they seek admission. Campuses use these test results for advising and placement purposes and may require them for admission to impacted majors or programs. Impacted CSU campuses require SAT or ACT scores of all applicants for freshman admission.

Honors Courses—Up to eight semesters of honors courses taken in the last three years of high school, including up to two approved courses taken in the tenth grade, can be accepted. Each unit of A in an honors course receives a total of 5 points; B, 4 points; and C, 3 points.

NOTE: A grade point average of 3.00 and above qualifies with any score on the ACT or SAT. A grade point average of below 2.00 does not qualify for regular admission.

Subject Requirements

The California State University requires that first-time freshman applicants complete, with grades of C or better, a comprehensive pattern of college preparatory study totaling fifteen units. A "unit" is one year of study in high school.

- 2 years of social science, including 1 year of U.S. history, or U.S. history and government;
- 4 years of English;
- 3 years of mathematics (algebra, geometry, and intermediate algebra);
- 2 years of laboratory science (1 year of biological science and 1 year of physical science, both with labs);
- 2 years in a language other than English (subject to waiver for applicants demonstrating equivalent competence);
- 1 year-long course in visual and performing arts (art, dance, drama/theater, or music);
- 1 year of electives selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, or other courses approved and included on the UC/CSU "a-g" list.

Subject Requirement Substitution for Students with Disabilities

Applicants with disabilities are encouraged to complete college preparatory course requirements if at all possible. If an applicant is judged unable to fulfill a specific course requirement because of their disability, alternate college preparatory courses may be substituted for specific subject requirements. Substitutions may be authorized on an individual basis after review and recommendation by the applicant's academic adviser or guidance counselor in consultation with the director of a CSU disabled-students services program. Although the distribution may be slightly different from the course pattern required of other students, students qualifying for substitutions will still be held for fifteen units of college preparatory study. Students should be aware that course substitutions may limit later enrollment in certain majors, particularly those involving mathematics. For further information and substitution forms, please call the director of the Disability Programs and Resource Center at this campus.

Language Other Than English (LOTE) Requirement

The language other than English subject requirement may be satisfied by applicants who demonstrate equivalent competence in another language comparable to two years of high school foreign language study. Consult with a school counselor or the campus admissions office or Student Outreach Services for further information.

Making Up Missing College Preparatory Subject Requirements

Lower division applicants who did not complete subject requirements while in high school may make up missing subjects in any of the following ways.

- Complete appropriate courses with a C or better in adult school or high school summer sessions.

- Complete appropriate college courses with a C or better. One college course of at least three semester or four quarter units is considered equivalent to one year of high school study.
- Earn acceptable scores on specified examinations.
- Please consult with any CSU admissions office for further information about alternative ways to satisfy the subject requirements.

NOTE: All entering undergraduate students must take the Entry Level Mathematics (ELM) and the English Placement Test (EPT) after admission but prior to their first term of enrollment unless otherwise exempt.

Upper Division Transfer Requirements

Students who have completed 60 or more transferable semester college units (90 or more quarter units) at the time of entrance are considered upper division transfer students. Generally, applicants qualify for admission as upper division transfer students if they meet the following requirements:

- Have a grade point average of at least 2.0 (C or better) in all transferable units attempted. Nonresidents must have a 2.4 grade point average or better.
- Are in good standing at the last college or university attended and have completed at least 60 transferable semester units of college course work with a grade point average of 2.0 or higher and a grade of C or better in each course used to meet CSU general education requirements in written communication, oral communication, critical thinking and quantitative reasoning, e.g. mathematics. The 60 units must include all of the general education requirements in communication in the English language consisting of one course in written communication, one course in oral communication, and one course in critical thinking; and one course in mathematics/ quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Conditional Admission of Transfer Applicants

San Francisco State University may conditionally admit transfer applicants based on their self-reported academic preparation and courses planned for completion. The campus will monitor the final terms to ensure that those admitted complete all required courses satisfactorily. All accepted applicants are required to submit an official transcript of all college-level work completed. The campus will rescind admission for all students who are found not to be eligible after the final transcript has been evaluated.

Reentry Student Admission

As an alternative to regular admission criteria, an applicant who is twenty-five years of age or older may be considered for admission if they meet all the following conditions:

- Possesses a high school diploma (or has established equivalence through either the General Educational Development or California High School Proficiency Examinations).
- Has not been enrolled in college as a full-time student for more than one term during the past five years.
- If there has been any college attendance in the last five years, has earned a C average or better in all college work attempted.

- Is exempt from ELM and EPT or has taken course work that demonstrates competence in the entry-level skills that those tests assess.
- Has applied to and been denied university admission based on regular admission criteria and has received a referral for an interview from Undergraduate Admissions.
- Has completed an interview to determine (a) the adequacy of the applicant's motivation, preparation, and ability for academic success and (b) that other educational alternatives are not appropriate. Upon the recommendation of the interviewer, the student may be admitted to the university under the aegis of CSU Executive Order No. 413.

International Student Admission Requirements

Please refer to the *Bulletin* for further information on International Student Admission Requirements: <http://bulletin.sfsu.edu/undergraduate-admissions/international-requirements/>

SFSU EVALUATION OF ACADEMIC RECORDS ADVANCED PLACEMENT

San Francisco State University grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement (AP) Program of the College Board. Students who present scores of three or better may be granted up to six semester units of college credit.

The university also recognizes advanced placement (AP) courses undertaken by high school students in conjunction with a collegiate institution in those instances where the collegiate institution has recommended credit. For additional information, the student may call or write the Admissions Office or visit One Stop in the Student Services Building.

Credit from Colleges Holding Regional Accreditation

Credits earned in colleges holding regional accreditation are evaluated and advanced standing allowed based on the evidence submitted on official transcripts. Credit toward the fulfillment of graduation requirements is allowed if the courses satisfactorily completed meet the standards and requirements of the university.

Credit from Colleges Lacking Regional Accreditation

Credits earned in colleges lacking regional accreditation may be accepted as a basis for advanced standing only when an applicant can demonstrate by examination, *after they have enrolled in the university*, that a satisfactory degree of proficiency has been attained in the courses in question. See Credit by Examination in General Policies and Procedures for further information: <http://bulletin.sfsu.edu/policies-procedures/>.

Credit for Community College Courses

Credit earned in accredited community colleges will be evaluated by the Admissions Office in accordance with the following provisions:

- Community college credit is allowed up to a maximum of 70 semester units. Credits and grades earned after the student has the maximum allowable may be used on approval only to satisfy subject and grade point requirements but under no circumstances may they be applied toward the total units required for graduation from the university.
- No upper division credit may be allowed for community college work.

Credit by Examination

Students may challenge courses by taking examinations developed at San Francisco State University. Credit shall be awarded to those who pass them successfully. See Maximum Credit by Examination or Evaluation for additional information.

Credit for Non-Collegiate Instruction

San Francisco State University grants undergraduate degree credit for successful completion of formal instruction appropriate to the baccalaureate degree in non-college settings, either military or civilian, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs* establish the number of units allowed.

SFSU STUDENT FEES & FINANCIAL AID

Please refer to the *Bulletin* for further information on fees and financial aid: <http://bursar.sfsu.edu/> <http://financialaid.sfsu.edu/>

An outline of estimated costs and fees is included in Appendix C.

PRIVACY RIGHTS OF STUDENTS IN EDUCATION RECORDS

The federal Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to most records maintained by the campus, and the release of such records. The law provides that the campus must give students access to records directly related to the student and must also provide opportunity for a hearing to challenge such records, if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained on the web at <http://registrar.sfsu.edu/> or in the Registrar's Office.

Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605.

The campus is authorized under the Act to release "directory information" concerning students. San Francisco State University policy is more restrictive than the Federal and State Act and limits directory information to the student's name, current enrollment status (e.g., undergraduate or graduate, full-time or part-time), class level, major, degrees earned, semesters of enrollment, and extra-curricular achievements. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests to not be released. Written objections should be sent to the registrar.

A student can request that non-directory information (including address) be released to agencies of the State of California when requested for employment recruitment purposes under the provisions of Assembly Bill 771 (Chacon). Written requests to release non-directory information should be directed to the registrar. Forms are available for this purpose at the One Stop Student Services Center.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus' academic, administrative, or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; and to other institutions to which the student is transferring).

In addition to those safeguards provided by the Family Education Rights and Privacy Act of 1974, the university's policy allows the release of personally identifiable information to others (except to verify student status) *only* with the student's prior consent or in the case of extreme emergency or where there is clear and imminent danger to the student, to others, or to society.

SFSU Use of Social Security Number

Applicants are required to include their correct social security numbers in designated places on applications for admission pursuant to the authority contained in Section 41201, *Title 5, California Code of Regulations*, and Section 6109 of the *Internal Revenue Code* (26 U.S.C. 6109). The university uses the social security number to identify students and their records including identification for purposes of financial aid eligibility and disbursement and the repayment of financial aid and other debts payable to the institution. Also, the Internal Revenue Service requires the university to file information returns that include the student's social security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. This information is used by the IRS to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes. The SSN is also required by the Franchise Tax Board for collection of returned checks.

SFSU Identification Number

For other records and services, the university uses an assigned identification number (SFSU ID). Students are required to write their SFSU ID on university petitions and forms as well as personal checks submitted for any payment to the university. Payment by personal check is

consent by the student for the university to write the student's SF State ID on the check if it is not referenced. See SFSU ID Policy on the web at <http://bulletin.sfsu.edu/policiesprocedures/> Students who have forgotten or do not know their SF State ID can look on the web at <https://webapps.sfsu.edu/public/acctsvc/idlookup>.

SFSU REGISTRATION POLICIES

1. All students who register at San Francisco State University in resident study for either the fall or spring semester must first be admitted to the university by the Admissions Office.
2. Registration is complete only when all fees, deposits, and charges are paid. Students are required to make all payments by the regularly announced deadlines. Students must pay for added units on their own initiative at the time they add additional units; the university is not responsible for billing students.
3. Students are granted credit only for those courses in which they are formally registered. Students are responsible for completing all courses in which they are enrolled.
4. Students receive an e-mail notice about registration procedures and can check their eligibility and priority registration day and time on the web page, Registration Time at www.sfsu.edu/student. Registration procedures are mailed to all students and published in the Class Schedule.

General Registration Policies

Registration for all students is on Gator Reg over the web: www.sfsu.edu/student or by telephone (415) 338-7000. Notices are sent via e-mail to all eligible students to view assigned Gator Reg appointment day and time and to check for any holds. Please refer to the Registrar's Office web site <http://registrar.sfsu.edu/> for specific dates and details. Gator Reg at San Francisco State is divided into distinct time periods as outlined below:

Priority Registration (Continuing Students only): Priority Registration is available in fall and spring semesters but not summer. Only continuing students are eligible and may register in up to 12 units during Priority Registration without paying fees. All holds must be cleared before access is granted. Students may add their name to a Waiting List during this period if all seats in a class are taken. Students are not officially enrolled in classes until all fees have been paid. Students who do not pay their fees by the published deadline are automatically dropped from all classes. Second bachelor's students do not have priority registration and must register during Open Registration. Specific dates may be found on the webpage: <http://registrar.sfsu.edu/>

Orientation (New Students only): Newly admitted First time freshmen and undergraduate transfer students register for their classes on the day they attend Orientation. All holds must be cleared, and all fees paid in order to add classes. Transfer students may enroll in up to 8 units at Orientation and can add additional units during Open Registration.

Open Registration: After Priority Registration ends, Open Registration begins for adding and dropping of classes on Gator Reg until the first day of instruction.

Adding Courses after Instruction Begins: If the student has paid sufficient fees and has instructor approval, they may add courses via Gator Reg with instructor assigned permission numbers during the first four weeks of the semester; no courses may be added after the 4 week.

Dropping Courses after Instruction Begins: Within the first two weeks of the semester, the student must use the Gator Reg system to drop individual classes (see published date). After that point, they may withdraw from a course or courses only for serious and compelling reasons. Petitions for withdrawal are available at the One Stop Student Services Center and must be signed by the instructor, department chair, and college dean approval is required if withdrawal is in the last three weeks of the semester.

Enrollment Verification: A student may verify their enrollment via Gator Reg on the web at www.sfsu.edu/student or by phone, 415-338-7000. A notice to check enrollment is sent via email at the end of the second week of the semester.

SFSU Classification of Students for Registration

Newly Admitted

Students who have never enrolled at San Francisco State University in a fall or spring semester and who have been admitted to the university for a specific semester, or students who have previously attended San Francisco State University and are returning to begin a new degree objective (e.g., a new graduate student who received a B.A. from SF State) are considered newly admitted.

Continuing

Students who were previously enrolled in this university in a regular semester and who have not been absent from the university for more than one complete semester, excluding summer semester, and who have not attended another college or university during their absence from San Francisco State University are considered continuing students.

Per immigration regulations, foreign students are required to be continuously enrolled every semester. Undergraduates must carry a minimum of twelve units and graduate students must carry a minimum of eight units.

In order to be considered in attendance for any semester, the student must be reported as enrolled in at least one class on the 20th day of instruction in the fall and spring semesters and the 10th day of instruction in each session of summer semester.

Readmitted

Students who have been absent from San Francisco State University for two full semesters (excluding Summer and Winter Sessions), or who have attended another college or university during their absence, must have applied and been readmitted to the university by the undergraduate or graduate Admissions Office.

Class Level of Students

The class level of students is determined according to units completed (earned units) as follows:

Class Level Units Completed Lower

Division:

Freshmen	0-29
Sophomore	30-59

Upper Division:

Junior	60-89
Senior	90 or more

Graduate:

Holding a baccalaureate or master's degree from an accredited university or college.

Immunization Requirements

All students must provide proof of immunization before they may register for classes. Please see this link regarding Covid-19 vaccinations <https://together.sfsu.edu/vaccination>.

All Students Born After 1957: Measles, Mumps, Rubella (MMR) Vaccine is required or the results of a blood test indicating immunity.

Students 18 Years or Younger: Hepatitis B Vaccine is also required or the results of a blood test indicating immunity.

MISCELLANEOUS SFSU ENROLLMENT POLICIES**Enrollment Limitations**

This university and the State of California are very supportive of individuals completing course work for degrees, credentials, and certificates offered by the university, as well as for professional growth, and for personal enrichment within reasonable limits. With the limitation of physical and personnel resources available, the university reserves the right to limit, or terminate, the enrollment of any individual it feels has been fairly served by educational opportunities at this institution or elsewhere, and where the enrollment needs of other individuals must be given higher priority in the context of the resources available.

SF State Limitation of Total Units

The associate vice president of enrollment planning and management reviews the records of students who have earned sufficient units of credit to graduate but have not applied for graduation. When the student has met all requirements for graduation, the associate vice president, after conference with the student, may take the necessary action to have the student graduated. In those cases where the requirements for graduation can be completed in one additional semester, the associate vice president, after conference with the student, the appropriate department chair, and either the dean of Undergraduate Studies or the dean of Graduate Studies, may notify the student that he has only one additional semester in which to complete the graduation requirements. If graduation requirements are not completed in the time designated, future registration in the university may not be permitted or may be subject to conditions mutually agreed upon by the student and the associate vice president of enrollment planning and management.

Auditing Courses

A student who wishes to audit a course instead of enrolling for credit must apply to and be admitted by the university. Enrollment as an auditor is subject to permission of the instructor provided that enrollment in a course as an auditor shall be permitted only after students otherwise eligible to enroll on a credit basis have had an opportunity to do so. Auditors are

subject to the same fee structure as credit students and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested no later than the last day to add classes. A student who is enrolled for credit may not change to audit after the second week of instruction.

Any student admitted to a class as an auditor will not be permitted to obtain credit by examination for that class. A student registered as an auditor may be required to participate in any or all classroom activities at the discretion of the instructor.

Academic Load

The normal academic load for undergraduates is fifteen units per semester. For graduates, the normal load is from nine to twelve units per semester. Two hours of preparation for each hour of regular class work should be expected. For international students, immigration regulations require a minimum academic load of twelve units for undergraduates and eight units for graduates. Verification for enrollment is calculated as follows: **Fall, Spring, and Summer Semesters are calculated as follows:**

Undergraduates

Full Time 12 - 19 units

Half Time 6 - 11 units
Less than Half Time 1 - 5 units

Graduates

Full Time 12 units or 8 units of all upper division or graduate level courses (300 level or above)

Half Time 6 units or 4 units of all upper division or graduate level courses (300 level or above)

Less than Half Time 1 - 5 units or 1 - 3 units of all upper division or graduate level courses (300 level or above)

Financial Aid: All students requesting and accepting financial aid through San Francisco State University must register for and complete twelve or more semester units as an undergraduate and eight or more upper division or graduate-level semester units as a graduate. Some financial aid programs allow a reduced unit requirement. Additional information may be obtained from Financial Aid.

Students who wish to enroll in extension work with this university and/or to enroll in courses at other institutions at the same time as they are registered for courses at this university, should plan the combined program with their major adviser. Under no circumstances is the total unit load for all course registrations in all institutions being attended to exceed the maximum unit load restrictions for this institution without written approval in advance from either the dean of Undergraduate Studies or the dean of Graduate Studies. Failure to obtain such approval in advance will subject the student to possible loss of units taken here and/or a restriction of units for transfer from the other institutions.

ACADEMIC STANDARDS FOR UNDERGRADUATE STUDENTS

Good Standing. To remain in good standing a student working toward a baccalaureate degree must maintain a cumulative GPA of 2.0 (C) or better.

Academic probation and disqualification actions are taken only at the close of each regular semester. Both quality of performance and progress toward the chosen objective are considered in determining a student's eligibility to remain in the university.

Probation. Undergraduate and second baccalaureate students will be placed on probation when the cumulative GPA in all college work attempted or in all work at San Francisco State University falls below 2.0 (C).

Disqualification. Undergraduate and second baccalaureate students on probation are subject to disqualification when:

- As freshmen (fewer than 30 units completed), they fall below a grade point average of 1.50 in all college units attempted or in all SF State units attempted.
- As sophomores (30 through 59 units completed), they fall below a grade point average of 1.70 in all college units attempted or in all SF State units attempted.
- As a junior (60 through 89 units completed), they fall below a grade point average of 1.85 in all college units attempted or in all SF State units attempted.
- As senior or second BA students (90 or more units completed), they fall below a grade point average of 1.95 in all college units attempted or in all SF State units attempted.

Probation and Disqualification

Mandatory Advising Program (MAP)

In the beginning of each semester, all undergraduate and second baccalaureate students whose grade point average at SF State has fallen below 2.0 will receive an email from the Registrar's Office notifying them that they are on academic probation.

Students must schedule advising appointments with their major advisers before the deadline stated in the registrar's email in order to avoid an administrative hold on their registration for the next semester. The steps outlined on the letter must also be followed.

Maximum Number of Units for Undergraduate Students on Academic Probation

The Policy Limiting the Number of Units Enrolled in by Undergraduate Students on Academic Probation (Academic Senate Policy F02-223), effective Fall 2003, applies to all undergraduate students. Undergraduate students on academic probation may enroll in a maximum of 13 units per semester for spring and fall semesters during which they are on academic probation. Individual exceptions to this limit may be granted with approval from the student's department chair and college dean. Exceptions for students who have not declared a major must be approved by the dean of Undergraduate Studies or designees.

Administrative/Academic Probation

An undergraduate, second baccalaureate, or graduate student may be placed on administrative/academic probation by the university for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (A student whose withdrawal is directly associated with a chronic or recurring disability or its treatment is not to be subject to administrative/academic probation for such withdrawal.)
- Repeated failure to progress toward the stated degree objective, or other program objective (when such failure appears to be due to circumstances within the control of the student).
- Failure to comply, after due notice, with an academic requirement or regulation which is routine for all students or a defined group of students.

Administrative/Academic Disqualification

An undergraduate, second baccalaureate, or graduate student who has been placed on administrative/academic probation may be disqualified from further attendance if:

- The conditions for removal of administrative/academic probation are not met within the period specified.
- The student becomes subject to academic probation while on administrative/academic probation.
- The student becomes subject to administrative/academic probation for the same or similar reason for which they have been placed on administrative/academic probation previously, although not currently in such status.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Readmission of Disqualified Students

Disqualified students may, after at least two semesters have elapsed, apply for readmission to the university, provided they have removed all academic deficiencies, or resolved the problems, which may have caused the disqualification. The work taken to eliminate an academic deficiency at this institution must be taken through the College of Extended Learning in order to impact the grade point average at this institution. If disqualification resulted from any other reasons than academic performance, approval must be obtained from the unit of the university that recommended the disqualification action. Students disqualified from another institution, including other CSU campuses, may not be admitted to San Francisco State unless it can be demonstrated that the cause of the disqualification has been eliminated (additional course work with good grades, etc.) and the student is otherwise eligible to return to the institution of disqualification. For additional information, see Readmission Procedures found here: <http://bulletin.sfsu.edu/policies-procedures/>.

Grievances and Appeals

Students with concerns about the program should first attempt to discuss the concern with their advisor or the DPD Director. If the student wishes to file an official grievance, they should refer

to the procedures outlined in the *Bulletin* (<http://bulletin.sfsu.edu/policies-procedures/regulations-procedures/concerns-complaints/>). Disabled students should consult the Disability Programs and Resource Center for disability-related grievance procedures (<https://access.sfsu.edu/complaints>).

An undergraduate student who has questions or concerns about degree requirements or general university regulations should discuss them first with a major adviser. If students wish to review an issue or to appeal a decision, they should consult with the department or program chair and, if needed, the college dean. Should questions arise beyond this point with respect to where or to whom a specific appeal should be directed, the dean of Undergraduate Studies may be consulted for advice. After all of the informal procedures for grievances and appeals have been exhausted, the dean of Undergraduate Studies or designee may initiate formal grievance procedures.

GRADUATION REQUIREMENTS

Students planning to graduate should apply for graduation their final semester when all requirements are being completed (<https://registrar.sfsu.edu/gradapp>). Second Bachelor's students should consult their advisor about current graduation application procedures. Please adhere to all graduation application deadlines. A graduation/diploma fee of \$100 must be paid at the Bursar's Office. Upon successful completion of the undergraduate program requirements, students receive a B.S. degree in Nutrition and Dietetics from the Family, Interiors, Nutrition, & Apparel Department in the College of Health & Social Sciences. General education and university statutory requirements for the B.S. degree and a minimum of 120 units must be completed as well.

VERIFICATION STATEMENT PROCEDURES

The DPD at SFSU culminates in a Bachelor of Science degree after successful completion of a minimum of 120 units. The DPD defines successful completion as a C- or better in required courses. The Program Director will issue a Verification Statement to all students upon conferred graduation, as posted by the university registrar on official transcripts, indicating that requirements have been met as dictated by The Accreditation Council for Education in Nutrition and Dietetics.

An official digital Verification Statement, with e-signature from the Program Director, will be sent emailed to graduates after review of final, official transcripts. This usually occurs 1-2 months after the graduation date. A copy of the Verification Statement is also kept with the program.

The Verification Statement is required for admission to a Supervised Practice Program (Dietetic Internship) and must accompany the application to take the Registration Examination for Registered Dietitian credentialing. Declaration of Intent will be confirmed in the Dietetic Internship Central Application Service (DICAS) by the Program Director for students applying for supervised practice experiences prior to completion of coursework, typically the last semester of attendance at SFSU.

Students with a prior degree from another institution, who request a Verification Statement, are evaluated on a case-by-case basis. The requesting student must provide official transcripts, with the degree and date conferred as well as pertinent course descriptions, to the Program Director

for review. Once the DPD requirements are met, the Program Director will provide the graduate with a Verification Statement.

STUDENT CODE OF ETHICS

WHEREAS: Guidelines for acceptable professional and personal behavior for all students enrolled in the B.S. in Dietetics should be available to each student, and

WHEREAS: Preparation of the student for future professional and personal conduct is part of the obligation of the educational process, and

WHEREAS: The development of proper professional and personal behavior is necessary to perpetuate acceptable professional conduct required of the Health Professions, and

WHEREAS: The development and improvement of health care can be fostered through the coordinated efforts of health professional organizations,

LET IT BE RESOLVED: That all enrolled students and faculty members of the dietetics program shall abide by the principles encompassed by description or implication, in this Code of Ethics.

1. The human dignity of each individual with whom the student associates should be respected with primary concern being directed toward the welfare of the client/patient or employee. In entering the area of the health professions, the student assumes definite responsibilities towards their associates and commits themselves to upholding professional ideals.
2. The student should respect the confidentiality of all privileged information and should voluntarily share such information **ONLY** when it serves the welfare of the client/patient, employee, or fellow student.
3. Improper professional conduct is not to be condoned. Information concerning improper, illegal, or unethical conduct of fellow students or faculty should be given to the appropriate authority without fear or favor.
4. Each student should strive to improve and maintain acceptable standards of professional practice by continuing their intellectual and professional growth.
5. Each student should strive to uphold the dignity and respect of their chosen profession by their dress, personal appearance, conduct and conversation.
6. Each student should avoid the indiscriminate or overindulgent use of alcohol, tobacco, drugs, medications, and other similar items, which may adversely affect the student's health or their ability to function with adequate reason and judgment.
7. Each student should conduct their personal activities so that no client/patient/employee/student is endangered by them and so no interference with the normal activities of the classroom occurs.

8. Each student should conduct themselves in an unbiased manner by rising above prejudices regarding race, color, religion, creed, sexual preference or economic status in order to provide services to clients/patients in a professional manner.
9. Each student should embrace personal ethics of character which include honest, loyalty, understand, and the ability to respect rights and dignity of others.

No action of the student or faculty can be separated from the reputation of the individual, their academic institution, or their profession. Therefore, it becomes a primary obligation to uphold the dignity and honor the chosen profession by thoughts, words, and action.

Cheating and Plagiarism

The following behavior is subject to disciplinary sanctions: dishonesty, including cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage. It is the FINA department's policy to not allow the use of electronic devices during exams. This is to include cell phones, PDA's, electronic translating devices, etc. If you need a dictionary, please arrange with the instructor at least one week prior to an exam.

Plagiarism is a form of cheating or fraud; it occurs when a student misrepresents the work of another as their own. Plagiarism may consist of using the ideas, sentences, paragraphs, or the whole text of another without appropriate acknowledgment, but it also includes employing or allowing another person to write or substantially alter work that a student then submits as theirs. Any assignment found to be plagiarized will be given an "F" grade. All instances of plagiarism will be reported to the Dean of the College and may be reported to the University Judicial Affairs Officer for further action.

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.

See Appendix E for Code of Ethics.

SPECIAL POLICIES RELATED TO CLASSROOM ACTIVITIES

In classes and laboratory classes within the university, College, and Department, special policies may pertain. These may include smoking, tardiness, clean-up, breakage of equipment, eating in classrooms, talking during activities, appropriate dress, etc. Each instructor will discuss their policies for classroom operation during the first-class meeting. Students should read handout materials and course syllabi carefully. The university has a policy that a student must attend the first class meeting to ensure their space in the class. An instructor may remove a student's name from the class list if the student is not in attendance at the first class meeting. It is essential that the student inform the instructor if they cannot attend the first class meeting, and the student is responsible for all information, which is distributed and discussed at this first meeting with respect to expectations, policies, schedule, and assignments.

LABORATORY POLICIES, PROCEDURES & RESPONSIBILITIES

The following procedures and policies are to act as guidelines for a successful semester in the laboratory. Failure to comply with these rules is grounds for penalties, up to and including dismissal from class and loss of points for the day. The procedures and policies are subject to change as situations dictate. Every reasonable effort will be made to notify you of any changes.

Questions should be brought to the immediate attention of the instructor or staff. Please observe the following Miele laboratory policies and procedures unless otherwise noted.

- **Laboratory performance:** Points are earned by coming prepared, wearing proper attire, working in a professional manner, keeping the premises clean, filling out required documents and/or keeping a lab manual.
- **Sanitation & Safety:** All students must follow proper sanitation and safety standards while working with foods.
- **Make Up Labs:** No make-up labs will be offered. Special arrangements may be made with instructor approval however make-up sessions are not guaranteed.
- **Appearance:** Cleanliness and professionalism are expected in the workplace, especially in the foodservice industry. As such, students' appearances will be held to the highest degree. Incomplete uniforms are grounds for dismissal from the laboratory and a loss of points for the day.
- **Coats:** Chef coats or lab coats are to be worn at all times. It is the student's responsibility to provide their own coat. If a student forgets their coat, they will be sent home and the absence marked as a NO-SHOW for that day (points will be deducted).
- **Hair Restraints:** Sanitary conditions are vital to preparing and serving healthy and safe foods. As such, students are required to wear a hairnet or hat while working in the laboratory. The staff will provide the first hairnet. Replacement hairnets can be purchased for \$.50 each, given to the instructor.
- **Facial hair:** Facial hair should be groomed and kept in a neat manner. Mustaches and beards require a restraint.
- **Pants:** Hot liquids can cause severe burns. Therefore, pants of any type must be worn while working in the laboratory.
- **Socks:** Socks, covering up to the ankle or higher, must be worn.
- **Shoes:** Closed toe, closed heel, non-slip, flat shoes are to be worn at all times while in the laboratory.
- **Fingernails/polish:** Long nails and nail polish are an excellent source for contamination and foodborne illness. Nails should be trimmed to a non-hazardous length. Nail polish is NOT to be worn at ANY time while working in the Vista Room or Miele Lab.
- **Jewelry/Watches:** Earrings can easily be caught in moving machinery. Therefore, only loops no larger than 1/2" in diameter are to be worn. Other types of jewelry such as watches, bracelets or rings are major sources of bacteria and contamination and should not be worn in lab, however a single wedding band is allowed.
- **Cleanliness:** A clean kitchen is vital to the production of safe and healthy foods. Practice "Clean-As-You-Go" when working on any food preparation. Before leaving for the day, ensure that your station is clean. Check out with the Teaching Assistant or Kitchen Manager before clocking out. Your lab group is not permitted to leave until everyone's station is clean—practice TEAMWORK and help each other.

STUDENT NUTRITION & DIETETIC ASSOCIATION (SNDA)

The SNDA organization is a recognized student organization at SFSU. SNDA members are actively involved with volunteer experiences on campus and in community activities in which nutrition and food are the focus. Also, there is a close association with the Bay Area Dietetic Association (BADA) and a SFSU SNDA officer serves as the liaison between the two groups. For more information, please visit the SNDA website <https://www.sfsu-sda.com/>
Facebook: <https://www.facebook.com/SFSU-Student-Dietetic-Association-82827862506/>
Instagram: <https://www.instagram.com/sfsu.snda/>

APPLICATION TO SUPERVISED PRACTICE (DIETETIC INTERNSHIPS)

Preparing for the Supervised Practice (Dietetic Internship) is a process and begins when you first become a dietetics student. It is advised to maintain a GPA of at least a 3.2 to be competitive for the internship. Many internships have a minimum GPA requirement of 3.0. Gaining work or volunteer experience in the field of dietetics is also recommended. In addition, extracurricular activity involvement, such as in the Student Nutrition and Dietetic Association, can assist a student in gaining leadership experience.

The SNDA, DPD Director and Dietetic Internship Program Director conduct an annual “Dietetic Internship Application Workshop” during the fall semester for all students in their final year of the DPD program. At this seminar, the step-by-step process of applying to Dietetic Internships is reviewed, along with application materials. This includes the DI application through the Dietetic Internship Centralized Application Service (DICAS), requesting letters of recommendation and the D&D Digital form for computer matching (for more information visit the website <https://dnddigital.com/>) The *Intent to Complete* form, which identifies the courses still needed to complete the DPD, is prepared by the DPD Director to accompany each DI application.

A complete list of nationwide accredited Dietetic Internships may be found on the Academy of Nutrition and Dietetics website: <https://www.eatrightpro.org/acend/accrued-programs/dietetic-internships>

REQUESTS FOR LETTERS OF RECOMMENDATION

Requests for letters of recommendation must be received at least one month prior to the application deadline. In preparation for the spring Dietetic Internship application process, it is imperative that faculty receive all requests and required information by the last day of classes in the fall. Most instructors will not return to campus until the end of January.

Please include the following for all requests:

1. Resume
2. Personal statement
3. Request for LOR (letter of recommendation) Form (See form in DPD iLearn)
4. Dietetic Internship LOR Form (See form in DPD iLearn)
5. List of internships you are applying to and/or Master’s degree programs
6. Program application deadline dates (MS program application)

Appendix A

PROGRAM FACULTY

<p>Jennifer Stimson, MS, RD <i>Director of Didactic Program in Dietetics</i></p> <p>Office: Burk Hall 301 (415) 338-6988 jstimson@sfsu.edu</p>	<p>Dr. Gretchen George, PhD, RD <i>Associate Professor</i></p> <p>Office: Burk Hall 302 (415) 338-3421 ggeorgle@sfsu.edu</p>
<p>Wanda Siu-Chan, MS, RD <i>Director of Dietetic Internship</i></p> <p>Office: Burk Hall 303 (415) 338-3422 siuchan@sfsu.edu</p>	<p>Dr. Zubaida Qamar, PhD, RD <i>Assistant Professor</i></p> <p>Office: Burk Hall 330 (415)338-2081 qz@sfsu.edu</p>
<p>Jamie Baltz, MS, RD-AP, CNSC <i>Lecturer</i></p> <p>Office: Burk Hall 308 jbaltz@sfsu.edu</p>	<p>Megan Moore, MS, RD, CNSC <i>Lecturer</i></p> <p>Office: Burk Hall 308 mmoore920@sfsu.edu</p>
<p>Rachel Zemser, MS, CCS <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 rzemser@sfsu.edu</p>	<p>Jessica Shipley, MS, RD, CDE <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 jshipley@sfsu.edu</p>
<p>Amilcar Castillo-Ortiz <i>Lecturer</i></p> <p>Office: Burk Hall 328 amilco@sfsu.edu</p>	<p>Andrea Garen, MA, RD <i>Lecturer</i></p> <p>Office: Burk Hall 329 akgaren@sfsu.edu</p>

Appendix B

ACEND Accreditation Standards for Nutrition and Dietetics Didactic Programs (DPD)

Effective as of June 1, 2017

From: <https://www.eatrightpro.org/-/media/eatrightpro-files/acend/about-program-accreditation/accreditation-standards/2017-standardsfordiprograms.pdf?la=en&hash=B1F08833AABC0FA8A6EBB7B76778A09BE7EDB667>

Standard 1: Program Characteristics and Resources All programs applying for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) must meet requirements including quality-assurance or oversight by other agencies, organizational structure, financial stability, sufficient resources, the awarding of degrees and/or verification statements, program length and program management.

REQUIRED ELEMENTS:

1.1 The program must be housed in a college or university located in the U.S. or its territories and accredited in good standing by a U.S. regional institutional accrediting body for higher education.

1.2 The program must be integrated within the administrative structure of the sponsoring organization, as evidenced by an organization chart showing the relationship of the dietitian nutritionist education program to other programs/services.

1.3 The program must demonstrate that it has the administrative, technical, and financial support and the learning resources, physical facilities and support services needed to accomplish its goals. Programs offering pathways (such as Individualized Supervised Practice Pathway) or tracks (such as distance, part-time/fulltime, undergraduate/graduate) must document the financial support and learning resources provided to each pathway or track.

a. The program must provide a description of the budgeting process for the program that demonstrates financial resources are sufficient to produce the desired short-and long-term program and student outcomes.

b. The program must report its maximum enrollment to ensure quality, viability, and appropriate use of resources.

1.4 The program must award at least a baccalaureate degree and verification statement upon completing program required to individuals who enter program with an associate's degree or less.

a. If the program admits individuals with a baccalaureate degree or higher, the program must award at least a verification statement to individuals who complete program requirements.

b. If the program awards a graduate degree, the nutrition and dietetics-specific knowledge must be achieved through prerequisite or graduate courses required for completion of the graduate degree.

1.5 The program director must have the authority, responsibility and sufficient time allocated to manage the program. The program director may have other responsibilities that do not compromise the ability to manage the program. Responsibilities and time allocation for program management are reflected in a formal position description for the program director and approved by an administrator.

- a. Institutional policies related to faculty roles and workload are applied to the program in a manner that recognizes and supports the academic and practice aspects of the nutrition and dietetics program, including allocating time and/or reducing teaching load for administrative functions provided by the director.
- b. The program director must:
 1. Have earned at least a Master's degree.
 2. Be credentialed as a registered dietitian nutritionist by the Commission on Dietetic Registration.
 3. Have a minimum of three years professional experience post credentialing
 4. Be a full-time employee of the sponsoring institution as defined by the institution, or a full-time employee of another organization that has been contracted by the sponsoring institution.
 5. Not direct another ACEND-accredited nutrition and dietetics education program.
- c. The program director responsibilities must include, but are not limited to:
 1. Provision or delegation of responsibilities to assure year-round coverage of director responsibilities in the absence of the director or in cases where the director's full-time appointment does not cover all 12 months. In programs where the program director assigns some responsibilities to other individuals, the director must ensure that all program director responsibilities are accomplished throughout the year.
 2. Development of policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students (such as program admission, retention, and completion policies).
 3. Student recruitment, advisement, evaluation, and counseling.
 4. Maintenance of program accreditation, including:
 - a. Timely submission of fees, reports, and requests for major program changes.
 - b. Maintenance of the program's student records, including student advising plans and verification statements.
 - c. Maintenance of complaints about the program received from students or others, including disposition of the complaint.
 - d. On-going review of program's curriculum to meet the accreditation standards.
 - e. Communication and coordination with program faculty, preceptors and others involved with the program.
 - f. Facilitation of processes for continuous program evaluation and student learning outcomes assessment and
 - g. Timely submission of required documentation supporting the graduate's eligibility for a Commission on Dietetic Registration (CDR) credentialing exam.

1.6 The program must determine its length (in years) after taking into consideration knowledge and learning activities that students must accomplish and mandates from the program's administration or state legislation. Programs offering pathways or tracks must document any differences that exist in program length among the pathways or tracks.

Standard 2: Consortia Two or more independent institutions or organizations combining to sponsor a single program are termed a program consortium and must meet additional organizational structure criteria.

REQUIRED ELEMENTS:

- 2.1 The consortium must consider itself a single education program.
- 2.2 A formal agreement must exist between the two or more organizations that jointly sponsor the program. The formal agreement among members of the consortium must clearly define financial and other resource contributions of each member to the total program.
- 2.3 One individual must serve as the consortium program director and have primary responsibility for the program and communications with ACEND.
- 2.4 Each member organization in the consortium must designate a coordinator (who may be the program director) for the program within that organization who is employed by the organization.
- 2.5 An organization chart must clearly show the relationship of each member of the consortium to the total program.

Standard 3: Program Mission, Goals and Objectives The program must have a clearly formulated and publicly stated mission with supporting goals and objectives by which it intends to prepare students for supervised practice to become a registered dietitian nutritionist. The mission, goals and objectives must be congruent and support the program.

REQUIRED ELEMENTS:

- 3.1 The program must have a mission that distinguishes it from other programs in the sponsoring organization, is compatible with the mission statement or philosophy of the sponsoring organization and states its preparation of students for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist.
- 3.2 The program must have at least two goals focused on program outcomes that are consistent with the program's mission.
- 3.3 The program must set the following program objectives, align them with their program goals and demonstrate that the program is operating in the interest of students and the public:
 - a. Program Specific: The program must establish one or more program specific objectives for each of the program's goals.

- b. ACEND Required: The program must include the following objectives under one or more of their program's goals. ACEND required objectives must be evaluated annually using an average of data from the previous three years.
1. Program Completion: The program must develop an objective that states At least 80% of program students complete program/degree requirements within ____ years (150% of the program length).
 2. Graduate Application and Acceptance into Supervised Practice:
 1. The program must develop an objective that states “____percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.”
 2. The program must develop an objective that states “____ percent of program graduates are admitted to a supervised practice program within 12 months of graduation.”
 3. Graduate Performance on Registration Exam:
 - a. The program must develop an objective that states “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%.
 4. Supervised Practice Program Director Satisfaction: The program must develop an objective for supervised practice program director's satisfaction with graduate's preparation for supervised practice.

Standard 4: Program Evaluation and Improvement The program must continuously evaluate the achievement of its mission, goals, and objectives. The program must have an evaluation plan, use the plan to collect data, improve the program based on the findings and update the plan accordingly.

REQUIRED ELEMENTS:

- 4.1 An ongoing program evaluation plan must be written, reviewed at least annually, updated as needed with changes documented and must include the following components:
- a. Each program goal.
 - b. Objective(s) that will be used to evaluate achievement of each program goal.
 - c. Qualitative and/or quantitative data needed to determine whether goals and objectives have been achieved.
 - d. Groups from which data will be obtained; both internal and external stakeholders must be represented (such as graduates, administrators, faculty, preceptors, employers, practitioners, nutrition and dietetics education program directors, faculty from other disciplines and advisory committees).
 - e. Evaluation methods that will be used to collect the data.
 - f. Individuals responsible for ensuring that data are collected.
 - g. Timeline for collecting the necessary data. Data on ACEND-required objectives are to be collected annually.

4.2 The program must evaluate itself based on its program evaluation plan and provide evidence that:

- a. Data on actual program outcomes for each pathway or track are collected separately according to the program evaluation plan, summarized, and analyzed by comparing actual achievements with objectives.
- b. Data analysis is used to evaluate the extent to which goals and objectives are being achieved.
- c. The targets set for program-specified and ACEND-required objectives are met.
- d. Program changes have been made to improve outcomes for any objective(s) not meeting the program-specified or ACEND-required target.
- e. Programmatic planning and outcomes evaluation are integrated with institutional planning and assessment, as appropriate.

4.3 Results of the program evaluation process must be used to identify strengths and areas for improvement relative to components of the program (policies, procedures, curriculum, teaching methods, program length, faculty, preceptors, resources). Short- and long-term strategies must be developed, and actions must be taken to maintain program strengths and address areas for improvement identified through the evaluation process.

Standard 5: Curriculum and Learning Activities.

The Core Knowledge must be the basis on which the program curriculum and learning activities are built within the context of the mission and goals of the program

REQUIRED ELEMENTS:

5.1 The program's curriculum must be designed to ensure the breadth and depth of requisite knowledge needed for entry to supervised practice to become a registered dietitian nutritionist.

- a. The program's curriculum must include the following required components, including prerequisites:
 1. Research methodology, interpretation of research literature and integration of research principles into evidence-based practice
 2. Communication skills sufficient for entry into professional practice
 3. Principles and techniques of effective education, counseling and behavior change theories and techniques
 4. Governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and interprofessional relationships in various practice settings
 5. Principles of medical nutrition therapy and the Nutrition Care Process
 6. Role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention
 7. Management theories and business principles required to deliver programs and services
 8. Continuous quality management of food and nutrition services
 9. Fundamentals of public policy, including the legislative and regulatory basis of nutrition and dietetics practice
 10. Health care delivery systems (such as accountable care organizations, managed care, medical homes)

11. Coding and billing of nutrition and dietetics services to obtain reimbursement for services from public or private payers, fee-for-service, and value-based payment systems
12. Food science and food systems, environmental sustainability, techniques of food preparation and development and modification and evaluation of recipes, menus, and food products acceptable to diverse populations
13. Organic chemistry, biochemistry, anatomy, physiology, genetics, microbiology, pharmacology, statistics, logic, nutrient metabolism, integrative and functional nutrition, and nutrition across the lifespan
14. Cultural competence and human diversity; human behavior, psychology, sociology, or anthropology

b. The program's curriculum must prepare students with the following core knowledge:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.

KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.

KRDN 1.3 Apply critical thinking skills.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.

KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.

KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.

KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

3. Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups, and populations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.

KRDN 3.2 Develop an educational session or program/educational strategy for a target population.

KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.

KRDN 3.5 Describe basic concepts of nutritional genomics.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Knowledge

Upon completion of the program, graduates are able to:

KRDN 4.1 Apply management theories to the development of programs or services.

KRDN 4.2 Evaluate a budget and interpret financial data.

KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

KRDN 4.4 Apply the principles of human resource management to different situations.

KRDN 4.5 Describe safety principles related to food, personnel, and consumers.

KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

5.2 A curriculum map must be developed that:

a. Identifies didactic courses and experiential learning experiences, if used, which occur in various settings or practice areas that students will complete to meet the required curriculum components and core knowledge and

b. Sequentially and logically organizes the progression of didactic courses from introductory to more advanced learning activities and builds on previous knowledge or experience to achieve the expected depth and breadth of knowledge by completion of the program.

5.3 The program's curriculum must provide learning activities to attain the breadth and depth of the required curriculum components and core knowledge. Syllabi for courses taught within the academic unit must include these learning activities with the associated KRDNs.

a. Learning activities must prepare students for professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal, and renal diseases.

b. Learning activities must prepare students to implement the Nutrition Care Process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females and older adults.

c. Learning activities must use a variety of educational approaches necessary for delivery of curriculum content, to meet learner needs and to facilitate learning objectives.

Standard 6: Student Learning Outcomes Assessment and Curriculum Improvement The program must continuously assess achievement of student learning outcomes (SLO). The program must have a written SLO assessment plan, use the plan to collect and analyze data, improve the program based on the findings and update the plan accordingly. The results of the SLO assessment must be used to evaluate and improve the curriculum to enhance the quality of education provided.

REQUIRED ELEMENTS:

- 6.1 An SLO assessment plan must be written, reviewed at least annually, updated as needed and include the following components:
 - a. Core knowledge statements.
 - b. Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core knowledge.
 - c. Didactic courses and/or experiential learning experiences in which assessment will occur.
 - d. Individuals responsible for ensuring that assessment occurs.
 - e. Timeline for collecting formative and summative assessment data. Programs are expected to assess at least one SLO from each domain annually. Within the accreditation cycle, all SLOs must be assessed at least once. SLOs that are not met must be assessed annually until resolved.
- 6.2 The program must document that data on achievement of learning outcomes are collected, summarized, and analyzed according to the program's SLO assessment plan.
- 6.3 Formal curriculum review must routinely occur and:
 - a. Use results of program evaluation and student learning assessment to determine strengths and areas for improvement.
 - b. Include input from students and other stakeholders as appropriate.
 - c. Include assessment of comparability of educational experiences and consistency of learning outcomes when different courses, delivery methods (such as distance education), pathways or tracks or supervised practice sites are used to accomplish the same educational objectives.
 - d. Result in actions to maintain or improve student learning.

Standard 7: Faculty and Preceptors The program must have a sufficient number of qualified faculty and practitioners, if used, to provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice. Program faculty, including the program director and practitioners providing experiential learning, if used, must show evidence of continued competency appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, research or other activities leading to professional growth and the advancement of their profession.

REQUIRED ELEMENTS:

- 7.1 The program must provide evidence that qualified, and appropriately credentialed faculty are sufficient to ensure implementation of the program's curriculum and the achievement of the program objectives and student learning outcomes.
- 7.2 The requirements for program faculty and practitioners, if used, must include:
 - a. Program faculty, including the program director, must meet the sponsoring organization's criteria for appointment and have sufficient education in a field related to the subject in which they teach or must meet the institution's policy for education and/or equivalent experience.

- b. Practitioners, if used, must be licensed, as appropriate to meet state and federal regulations, or credentialed, as needed, for the area in which they are supervising students.
- c. Program faculty, including the program director, and practitioners if used, must show evidence of continued competence appropriate to their teaching or experiential learning responsibilities through professional work, graduate education, continuing education, scholarship/research or other activities leading to professional growth in the advancement of their profession.
- d. The program must have a process for the periodic review, including input from students, of the effectiveness of faculty and practitioners, if used.

7.3 The orientation and training requirements for program faculty must include:

- a. New program faculty members, instructors, teaching assistants and practitioners, if used, must be provided orientation to the mission, goals, objectives and educational philosophy of the nutrition and dietetics program.
- b. Program faculty members, instructors, teaching assistants and practitioners, if used, must receive feedback, and training as needed, based on program evaluation and feedback from students.
- c. Program faculty members, instructors, teaching assistants and practitioners, if used, must receive training on the ACEND Standards and core knowledge requirements.

Standard 8: Supervised Practice/Experiential Learning Sites Experiential learning is not required in Nutrition and Dietetics Didactic Programs. However, if students are required by the program to complete experiential learning activities at facilities outside the sponsoring institution, the program must have policies and procedures to maintain written agreements with the institutions, organizations and/or agencies providing those experiential learning activities. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that sites are able to provide learning experiences compatible with the learning that students are expected to achieve.

REQUIRED ELEMENTS:

- 8.1 If students are required by the program to complete experiential learning activities at facilities outside the sponsoring institution:
 - a. The institution/organization must establish policies that outline the issuance and maintenance of written affiliation agreements and the selection criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of experiential learning sites.
 - b. Agreements must delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
 - c. Agreements must be signed by individuals with appropriate institutionally assigned authority in advance of placing students.
 - d. The institution/organization must clarify in its policies any situation where affiliation agreements are not required (such as a site being part of the program's organization)

Standard 9: Information to Prospective Students and the Public The program must provide clear, consistent, and accurate information about all program requirements to prospective students and the public at large.

REQUIRED ELEMENTS:

9.1 Program policies, procedures, practices, and materials related to student recruitment and admission must comply with state and federal laws and regulations.

9.2 All sources of information for prospective students and the public must provide current and consistent information and each information source must provide a reference to where complete program information can be found.

9.3 Information about the program must be readily available to prospective students and the public via a website and must include at least the following:

- a. Accreditation status, including the full name, address, phone number and website of ACEND must appear on the program's website homepage.
- b. Description of the program, including program's mission, goals, and objectives.
- c. A statement that program outcomes data are available upon request.
- d. Information about the requirements and process to become a registered dietitian nutritionist (RDN), including education, supervised practice, passage on the CDR credentialing exam and state certification/licensure, if applicable; and how the program fits into the process.
- e. Cost to student, such as estimated expenses for travel, housing, books, liability insurance, medical exams, drug testing, background checks, verification of student identity (such as for distance learning), uniforms and other program-specific costs, in addition to any institutional fees and tuition.
- f. Application and admission requirements for all pathways and tracks for which the program is accredited.
- g. Academic and program calendar or schedule.
- h. Graduation and program completion requirements for all pathways and tracks for which the program is accredited.
- i. Availability of financial aid and loan deferments (federal or private), scholarships, stipends, and other monetary support, if applicable.
- j. Computer matching information, if applicable.
- k. Guidance about distance education components, if applicable.
- l. If students are required to locate their own experiential learning sites and/or practitioners with whom to do experiential learning activities, requirements for this must be described

Standard 10: Policies and Procedures The program must have written policies and procedures that protect the rights of students and are consistent with current institutional practice.

REQUIRED ELEMENTS:

- 10.1 Programs are required to have policies and procedures for program operations including:
- a. Admission Requirements: Programs must establish criteria to determine student potential for success in the program.
 - b. Student Performance Monitoring: The program's system of monitoring student performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the student.
 - c. Student Retention: Students with a minimal chance of success in the program must be counseled into career paths that are appropriate to their ability.

10.2 The following policies and procedures specific to nutrition and dietetics programs must be provided to students, such as in a program handbook or on a program website. Programs offering pathways or tracks must document policies that differ between each pathway or track:

- a. Insurance requirements, including those for professional liability.
- b. Liability for safety in travel to or from assigned areas.
- c. Injury or illness while in a facility for experiential learning.
- d. Drug testing and criminal background checks, if required by the experiential learning sites.
- e. Requirement that students doing experiential learning, if required, must not be used to replace employees.
- f. When students are paid compensation as part of the program, policies must be in place to define the compensation practices.
- g. The process for filing and handling complaints about the program from students and practitioners providing experiential learning, if used, that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of student complaints for a period of seven years, including the resolution of complaints.
- h. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.
- i. If the program grants credit, experiential learning hours or direct assessment for students prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
- j. Formal assessment of student learning and regular reports of performance and progress.
- k. Program retention and remediation procedures; students must have access to remedial instruction such as tutorial support.
- l. Disciplinary/termination procedures.
- m. Graduation and/or program completion requirements for all pathways and tracks including maximum amount of time allowed for completing program requirements applicable at the time student enrolls.
- n. Verification statement requirements and procedures ensuring that all students completing requirements established by the program receive verification statements.
- o. Programs using distance instruction and/or online testing must employ strategies to verify the identity of a student.
- p. Withdrawal and refund of tuition and fees, if applicable.
- q. Program schedule, vacations, holidays, and leaves of absence.
- r. Protection of privacy of student information, including information used for identifying students in distance learning.
- s. Student access to their own student file.
- t. Access to student support services, including health services, counseling, and testing and financial aid resources.

Appendix C

PROGRAM COSTS

Program Tuition & Fees	Estimated Cost
Non-student & International degree transcript review	\$50.00
Tuition: <ul style="list-style-type: none"> • In-State • Out-of-State Full-time students are required to pay a health insurance premium of \$465.00 per semester as part of full-time fees. Premiums have not been included in the above fee estimates.	\$3,629/Semester \$3,629/Semester + \$396/Unit
Lab Coat Books and Supplies:	\$20-40 \$300.00-500.00/ Semester
Health Screen and Immunizations: see appendix	Varies
Professional Membership in The American Dietetic Association (optional) – includes CDA membership	\$58.00

Please see link for more details <https://future.sfsu.edu/tuition-aid>. Housing, transportation, and personal living expenses have not been included as these often vary considerably between individua

Appendix D

IMMUNIZATIONS

Hepatitis A (two doses required)	\$61/dose
Hepatitis B (three doses required)	\$70/dose
MMR (Mumps/Measles/Rubella) Vaccine	\$100
Meningococcal Vaccine	\$172
Tetanus-diphtheria Vaccine	\$30
Tetanus-diphtheria Pertussis (Tdap) Vaccine	\$30
Varicella (Chicken Pox) Vaccine (two doses required)	\$159/dose
Flu Vaccine	\$10
HPV (Gardasil) (three visits)	\$248/dose
TB skin test (PPD) (two visits required)	\$30

SF State Student Health Services

Address:

1600 Holloway Avenue
San Francisco, CA 94132-4200

Phone: (415) 338-1251

TDD: (415) 338-2564 **Fax:** (415) 338-2278

Immunization Clinic Hours

Contact clinic for details.

Outside referrals for immunization clinics are available in PDF format. For a list of the immunizations offered and program costs, please see below.

From: <http://health.sfsu.edu/content/financial-information#Vaccination-Charge>

Appendix E



Code of Ethics for the Nutrition and Dietetics Profession



Effective Date:
June 1, 2018

Preamble:

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/client
- 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.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups, and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).