



DIDACTIC PROGRAM IN DIETETICS

STUDENT HANDBOOK

Updated Fall 2014

**DEPARTMENT OF
CONSUMER & FAMILY STUDIES/DIETETICS**

SAN FRANCISCO STATE UNIVERSITY

Fall 2014

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 *SFSU Bulletin* for university policies and procedures, available at www.sfsu.edu.

Sarah Josef, MA, RD
Director
Didactic Program in Dietetics
sjosef@sfsu.edu

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THE SFSU DPD PROGRAM

Background of the Didactic Program in Dietetics/B.S. in 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, 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 SFSU 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 2012 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 2012 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 SFSU meets the ACEND 2012 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 2000
Chicago, IL 60606-6995
(312) 899-0040 ext. 5400

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. Graduates of the program will be prepared to work with a culturally diverse population and to serve the present and future nutrition needs of individuals, families, consumers and the institutions, industries, and businesses serving them.

DPD Goals & Outcome Measures

1. To provide a quality academic program for students by preparing graduates for entry-level dietetics employment.

- 1.1 Over a five-year period, at least 60% of DPD graduates will apply to supervised practice programs in the academic year they complete the program.
- 1.2 Over a five-year period, at least 50% of those graduates applying to supervised practice programs the academic year they complete the program will be accepted.
- 1.3 Over a five-year period, at least 50% of all graduates applying to supervised practice programs within five years of completing the DPD program will be accepted.
- 1.4 Over a five-year period, the pass rate for DPD graduates taking the Registration Examination for the first time will be at least 80%.
- 1.5 Over a five-year period, at least 80% of DPD graduates surveyed will have entered a supervised practice program and/or obtained employment related to their major.
- 1.6 Over a five-year period, at least 80% of DPD graduates surveyed will indicate satisfactory knowledge of the ACEND student learning outcomes of the Foundation Knowledge Requirements.
- 1.7 Over a five-year period, at least 80% of employers surveyed will indicate they are satisfied/very satisfied regarding graduates' skills related to job functions.

2. To provide advising and orientation to diverse transfer, new and current students to increase retention and graduation rates by assisting students in the transition to San Francisco State University and the Dietetics program.

- 2.1 Over a three-year period, a minimum of 80% of students enrolled in the professional courses in the 3rd year of the DPD will complete the program/degree requirements within 150% of the time planned for completion.
- 2.2 Over a nine-month academic year, at least 90% of DPD students will meet with an advisor or the Program Director for advising.

- 2.3 Over a five-year period, at least 80% of DPD graduates surveyed will indicate satisfactory scores with respect to “the quality of advising about course work in your major.”
- 2.4 Over a five-year period, at least 80% of DPD graduates surveyed will indicate satisfactory or better scores with respect to “the encouragement, motivation, and support provided by the faculty.”

3. To provide opportunities for interface between university faculty, the campus and surrounding community and dietetics students.

- 3.1 Over the nine-month academic year, 75% of students will have nutrition-related work or volunteer experiences in the local communities or on campus.
- 3.2 Over a five-year period, at least 80% of DPD graduates surveyed will indicate satisfactory or better scores with respect to “opportunities to participate in extracurricular activities within the department.”

DIETETICS PROGRAM OF STUDY

Dietetics majors 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 corequisites. See Appendix A for the *B.S. in Dietetics Profile Sheet* that identifies major requirements.

The B.S. in Dietetics is a 120-unit degree with three components consisting of General Education Perquisites, 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 DPD 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 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 DFM 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 – One course is chosen from a pre-approved list of electives that 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/sfstatebulletin/programs/hss/consume>

Also see Appendix A for the current list of program courses in the *B.S. in Dietetics Profile Sheet*. This sheet is used for current student advising and graduation planning.

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 B.S. degree from SFSU 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.

To become a Registered Dietitian (R.D.) one must a) complete a Bachelor's degree and a DPD program, b) complete a Dietetic Internship, and c) pass the R.D. exam.

DIETETICS STUDENT ADVISING

New Student Advising

The DPD Director conducts new and prospective student informational meetings each fall and spring semester. The CFS/D Department Chair conducts orientation for all new CFS/D majors the first week of the Fall semester; break out session for individual programs follows to provide information specific to each discipline. 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 applied for and been accepted into the dietetics program, then declared his/her major as Dietetics, he or she will be assigned a dietetics faculty advisor for approval and evaluation of courses transferred from other institutions. For approval of courses, students must present official transcripts and course descriptions taken at other institutions. Once approval is given, it is recorded in the student's departmental advising file and signed by the designated Dietetics faculty member providing approval. All courses in the Dietetics major are to be approved by a designated Dietetics faculty member or the DPD Program Director.

A Dietetics Curriculum checklist is placed in each student's advising file and needs to be kept up-to-date by the student and their advisor until graduation. The file containing student data and the checklist of course completion/transfer approvals should be initiated no later than the second semester of attendance. This file must be completed no later than the semester prior to application for a Dietetic Internship or graduation. Failure to do so may delay completion of the program and/or graduation. Students are to update their advising file each semester by meeting with their advisor and reviewing transcripts for satisfactory completion of required courses.

Evidence of prerequisite completion for the senior professional courses is required for verification of enrollment in these courses. The signed advising file checklist and/or an unofficial transcript, indicating completion of courses at SFSU with appropriate grades, 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 will result in a student being dropped from a class on the first day of classes.

Faculty office hours are posted on the bulletin boards outside their offices. In addition, faculty have voice mail and email where messages can be communicated. Most faculty prefer contact through office hours or email.

STEPS TO BECOMING A REGISTERED DIETITIAN (R.D.)

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

1. Complete a Baccalaureate degree program in which the academic requirements for the Didactic Program in Dietetics (DPD) are met;
2. Acquire supervised dietetic practice experience by successfully completing an accredited Dietetic Internship (DI);
3. Pass the Registration Examination for Dietitians.

SFSU POLICIES AND 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 a \$55 nonrefundable application fee. The application fee may not be transferred or used to apply to another term. The applications of persons 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.

DPD SUPPLEMENTAL APPLICATION PROCEDURES

The Dietetic Program is an impacted major. Students are only accepted for the Fall semester and must complete a Supplemental Application and submit it directly to the Dietetics Program.

Only upper division and transfers students may apply and must have completed 60 units by the end of the Spring semester.

Changes of Major

Students desiring to change their major to Dietetics must apply in January by the deadline of January 9, 2015 for admittance in Fall. Students must have a minimum GPA requirement of 2.5 for all changes of major. The application is available on the CFS/D website: http://cfsd.sfsu.edu/sites/sites7.sfsu.edu.cfsd/files/DPD-application2015_0.pdf.

All prerequisites must be completed and/or in process during the Spring semester for admission into the program. This includes Psychology, Microbiology plus lab, Statistics, General Chemistry and College-level Nutrition for Science Majors.

Second Bachelor's Students

Currently SFSU is not accepting 2nd bachelor's students due to budget cuts. As a result, they must apply directly to the Dietetics Program using a supplemental application available on the department website. The application for Fall 2015 is due October 15, 2014 to the Dietetics Program. 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 2.5 GPA requirement.

Second Bachelor's students do not have to complete an entire second degree; only the 70 units of the DPD Program 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 "CFS/D" for \$50.00 and mailed to the DPD Director c/o CFS/D, 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 on "Obtaining Dietetics Credentials with a Foreign Degree" found here: <http://www.eatright.org/ACEND/content.aspx?id=7979>

Official transcripts, course descriptions, and a check made payable to "CFS/D" for \$50.00 and mailed to the DPD Director c/o CFS/D, 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.

The Dietetics Program at San Francisco State University accepts applications for admission for the fall semester only.

Application Filing Periods

Application periods for San Francisco State University may change. For the most current information, see the Prospective Students page at <http://www.sfsu.edu/prospect/>. Students must meet all of the university admission requirements. A minimum GPA requirement of 2.5 is required to apply for and be accepted into the dietetics program.

Term of Admittance Fall Semester 2015
Applications First Accepted October 1, 2014

Initial Filing Period October 1 – November 30, 2014

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

SFSU 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, he/she 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 from a CSU campus Testing Office: <http://www.sfsu.edu/~testing/>. 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 full-time 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

The California State University requires that each entering undergraduate, except those who qualify for an exemption, take the CSU English Placement Test (EPT) prior to enrollment. This placement test is not a condition for admission to the CSU, but a condition of enrollment. The examination is designed to identify entering students who may need additional support in acquiring college entry-level English skills necessary to succeed in CSU baccalaureate-level courses. Undergraduate students who do not demonstrate college-level skills in English will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in remedial programs must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms. (For more information, [English Placement Test \[EPT\]: <http://www.sfsu.edu/~testing/tests/elmept/index.htm>](http://www.sfsu.edu/~testing/tests/elmept/index.htm).)

Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Testing Center, HSS 206, 415-338-2271, or at the Testing Center web site: www.sfsu.edu/~testing.

First-time Freshman Applicants

Freshman applicants will not be admitted into the Dietetics major. You must apply in your sophomore year to enter the program during your junior year. 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. The Eligibility Index Tables illustrate several combinations of required test scores and averages, found here: http://www.sfsu.edu/~bulletin/current/eligindx_CA.htm.

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 his or her 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. (See [Systemwide Placement Test Requirements on the undergraduate admissions site: http://www.sfsu.edu/bulletin/ugadmit.htm](http://www.sfsu.edu/bulletin/ugadmit.htm).)

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 he/she meets all of 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://www.sfsu.edu/%7Ebulletin/current/internat.htm>

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 on the basis of 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 he/she has 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://www.sfsu.edu/~bulletin/current/genpol.htm>.

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://www.sfsu.edu/~bursar/student/fees/fee_schedule.html

<http://www.sfsu.edu/~finaid/>

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 www.sfsu.edu/~admisrec/reg/ferpa.html 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 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 SFSU ID on the check if it is not referenced. See the SFSU ID Policy on the web at www.sfsu.edu/~reg. Students who have forgotten or do not know their SFSU ID can look on the web at www.sfsu.edu/student.

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 www.sfsu.edu/~reg 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://www.sfsu.edu/~admisrec/reg/regsched.html>

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, he/she 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 4th 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, he/she 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 his/her 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 SFSU) 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:

<i>Class Level</i>	<i>Units Completed</i>
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.

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.

SFSU 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 SFSU 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 SFSU 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 SFSU 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 SFSU 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 SFSU 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 he/she has 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 him/her 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://www.sfsu.edu/bulletin/readmit.htm>.

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 Additional Regulations and Procedures section of the *Bulletin* (<http://www.sfsu.edu/%7Ebulletin/current/supp-reg.htm>). Disabled students should consult the Disability Programs and Resource Center for disability-related grievance procedures.

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. An appointment must be made with your advisor to review the application before it's approved. Please adhere to all graduation application deadlines. The Departmental deadline is typically one week before the university graduation application deadline. 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 Dietetics from the Consumer & Family Studies/Dietetics 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 Commission on Accreditation of Dietetic Education (CADE) of The Academy of Nutrition and Dietetics. Copies of the Verification Statement, with original colored-ink signatures from the Program Director, will be sent to all graduates after review of final, official transcripts. A copy of the Verification Statement, with an original signature from the Program Director, is also kept in the student's advising file.

To assist the Program Director in collecting final transcripts, a *Contact Information for Verification Statements* request form will be given to graduating students during the final month of school. Five Verification Statements will be mailed to each student once the final transcripts are available. This usually occurs 1-2 months after the graduation date.

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. A Declaration of Intent form will be provided 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 program 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 students, 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 his/her associates and commits him/herself 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 his/her intellectual and professional growth.
5. Each student should strive to uphold the dignity and respect of his/her chosen professional by his/her 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 his/her ability to function with adequate reason and judgment.
7. Each student should conduct his/her 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 him/herself in an unbiased manner by rising above prejudices in regards to 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, his/her academic institution or his/her 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 CFS/D 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 his or her 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 his or her own. 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.

CODE OF PROFESSIONAL PRACTICE FOR MEMBERS OF THE ACADEMY OF NUTRITION AND DIETETICS

The profession of dietetics is dedicated to improvement of the nutrition of human beings, advancement of the science of foods, nutrition, and dietetics, and promotion of education in these and allied areas. The dietitian's responsibility for nutritional care is unique among professions because the dietitian is the only professional person who concentrates on the application of concepts of nutrition and management of food systems in every day healthcare of individuals and groups.

Responsibility to Society

The dietitian, with commitment to excellence in the nutritional care of individuals and groups, shares responsibility with associated professionals in meeting the health needs of the public.

The dietitian, with specialized knowledge in foods and management and their implications for health, participates in the protection of the public in sanitation and safety, food quality and economics. The dietitian, with specialized knowledge in clinical and community dietetics, participates in the interest of the public against fraud, misinformation, health hazards, and unethical practices.

Responsibility to the Profession

The dietitian identifies and accepts those responsibilities requiring professional competence and delegates other functions to those qualified to perform them.

The dietitian participates in establishing and maintaining conditions of employment conducive to high quality nutritional care.

The dietitian recognizes that continuing education is an essential element of the development of personal competence and reliable professional performance.

The dietitian avoids conduct which may lower esteem of the profession.

For more information: <http://www.eatright.org/codeofethics/>

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 his/her 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 is/her 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 she/he 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 Vista Room and 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 his/her own coat. If a student forgets his/her coat, s/he 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. Moustaches 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.
- **Finger nails/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 at anytime, 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.

The following applies to the Vista Room only:

- **Time-punch machine:** Students are to use the kitchen computer verify the days and times that they participate in the Vista Room lab. Clock-in at the beginning of your shift and clock-out at the end of your shift. Only clock-in for yourself, not anyone else – this is considered forgery and is illegal. At school, this is equivalent to signing someone else’s name on the attendance sheet—also forbidden. Do NOT clock-in unless you are prepared to start your shift, including a complete and clean uniformed appearance..
- **Name Tags:** Name tags, provided by the Vista Room, will be assigned to students at the beginning of the semester and are to be returned in good condition at the end of the semester.
- Students are to wear name tags while working in the Kitchen on the left upper chest above the pocket of their coat. Replacement name tags can be purchased for \$5 each.
- **Eating/Drinking:** Eating or drinking in a food preparation area is a major violation of the health code. Do not eat OR drink anything unless given permission by your instructor or Vista Room staff. If given permission, only drink and/or consume food in the VR Kitchen Office, away from any food preparation areas.
- **VR Kitchen Office:** Only VR staff is allowed in the Office. Students are only allowed to be in the Office to clock-in at the computer, or to consume food or beverages. Please do not use the computer or go into the cabinets. Lockers will be provided as necessary to store your personal belongings (see below).
- **Teamwork:** Just as in any foodservice operation, TEAMWORK is vital to a successful business. In the VR, your lab group is your team and you should work together as such. Points will be added or deducted depending on your participation in your teams lab.
- **Lockers:** Lockers are available for a \$15 fee for a semester. Personal belongings should be stored in your locker and not be brought to the VR Kitchen. SFSU, the faculty, and staff are not responsible for lost or missing belongings.

STUDENT DIETETIC ASSOCIATION (SDA)

The SDA organization is a recognized student organization at SFSU. SDA 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 SDA officer serves as the liaison between the two groups. Please visit the SDA website (<http://userwww.sfsu.edu/~sda/>) or on Facebook <https://www.facebook.com/sfsu.sda> for more information.

APPLICATION TO DIETETIC INTERNSHIPS

Preparing for the 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 Dietetic Association, can assist a student in gaining leadership experience.

The SDA, 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 <http://www.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:
<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8473>

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. Unofficial transcript copies
4. List of classes you've taken with the faculty member: semester & year, grade you received, titles of projects, etc.
5. List of internships you are applying to and/or Master's degree programs
6. Photo
7. Program application deadline dates (MS program application)

All letters for the spring application deadline will be provided during the spring semester first week of classes.

PROGRAM FACULTY

<p>Dr. Nancy Rabolt, PhD <i>Department Chair, Professor</i> <i>Consumer & Family Studies/Dietetics</i></p> <p>Office: Burk Hall 329 (415) 338-2060 nrabolt@sfsu.edu</p>	<p>Sarah Josef, MA, RD <i>Director of Didactic Program in Dietetics</i></p> <p>Office: Burk Hall 301 (415) 338-6988 sjosef@sfsu.edu</p>
<p>Dr. Gretchen George, PhD, RD <i>Assistant Professor</i></p> <p>Office: Burk Hall 302 (415) 338-3421 glgeorge@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>Scott Cahn, MA, RD <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 scotthere@comcast.net</p>	<p>Julie Matel, MS, RD <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 jmatel@pch.org</p>
<p>Alicia Connor, RD <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 aconnor@sfsu.edu</p>	<p>Kathrin Spoeck, MA, RD <i>Lecturer</i></p> <p>Office: Burk Hall 308 (415) 338-2192 kspoeck@sfsu.edu</p>
<p>Christine Batten, RD <i>Lecturer</i></p> <p>Office: Burk Hall 306 (415) 338-2458 cbatten@sfsu.edu</p>	<p>Maryann Smitt, RD <i>Lecturer</i></p> <p>Office: Burk Hall 306 (415) 338-2458 msmitt@sfsu.edu</p>

CONSUMER & FAMILY STUDIES/DIETETICS DEPT
San Francisco State University
329 Burk Hall, 1600 Holloway Ave.
San Francisco, CA 94132-4161
415.338.1219 <http://cfsd.sfsu.edu>

All students are required to establish a file in the Department office (BH 329) which should include:
 a) Advanced Standing Evaluation; b) DARS;
 c) Program of Study; d) Checklist; e) Advising Plan; f) **Past and up-to-date transcripts** See the Office Coordinator in BH 329.

B.S. IN DIETETICS **(70 Units)**

The B.S. in Dietetics is an accredited Didactic Program in Dietetics (DPD) in accordance with Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards. The SFSU DPD is currently granted continuing accreditation by ACEND. The program prepares students for careers in clinical dietetics, foodservice systems management, and nutrition education positions in hospitals, industry, or government agencies. Most positions require Registered Dietitian (R.D.) status.

Dietetics majors should consult the DPD director/advisor for planning and evaluation of courses transferred from other institutions and to prepare a plan for graduation outlining course sequence. Students should consult the course description in the current SFSU Bulletin for prerequisites and corequisites.

All Foundation, Professional and Elective Requirements courses must be completed with a letter grade and a 2.0 grade point average with no grade below a C- unless otherwise noted. The GVAR class (DFM 353) must be passed with minimum C grade. 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 or to qualify to sit for the Dietetic Technician, Registered (D.T.R.) examination.

*Note: To become a Registered Dietitian (R.D.) one must: 1) complete the B.S. in Dietetics, 2) complete a Dietetic Internship, 3) pass the R.D. exam. To become a Dietetic Technician, Registered (D.T.R.) one must: 1) complete the B.S. in Dietetics, 2) complete the D.T.R. eligibility application, 3) pass the D.T.R. exam.

Semester
 Units

18 A. **PREREQUISITES**

BIOL 210/211	General Microbiology and Public Health and Laboratory (4)
CHEM 115	General Chemistry I (5) F, S (prereq: 550+on ELM test or C in MATH 70; and CHEM placement exam)
DFM 253	Nutrition in Health and Disease (at least a B- required) (3) F (prereq: 1 semester chemistry or physiology)
MATH 124	Elementary Statistics (3) (prereq: satisfactory completion of ELM requirement)
PSY 200	General Psychology (3)

49 B. **PROFESSIONAL REQUIREMENTS**

BIOL 212/213	Principles of Human Physiology with Laboratory (4) F, S (prereq: C- or better in CHEM 101 or CHEM 115)
BIOL 220	Principles of Human Anatomy (3) F, S (prereq: BIOL 210/211)
CFS 453	Nutrition in the Life Cycle (3) S (prereq: DFM 253)
CHEM 130	General Organic Chemistry (3) F, S (prereq: C or better in CHEM 115)
CHEM 349	General Biochemistry (3) F, S (prereq: C or better in CHEM 115 and CHEM 130)
DFM 350	Advanced Nutrition I (3) F (prereq: C or better in BIOL 212/213, CHEM 349, MATH 124)
GE: UD-B DFM 352	Foods, Production & Service (3) F, S (prereq: ENG 214 or equivalent)
DFM 353GW	Foodservice Systems Mgmt (3) F, S (GVAR) (prereq: C or better in DFM 253, ENG 214)
DFM 357	Experimental Food Study (3) F (prereq: C or better in MATH 124, CHEM 130, DFM 352)
DFM 450	Advanced Nutrition II (3) S (prereq: C or better in BIOL 212/213, CHEM 349, DFM 350, MATH 124)
DFM 451	Nutritional Assessment in the Community (3) S (prereq: DFM 350)
DFM 458	Management of Quantity Food Purchasing & Production (3) F, S (prereq: C or better in DFM 352)
DFM 484	Medical Nutrition Therapy I (3) F (prereq: C or better in DFM 253, CHEM 349, BIOL 212/213)
DFM 485	Medical Nutrition Therapy II (3) S (prereq: DFM 350, DFM 484)
DFM 655	Nutrition Education and Communication (3) F (prereq: DFM 353GVAR)
HTM 560	Hospitality Human Resource Management (3) F, S (prereq: upper division standing)

3 D. **ELECTIVE**

One course to be chosen from the following list on page 2.

70 Total

F=Fall,S=Spring

RECOMMENDED ELECTIVES (3)

ACCT	100	Principles of Financial Accounting (3) (prereq: passing ELM test)
BIOL	326	Disease! (3) (prereq: BIOL 100 or equivalent or consent of instructor)
CFS	356	Foods and World Culture (3) (prereq: upper division standing)
CFS	426	Family Crises: Drug Dependency and Eating Disorders (3) (prereq: upper division standing)
GE: UD-D CFS	543	Sustainability in the Textile, Housing, and Food Industries (3) (prereq: upper division standing)
GEOG	427	Agriculture and Food Supply (4) (prereq: upper division standing or consent of instructor)
HED	310	Health in Society (3) (prereq: upper division standing or consent of instructor)
HED	410	Organization & Function of Health Services (3) (prereq: upper division standing or consent of instructor)
HED	420	Epidemiology (3) (prereq: upper division standing or consent of instructor)
HTM	557	Restaurant & Catering Management (3) (prereq: DFM 352)
KIN	355	Science Sport and Fitness (3) (prereq: ENG 214 and two additional courses of the GE lower division; BIOL 100 or equivalent; upper division standing or consent of instructor)
NURS	500	Death and Dying in Contemporary Society (3) (prereq: upper division standing or consent of instructor)

COURSE SEQUENCE

FIRST YEAR

SECOND YEAR

Fall	units	Spring	units	Fall	units	Spring	units
MATH 124	3	BIOL 210/211	4	CHEM 115	5	CHEM 130	3
		PSY 200	3	DFM 253	3	Elective	3
Total credits	3		7		8		6

THIRD YEAR

FOURTH YEAR

Fall	units	Spring	units	Fall	units	Spring	units
BIOL 220	3	BIOL 212/213	4	DFM 350	3	DFM 450	3
CHEM 349	3	CFS 453	3	DFM 357	3	DFM 451	3
DFM 352	3	DFM 458	3	DFM 484	3	DFM 485	3
DFM 353	3			DFM 655	3	HTM 560	3
Total credits	12		10		12		12

Some classes are ONLY offered one semester per year and some classes require prerequisites. Please see your advisor every semester to review your graduation plan. These courses include only Dietetics major requirements. Students are responsible for being aware of all graduation requirements and deadlines; consult the *SFSU Bulletin*.

CAREER OPPORTUNITIES

As a Registered Dietitian (R.D.)	With B.S. Degree without R.D.
A. Hospital Dietitian 1. Inpatient/Outpatient Care 2. Management	A. Hospital Work – Dietary 1. Dietetic Technician (DTR)/ Diet Clerk 2. Foodservice Manager
B. Industry – Food Company 1. Research & Development 2. Public Relations & Sales	B. Industry – Food Company 1. Research & Development 2. Public Relations & Sales
C. Foodservice Systems Management 1. Restaurant/Hotel Management 2. Industrial Foodservice & Catering 3. School/Senior Lunch 4. College/University Foodservice & Catering 5. Community Programs	C. Foodservice Systems Management 1. Restaurant/Hotel Management 2. Industrial Feeding & Catering 3. School/Senior Lunch 4. College/University Feeding & Catering 5. Community Programs
D. Public Health/Community 1. Clinics 2. Cooperative Nutrition Education, 4H Programs 3. Food Assistance Programs; WIC, Food Stamps, Food Banks 4. Childcare & Senior Programs	D. Public Health/Community 1. Clinics 2. Cooperative Nutrition Education, 4H Programs 3. Food Assistance Programs; WIC, Food Stamps, Food Banks 4. Childcare & Senior Programs
E. Government 1. Nutrition Education in Schools 2. Military 3. Correctional Facilities	E. Government 1. Nutrition Education in Schools 2. Military 3. Correctional Facilities
F. Publications 1. Public – newspapers & magazines 2. Food Manufacturers, Business & Industry 3. Associations & Societies	F. Publications 4. Public – newspapers & magazines 5. Food Manufacturers, Business & Industry 6. Associations & Societies
G. Private Practice/Consultation 1. Private Practice counseling 2. Skilled nursing, developmental centers, group homes	G. Miscellaneous 1. Health Clubs/athletic training 2. Dietetic Technician, Registered (DTR) – after completion of internship 3. Certified Dietary Manager (CDM) – after passing exam

*Salary potential and opportunities are greater with the R.D.

**ACEND Accreditation Standards for
Dietitian Education Programs**
Effective as of June 1, 2012

From: <http://www.eatright.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=6442468849&ibID=6442468831>

Core Knowledge & Competencies for the RD

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

Knowledge

KRD 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice. (Tip: Examples of evidence-based guidelines and protocols include the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.)

Competencies

Upon completion of the program, graduates are able to:

- CRD 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)
- CRD 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
- CRD 1.3** Justify programs, products, services and care using appropriate evidence or data
- CRD 1.4** Evaluate emerging research for application in dietetics practice
- CRD 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis

Tip Research Knowledge/Competency Requirements

Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may

include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

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

Knowledge

- KRD 2.1** The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice. (Tip: *Students must be able to demonstrate effective and professional oral and written communication and documentation.*)
- KRD 2.2** The curriculum must provide principles and techniques of effective counseling methods. (Tip: *Students must be able to demonstrate counseling techniques to facilitate behavior change.*)
- KRD 2.3** The curriculum must include opportunities to understand governance of dietetics practice, such as the Scope of Dietetics Practice and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.

Competencies

- CRD 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
- CRD 2.2** Demonstrate professional writing skills in preparing professional communications (Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures)
- CRD 2.3** Design, implement and evaluate presentations to a target audience (Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)
- CRD 2.4** Use effective education and counseling skills to facilitate behavior change
- CRD 2.5** Demonstrate active participation, teamwork and contributions in group settings
- CRD 2.6** Assign patient care activities to DTRs and/or support personnel as appropriate. (Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)
- CRD 2.7** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- CRD 2.8** Apply leadership skills to achieve desired outcomes
- CRD 2.9** Participate in professional and community organizations (see tip, below)
- CRD 2.10** Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Tip: Other health professional include physicians, nurses, pharmacists, etc.)
- CRD 2.11** Demonstrate professional attributes within various organizational cultures (Tip: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time

- management, work prioritization and work ethic.)
- CRD 2.12** Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
- CRD 2.13** Demonstrate negotiation skills (Tip: Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.)

Tip Professional & Community Organizations (CRD 2.9)

- Community-based supervised practice experiences need not take place in a dietetics-related organization. Experiences may occur in local community organizations such as United Way, food banks such as Second Harvest, or even faith-based organizations such as the Salvation Army. Experiences can also occur at sister units of the program within the parent organization such as an outpatient clinic or a campus fitness center.
- Professional and community organizations provide many opportunities for students to develop leadership skills. They do not have to hold an elected position to demonstrate leadership. For example, the program can create community-based projects where a group of students is asked to serve under the leadership of another student. After a task or set of tasks is successfully accomplished, another student may be selected to lead the group in accomplishing different tasks, until eventually; all students get to take a leadership role.

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

Knowledge

- KRD 3.1** The curriculum must reflect the principles of Medical Nutrition Therapy and the practice of the nutrition care process, including principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation. (Tip: Students must be able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions.)
- KRD 3.2** The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention. (Tip: Students must be able to develop interventions to affect change and enhance wellness in diverse individuals and groups.)
- KRD 3.3** The curriculum must include education and behavior change theories and techniques. (Tip: Students must be able to develop an educational session or program/educational strategy for a target population.)

Competencies

Upon completion of the program, graduates are able to:

- CRD 3.1** Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
- a. Assess the nutritional status of individuals, groups and populations in a

- variety of settings where nutrition care is or can be delivered
- b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
- d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats. (Tip: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management (Tip: Students/interns should consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.)

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services. (Tip: Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)

CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

KRD 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KRD 4.2 The curriculum must include content related to quality management of food and nutrition services.

KRD 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice. (Tip: Students must be able to explain the impact of a public policy position on dietetics practice.)

KRD 4.4 The curriculum must include content related to health care systems. (Tip: Students must be able to explain the impact of health care policy and different health care delivery systems on food and nutrition services.)

KRD 4.5 The curriculum must include content related to coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

Competencies

Upon completion of the program, graduates are able to:

- CRD 4.1** Participate in management of human resources
- CRD 4.2** Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- CRD 4.3** Participate in public policy activities, including both legislative and regulatory initiatives
- CRD 4.4** Conduct clinical and customer service quality management activities
- CRD 4.5** Use current informatics technology to develop, store, retrieve and disseminate information and data
- CRD 4.6** Analyze quality, financial or productivity data and develop a plan for intervention
- CRD 4.7** Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
- CRD 4.8** Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRD 4.9** Analyze financial data to assess utilization of resources
- CRD 4.10** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
- CRD 4.11** Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

Tip Comments to Meet Competencies on Sustainability (CRD 4.7)

Students/interns are encouraged to promote environmentally-friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value of sustainability.

5. Support Knowledge: knowledge underlying the requirements specified above.

- KRD 5.1** The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.
- KRD 5.2** The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism and nutrition across the lifespan.
- KRD 5.3** The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.

PROGRAM COSTS

The following is an estimation of program costs to the individual student. Please note second bachelors students fall into another fee bracket, please see all current SFSU fees are outlined here: <http://www.sfsu.edu/~bulletin/current/fee.htm>

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.	\$3,225/Semester \$3,225/Semester + \$374/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	\$49.00

The figures quoted above are estimates of actual program expenses as of spring 2014. Actual costs may be more or less than estimates. Housing, transportation and personal living expenses have not been included as these often vary considerably between individuals.

IMMUNIZATIONS

SFSU 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

Wednesdays 10:00 am - 1:00 pm & Fridays 8:30 am - 11:15 am

Outside referrals for immunization clinics are available in PDF format.

For a list of the immunizations offered and prices please see below:

IMMUNIZATIONS	
Hepatitis A (two doses required)	\$54/dose
Hepatitis B (three doses required)	\$62/dose
MMR (Mumps/Measles/Rubella) Vaccine	\$84
Meningococcal Vaccine	\$120
Tetanus-diphtheria Vaccine	\$44
Tetanus-diphtheria Pertussis (Tdap) Vaccine	\$58
Varicella (Chicken Pox) Vaccine (two doses required)	\$130/dose
Flu Vaccine	\$20
HPV (Gardasil) (three visits)	\$173/dose
Shingles Live Vaccine	\$202
OTHER	
TB skin test (PPD) (two visits required)	\$58

From: <http://health.sfsu.edu/Immunizations.html>

**Academy of Nutrition and Dietetics
Code of Ethics**

The 2009 Code of Ethics was published in the August 2009 *Journal of the American Dietetic Association*, now *Journal of the Academy of Nutrition and Dietetics*, (pages 1461-1467). The 2009 Code is in effect as of January 1, 2010

(Please note the American Dietetic Association is now the Academy of Nutrition and Dietetics.)

From: <http://www.eatright.org/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=7994>

PREAMBLE

The Academy of Nutrition and Dietetics (AND) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION

The Code of Ethics applies to the following practitioners:

- a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
- c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
 - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
 - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
 - a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
 - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
 - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.

- a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence- based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
- a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by
 - b. CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
 - c. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional

judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

- a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
- b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDRcredentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR. The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee's agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee's preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter. The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing. When a person has been finally adjudged or has admitted to committing a

misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. *Hearings*

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions. Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night's hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

- 1) the respondent is acquitted;
- 2) educational opportunities are pursued;

3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or

4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent's Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent's response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee's action to release the response to the complainant.

- A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent's response may be made available to the complainant.
- B. Any request to review the respondent's response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.
- C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.
- D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.
- E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.
- F. Any comments, concerns, or issues with the respondent's response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant's comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.
- G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial

programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified time with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension of Registration: Temporary loss of credential and all benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges. Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification requirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the

letter advising the respondent/appellant of the Ethics Committee's decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee. The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants

- a. All appeals hearings will be held in Chicago, IL.
- b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
- c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
- d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing

The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure. The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent appeals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee. In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping

- A. Records will be kept for a period of time after the disposition of the case in accordance with ADA's record retention policy.
- B. Information will be provided only upon written request and affirmative response from ADA's legal counsel.

12. Confidentiality Procedures

The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:

- A. The need for confidentiality will be stressed in initial communications with all parties.
- B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
- C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
- D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
- E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
- F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
- G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were

mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.

- H. The transcript will be available if there is an appeal of the Ethics Committee's decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.