

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
COLLEGE OF HEALTH AND HUMAN DEVELOPMENT
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES**

DIDACTIC PROGRAM IN DIETETICS (DPD)

STUDENT HANDBOOK

This handbook has been prepared by the Department of Family and Consumer Sciences for use by students enrolled in the Didactic Program in Dietetics (DPD). Its objective is to readily provide information frequently needed by students about the California State University, Northridge DPD. This Student Handbook is not designed to be used in place of, but rather in conjunction with the California State University, Northridge Comprehensive Catalog and Student Handbook.

DISCLAIMER

The guidelines and policies presented in this handbook are intended for information only and do not constitute a contract, expressed or implied, between any student and faculty member in California State University, Northridge. California State University, Northridge reserves the right to withdraw courses at any time, change fees, curricula, and any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective students and to the students already enrolled.

California State University, Northridge is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended. Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the Office of the Vice President for Administration and Counsel.

Didactic Program in Dietetics (DPD) Student Handbook

Introduction to the Program

The Didactic Program of Dietetics (DPD) is the set of coursework in the Nutrition and Dietetics Option of the Bachelor of Science (B.S.) in Nutrition, Dietetics and Food Science that fulfills the academic requirements for a student to become a Registered Dietitian Nutritionist (RDN). The DPD at CSUN is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600. All students who meet the program requirements receive a Verification Statement. This verifies that they have successfully completed the DPD. If a student is considering this major or has recently declared this as her/his major, she/he needs to start with attending a DPD orientation, which is planned and presented by the DPD Director.

Program Mission

The mission of the DPD program at CSUN is to prepare competent nutrition and dietetic students for acceptance into an accredited dietetic internship program and for entry-level positions in clinical, food service, or community nutrition and research. The DPD program is also to prepare dedicated nutrition and dietetic students who demonstrate life-long learning and have the ability to effectively communicate, analyze, problem-solve, collaborate, and also have an understanding and appreciation of a diverse and multicultural society. The Didactic Program in Dietetics (DPD) here at CSUN is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Program Goals and Objectives

DPD Program Goal 1: Prepare graduates to become competent dietetic students for acceptance into an accredited dietetic internship program and for entry level RDNs who can practice clinical, food service or community nutrition and research.

Program Objectives for Goal 1:

1. RD Pass Rate: Over a five-year period, 80% of the program graduates will pass the RD exam on the first attempt.
2. DPD Student Satisfaction: Over a five-year period 80% of the DPD graduates will report “satisfactory” ratings or higher regarding their perceived ability to perform successfully in a supervised practice, entry-level nutrition-related position, graduate program, or a pre-professional program with the DPD program at CSUN.
3. Program Completion: 90% of students admitted to the program will complete the DPD coursework within 3 years after acceptance which is 150% of the program length.
4. Applying for Dietetic Internship (DI), Coordinated Program (CP) or Individualized Supervised Practice Pathways (ISPP): Over a five-year period, 60% or more of the program graduates will apply to dietetic internships, coordinated graduate programs or other supervised practice programs (i.e. ISPP).
5. Acceptance rate to DI, CP or ISPP programs: Over a five-year period, 50% or more of program graduates applying to dietetic internships, coordinated graduate programs or other supervised practice programs (i.e. ISPP) will receive a dietetic Internship within 12 months of graduation.
6. Satisfaction of DI, CP or ISSP Director: Over a five-year period, 80% of DI, CP or ISSP directors will rate (on a 5 point scale) the overall performance of dietetic interns from CSUN’s DPD as not less than 3 where 3 = meets expectations; 5 = greatly exceeds expectations.

DPD Program Goal 2: Prepare graduates in the field of nutrition and dietetics who demonstrate a life-long learning and have the ability to effectively communicate, analyze, problem-solve, think critically, and, perform high quality teamwork and also have an understanding and appreciation of a diverse and multicultural society.

Program Objectives for Goal 2:

1. Graduate School acceptance and completion: Over a five-year period, 30% of graduates (verified), neither entered nor applied for DI, who respond to the alumni survey will indicate

they have enrolled in graduate school or earned a graduate degree.

2. **Employment Rate:** Over a five-year period, 30% of graduates (verified), neither entered nor applied for DI, who respond to the alumni survey will indicate they are employed in a dietetics-related position such as DTR.

3. **Employment Satisfaction:** Over a five-year period, 75% of employers will rate the preparation of program graduates as good to excellent in teamwork, problem solving and effective communication skills.

4. **Employment Satisfaction:** Over a five-year period, 80% of employers will rate the preparation of program graduates as excellent for working in a very diverse and multicultural environment who have an excellent understanding and appreciation of individual, community and society.

Note: Program outcomes data are available upon request.

Program Admission

A student who is admitted to California State University, Northridge may enter the DPD by declaring a major in Family and Consumer Sciences – Nutrition and Dietetics. For admission requirements to California State University, Northridge go to <https://www.csun.edu/admissions-records/student-academic> and additional information for prospective students can be found at: <http://www.csun.edu/prospectivestudents>.

DPD program at CSUN is currently serving undergraduate students only. Undergraduate students are those students who are seeking their first undergraduate degree. Individuals who have previously been awarded at least a baccalaureate degree cannot apply to our DPD program at this time and this policy will stay in place until further notice.

Tuition, Fees, and Other Expenses

For current information on tuition and fees, see <http://www.csun.edu/stufin/tuition>. Information about financial aid can be found at <http://www.csun.edu/financialaid>. Other program expenses include textbooks, school supplies, laboratory fees and materials, etc.

Degree Plan

An overview of course requirements for the Bachelor of Science Degree appears below:

Family and Consumer Sciences encompasses the study of the relationships among people and their personal environments. The Department focuses on the impact of the physical, biological, social and economic environments on human behavior and development. Students who major in Family and Consumer Sciences learn to improve the quality of life for individuals, families and communities by providing practical solutions to problems involving food science and nutrition, apparel and interior design, child rearing and family relations, and family and consumer economics.

Students select from six areas of study: Apparel Design and Merchandising; Consumer Affairs; Family and Consumer Sciences Education; Family Studies; Interior Design; and Nutrition, Dietetics and Food Science. All Family and Consumer Sciences majors take five core courses that include concepts common to all Specializations, as well as courses in their Options. The Department offers experiential learning opportunities through its lab and studio courses and the Child and Family Studies Laboratory, the Consumer Resource Center and the Marilyn Magaram Center for Food Science, Nutrition and Dietetics. All Family and Consumer Sciences majors gain practical experience through internships in professional settings. Students gain leadership skills through the Student Dietetic Food Science Association (SDSFA), Student Association of Family and Consumer Sciences and the Kappa Omicron Nu national honor society.

Program Requirements

FCS Core Courses Required of all Options (14 Units)

- FCS 170 Creative Expression in Family and Consumer Sciences (2)
- FCS 232 Individual and Family Development (3)
- FCS 320 Family Resource Management (3)
- FCS 380 Family and Consumer Sciences Foundations and Research (3)
- FCS 494/494I Peer Nutrition Counseling (1/1)

Nutrition, Dietetics and Food Science

Required Option Courses (59 units)

- BIOL 101/L General Biology and Lab (3/1)

BIOL 215/L Introductory Microbiology and Lab (3/1)
BIOL 281 Human Physiology (3)
CHEM 103/L Introductory Chemistry I and Lab (3/1) or Chem 101/L General Chemistry I and Lab (3/1)
CHEM 104/L Introductory Chemistry II and Lab (3/1) or Chem 102/L General Chemistry II and Lab (3/1)
CHEM 235/L Introductory Organic Chemistry and Lab (3/1)
CHEM 365/L Introduction to Biochemistry and Lab (3/1)
FCS 201/L Introductory Food Science and Lab (2/1)
FCS 207 Nutrition for Life (3) or HSCI 337 Health Science, Basic Nutrition (3)
FCS 301 Food Science and Technology (3)
FCS 304 Food Service Production and Lab (2)
FCS 307 Advanced Nutrition: Macronutrients (3)
FCS 308 Advanced Nutrition Micronutrients (3)
FCS 321/L Contemporary Issues in Foods and Nutrition and Lab (2/1)
FCS 402 Medical Nutrition Therapy I (3)
FCS 403 Medical Nutrition Therapy II (3)
FCS 404/L Food Service System Management and Lab (2/1)
FCS 408 Community Nutrition (3)

DPD General Education Courses (15 units)

AAS/AFRS/CHS/ENGL 115 Approaches to University Writing (3)
COM 151/L Fundamentals of Public Speaking and Lab (2/1)
POLS 155 American Political Institutions (3) or POLS 403 State and Local Government (3)
PSY 150 Introduction to Psychology (3)
SOC 150 Introductory Sociology (3) or ANTH 150 The Human Adventure: Introduction to Anthropology (3)

Upper Division General Education (32 units)

Students majoring in FCS generally may not count FCS courses for GE. However, FCS majors may count FCS 340 in Lifelong Learning. Majors in Nutrition, Dietetics and Food Science and FCS Education Options may count BIO 101/L in Natural Sciences. Any courses outside the FCS Department that are listed in GE and also required or selected in the student's FCS option may be counted toward meeting GE requirements. For example, CHEM 103/L is required in several FCS Options and also will count in GE Natural Sciences.

Total Units for the B.S. Degree: 120

To find course descriptions along with prerequisites, see the Course Directory tab of the California State University, Northridge Comprehensive Catalog at <http://www.csun.edu/catalog/>.

Transfer Credit

There is an articulation agreement website (<http://www.assist.org/web-assist/welcome.html>) created for students. You can navigate through that and find out which courses articulate with CSUN. This articulation agreement is only for California Colleges and Universities. Articulated courses can be easily transferred or will be automatically transferred after CSUN receives your official transcripts from the college attended. However, for non-articulated courses, course evaluation should be done by the DPD director after you attend the DPD orientation and complete your primary transcript evaluation packet which includes course description and syllabi.

Most commonly, college level credits earned from an institution of higher education accredited by a regional accrediting agency are accepted for transfer to campuses of the CSU; however, authority for decisions regarding the transfer of undergraduate credits is delegated to each CSU campus.

California Community Colleges and other authorized certifying institutions can certify up to 39 semester (58.5 quarter) units of General Education-Breadth (GE-Breadth) or 37 semester (55.5 quarter) units of the Intersegmental General Education Transfer Curriculum (IGETC) for transfer students to fulfill lower-division general education requirements for any CSU campus prior to transfer. "Certification" is the official notification from a California Community College or authorized institution that a transfer student has completed courses fulfilling lower-division general education requirements. The CSU GE-Breadth and the IGETC certification course lists for particular community colleges can be accessed at www.assist.org. CSU campuses may enter into course-to-course or program-to-program articulation agreements with other CSU campuses and any or all of the California Community Colleges (CCC), and other regionally accredited institutions. Established CSU and CCC articulations may be found on www.assist.org. Students cannot transfer more than 70 semester (105 quarter) units to a CSU campus from an institution that does not offer bachelor's degrees or their equivalents, for example, community colleges. Given the university's 30-semester (45-quarter) unit residency requirement, no more than a total of 90-semester (135-quarter) units may be transferred into the university from all sources.

Transfer Requirements

Applicants who have completed fewer than 60 transferable semester college units (fewer than 90 quarter units) are considered lower-division transfer students. Applicants who have completed 60 or more transferable semester college units (90 or more quarter units) are considered upper-division transfer students. Applicants who complete college units during high school or through the summer immediately following high school graduation are considered first-time freshmen and must meet the CSU minimum eligibility requirements for first-time freshman admission. Transferable courses are those designated for baccalaureate credit by the college or university offering the courses and accepted as such by the campus to which the applicant seeks admission.

Lower-Division Transfer Requirements

Generally, applicants will qualify for CSU admission consideration as a lower-division transfer student if they have a grade point average of at least 2.0 on a 4.0 scale (C or better) in all transferable units attempted. Also, they need to meet the freshman admission requirements (grade point average and subject requirements) in effect for the term to which they are applying or they were eligible as a freshman at the time of high school graduation.

Applicants who graduated from high school prior to 1988 should contact the Admission Office to inquire about alternative admission programs.

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

1. Complete appropriate courses with a grade of C or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a C or better. One college course of at least 3 semester or 4 quarter units will be considered equivalent to one year of high school study.
3. Earn acceptable scores on specified examinations, e.g., SAT subject tests.

Please consult with the CSUN admission office, to which you are applying for further information about alternative ways to satisfy the subject requirements.

Due to increased enrollment demands, most CSU campuses do not admit lower-division transfer

applicants.

Upper-Division Transfer Requirements

Generally, applicants will qualify for consideration for upper-division transfer admission if they meet all of the following requirements:

- 1.They have a grade point average of at least 2.0 on a 4.0 scale (C or better) in all transferable units attempted;
- 2.They are in good standing at the last college or university attended; and
- 3.They have completed at least sixty (60) transferable semester (90 quarter) units of college coursework with a grade point average of 2.0 or higher and a grade of C or better in each course used to meet the CSU general education requirements in written communication, oral communication, critical thinking, and quantitative reasoning, e.g., mathematics.

The 60 units must include at least 30 units of courses, which meet the CSU general education requirement, including all of the general education requirements in communication in the English language (both oral and written) and critical thinking and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the IGETC requirements in English communication and mathematical concepts and quantitative reasoning.

Academic Advising

Before student meets with one of the DPD advisors in the program he/she should:

- a) **Attend a Dietetics Program Orientation session at CSUN. There are four DPD orientation sessions each semester. Dates for Orientation can be found on the CSUN DPD website, www.csun.edu/~dpd**
- b) **Complete the “Primary Transcript Evaluation” packet and submit it to the DPD Director.**
- c) **Meet with DPD Director for course evaluation, study plan and any other advising questions.**

Student is required to attend the DPD orientation session just one time during the entire program, All DPD students must attend a Group Advisement session each semester to prepare for subsequent semesters. A registration hold is placed on student’s registration that will not be cleared until the student attends one of the four group advisement sessions. Dates for advisement sessions will be posted in the FCS Dept. office by mid semester.

If you need further advisement about classes after attending a Group Advisement session, you may speak with one of the FCS faculty members assigned alphabetically to students in the department. Please check with the FCS office at (818) 677-3051 to find out which faculty member is assigned to you. For questions about the DPD program, please contact the DPD Director, Dr. Setareh Torabian, at setareh.torabian@csun.edu or 818-677-2842.

Record Maintenance and Confidentiality

Policy No. 650-30 is issued in compliance with CSU Executive Order No. 796, Privacy and Personal Information Management - Student Records Administration, and supercedes previous campus policy on this topic. This policy constitutes the University's implementation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, hereinafter referred to as FERPA), and its implementing regulations, 34 C.F.R. 99. This policy incorporates amendments to and interpretations of FERPA as contained in the PATRIOT Act and the Solomon Amendment. Further, this policy articulates the University's expectations concerning the security of student records and electronic student data, and provides direction concerning the processing of subpoenas for student records. The purpose of FERPA is to insure the privacy of certain student educational records, hereinafter referred to as "student records" or "records."

FERPA seeks to ensure:

1. that students have access to their records.
2. that students have an opportunity to challenge the content of their records.
3. that the University will obtain consent prior to the disclosure of certain student records to third parties.
4. that students will be informed of their FERPA rights.

While FERPA does not bestow a private right of legal action to students who believe that their rights have been violated, the Act does subject universities to enforcement activities by the U.S. Department of Education, including the withdrawal of federal funds. Individuals responsible for student records administration should also be aware of three other relevant laws. As discussed in the CSU Records Access Manual (Revised April 2004), the California Information Practices Act (California Civil Code, 1798) grants individuals, including students, a right of privacy concerning

any personal information contained in a state agency record. The CSUN policy on Student Records Administration incorporates the privacy protections provided in both the California Information Practice Act and FERPA. While these two laws protect individual privacy rights, the disclosure of public agency records is required, under certain circumstances, by both the California Public Records Act (California Government Code, 6250) and the federal Freedom of Information Act (5 United States Code, 552). Requests for records disclosures submitted pursuant to either of these laws should be immediately directed to the Director of Public Relations and Strategic Communications, who will determine the appropriate response following consultation with the campus administrator who possesses the requested record.

The Department of Family and Consumer Sciences (FCS) maintains a folder on each student. Contents may include advising records, degree plan worksheets, transcripts, copy of the completed degree plan, scholarship information, etc. Verification Statements of DPD graduates are maintained in folders indefinitely. Students' folders are treated as confidential and are maintained in the FCS Department Office or secure storage areas.

Grievance Procedures

Academic grievance procedures and procedures dealing with discrimination on the basis of race, color, religion, sex (including sexual harassment), national origin, or age can be viewed online: http://www.csun.edu/sites/default/files/agga_compprocd.pdf. Any grievance for which CSUN has policies and procedures in place will be resolved according to the University procedures.

Grievances specifically related to the DPD and involving the standards of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may include such matters as dissatisfaction with curriculum, program director, program faculty, program quality, advising process, issuing of the Verification Statement or any other complaint related to accreditation standards. Grievance procedures related to the DPD accreditation standards established by the ACEND are described below.

1. When a student feels dissatisfied with an aspect of the DPD involving a faculty member, the student will verbalize dissatisfaction to the faculty member. Every effort will be made by the faculty member to promptly settle the matter at this informal level.

- a. If still dissatisfied, the student will send a memo to the Program Director stating the problem/situation and the reason(s) for dissatisfaction.
- b. The Program Director will arrange a meeting with the student to discuss the problem within five working days.
- c. The Program Director will contact the appropriate person(s) such as Department Chair and/or College Dean to review pertinent information on the problem and submit a solution or decision to the student within five working days.

2. If the solution or decision made by the Program Director is not acceptable to the student, an appeal can be made directly to the Chair of the Department of Family & Consumer Sciences or to the Dean of the college of Health and Human Development.

- a. The Chair of the Department of Family & Consumer Sciences will arrange a meeting with the student, faculty member and DPD Director to discuss the problem within five working days.
- b. The Chair of the Department of Family & Consumer Sciences will contact the appropriate person(s) such as Dean of the College of Health and Human Development to review pertinent information on the problem and submit a solution or decision to the student within five working days.
- c. If the solution or decision made by the Chair of the Department of Family & Consumer Sciences is not acceptable to the student, an appeal can be made to the University Academic Affairs office.

3. In the event that the complaint involves the DPD Director, the student can meet with the FCS department Chair.

- a. The Chair of the Department of Family & Consumer Sciences will arrange a meeting with the student and DPD Director to discuss the problem within five working days.
- b. The Chair of the Department of Family & Consumer Sciences will contact the appropriate person(s) such as Dean of the College of Health and Human Development to review pertinent information on the problem and submit a solution or decision to the student within five working days.

c. If the solution or decision made by the Chair of the Department of Family & Consumer Sciences is not acceptable to the student, an appeal can be made to the University Academic Affairs office.

4. In the event a student has a complaint regarding an ACEND accreditation standard, the student must submit the complaint in writing to the Program Director. The grievance procedure will be followed as outlined above. In the event neither the Dean of the College of Health and Human Development nor members of California State University, Northridge's Executive Administration are able to resolve the complaint, the student is advised to contact ACEND regarding the unresolved complaint.

ACEND may be contacted at:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

Phone: (800) 877-1600 ext. 5400

www.eatright.com

5. Any written complaint made regarding the program will remain on file for a minimum of five years.

General Academic Policies

The program adheres to the academic policies of California State University, Northridge regarding dropping courses, instructor initiated drops, withdrawing from the University, academic suspension, incomplete grades, academic progress, grading system, and academic honesty. Policies and procedures regarding these issues may be found on:

<https://catalog.csun.edu/policies/categories/undergraduate-policies-and-procedures/>

Academic Calendar

California State University, Northridge's Academic Calendar varies from year-to-year. Students should consult the calendar for deadlines such as final drop and withdrawal dates, holidays, etc.

The Calendar can be viewed at:

<https://www.csun.edu/admissions-records/student-academic-calendar>

Graduation Requirements

The program adheres to CSUN graduation requirements outlined at:

http://www.csun.edu/catalog/policy_tags/graduation/.

Two semesters before a student projects graduation, the student will be notified by the office of undergrad studies to apply for graduation. The administrative associate submits a final degree plan to the Undergraduate Coordinator. After submission of the final degree plan by the Department, the student may apply for graduation. The student must meet the deadline for applying for graduation as published in CSUN's Academic Calendar.

Declaration of Intent and Verification Statement Policy and Procedure

A Declaration of Intent form signed by the DPD Director verifies the student's intent to complete the baccalaureate degree and/or ACEND minimum academic requirements. This intent is based upon the courses that a student has already completed and the projected courses that the student has yet to complete. These remaining courses are documented on the Declaration of Intent form. This form is completed during the last semester of intended degree and dietetics program completion and allows students to apply for a dietetic internship during this final semester.

A Verification Statement is an official document signed by the DPD Director certifying a student has successfully completed both a baccalaureate degree and the program's ACEND-accredited dietetics coursework requirements. The Verification Statement can only be issued after a student has completed all degree and DPD course requirements. A signed Verification Statement is required for admission to a dietetic internship program. Due to the competitive nature to secure a dietetic internship, specific criteria are required to receive a signed Declaration of Intent and/or Verification Statement through CSUN Didactic Program in Dietetics. Such standards will prepare students for the rigor and expectations of a dietetic internship.

To receive a signed Declaration of Intent and/or Verification Statement, a student must meet the following academic and professional requirements:

1. Completion of the Bachelor of Science

2. Complete all the academic requirements of a dietetics education program accredited by ACEND including following the correct/approved sequence of DPD coursework approved by the program.
3. Completing all academic coursework required by CSUN's B.S. in Family and Consumer Sciences, option in Nutrition and Dietetics.
4. Demonstrate an overall minimum GPA of 3.00 based on all completed college coursework.
5. Complete all DPD-required courses with a C or better.
6. Attending the Final Transcript Evaluation session with DPD Director
7. Completion the Final Transcript Evaluation Packet and its submission to the DPD Director
8. Meeting with DPD Director for the final step which is final DPD transcript evaluation.

Students may retake courses to achieve the above requirements to be eligible for a Verification Statement. Doing so may result in additional semester(s) and a delay in graduation. Every semester the DPD director holds two Final Transcript Evaluation sessions for students to attend and learn about the Final Transcript Evaluation packet and to ensure that all of the stated criteria have been met for receiving a Declaration of Intent and/or Verification Statement. Students who took applicable DPD coursework elsewhere will be required to provide official transcripts from colleges/universities attended to verify course grades before a Verification Statement is issued to the student. Upon conferred graduation, completion of DPD requirements, and fulfillment of the above specified Verification Statement criteria, students will be able to pick up three copies of original/official Verification Statements from DPD Director. The DPD Verification Statement, with original signatures of the Program Director will be placed in the graduate's permanent file in the DPD Director's office. The graduate's file will be stored in the FCS Department for 7 years. The graduate should treat the Verification Statement as an important document as it will be needed for applying for supervised practice programs, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc. Students who pursue DPD requirements after being awarded at least a baccalaureate degree will receive the DPD Verification Statement after all requirements are completed. Receipt of a Verification Statement does not guarantee acceptance

into an ACEND-accredited dietetic internship program. Acceptance into an ACEND-accredited dietetic internship program cannot be guaranteed.

Students who have completed some DPD courses at another a public California college or university, they may use www.assist.org to see what CSUN course it is articulated for. If the class was taken elsewhere, the DPD Director will need to evaluate the class after you attend the DPD orientation and prepare your transcript evaluation packet for the DPD director review.

If a student is transferring from another university to CSUN and already has taken some of the “must be taken” courses (bolded on the flowchart) will have to repeat those courses if they wish to be verified at CSUN. This policy is in place to control the quality of the program. The DPD courses that must be taken at CSUN include the following:

- FCS 301 Food Science and Technology (3)
- FCS 304 Food Service Production and Lab (2)
- FCS 307 Advanced Nutrition: Macronutrients (3)
- FCS 308 Advanced Nutrition Micronutrients (3)
- FCS 321/L Contemporary Issues in Foods and Nutrition and Lab (2/1)
- FCS 402 Medical Nutrition Therapy I (3)
- FCS 403 Medical Nutrition Therapy II (3)
- FCS 404/L Food Service System Management and Lab (2/1)
- FCS 408 Community Nutrition (3)
- FCS 494/I Peer Nutrition Counseling (1/1)

EXPECTATIONS OF STUDENTS

Dietetic Internships – Prepare Now

Early preparation for application to dietetic internship is crucial. Start preparing by earning excellent grades from the beginning of your academic career. Acceptance into dietetic internships is extremely competitive. There is a national shortage of dietetic internship positions. Due to this shortage, internships across the country have unified efforts to increase the number of positions available as well as open new internship programs. To see a graphic representation, visit the AND website at:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442485435>.

Most Dietetic internships (DI) select applicants for appointments through a computer matching process. This process occurs twice a year, in the Spring (appointments are made in April) and in the Fall (appointments are made in November). Usually the deadline for Spring appointments is

around Mid-February and for Fall appointments is around Mid-September each year.

Most Internships use the online Dietetic Internship Centralized Application System (DICAS) to receive applicant's application packet. For submitting the application online students have to open an account with D&D Digital. D&D Digital features a website for applicants and DI directors participating in the computer matching process. Please visit the AND website (www.eatright.org) to find information on this. Students can now register online at <http://www.dnddigital.com> and enter contact information, Dietetic internship preferences, and pay the \$50.00 fee with a credit card on or before the deadline.

Grades Matter

An overall GPA of at least 3.0 is necessary to be a competitive applicant for a dietetic internship. However, acceptance history indicates a student needs a 3.3 GPA or higher to be seriously considered. Academic performance is also assessed by the GPA in the science courses and the DPD courses. It is crucial to have at least a B average in the DPD courses to show the student has mastered the knowledge and skills to successfully perform at the supervised practice level. Repeating courses if the grade is not adequate can show determination and is encouraged. If the grade earned originally was an "F", the grade for the repeated course replaces the original grade, and only the most recent grade received will be used in computing an undergraduate student's cumulative GPA. However, for grades D-, D or D+, the new grade will be averaged with the original grade and the average grade will be calculated toward the GPA.

The DI application process is very competitive! You will need a high GPA, excellent recommendation letters, nutrition-related work or volunteer experience, leadership experience, and a strong personal statement. Some DI's require the GRE, so do your research and plan ahead.

While you are doing the DPD, you are encouraged to:

- Obtain a job or volunteer position in a hospital
- Get involved in SDFSA
- Find unique job or volunteer experiences
- Get involved in professional organizations (attend LAD events)
- Keep good relationships with your professors, managers, or other dietetic professionals
- Meet with professionals

Work Experience/Volunteer Activities/Leadership

The field of dietetics requires that an individual be dependable and motivated. Work experience can demonstrate these qualities. Working and taking courses can also demonstrate the student's organizational and time management skills. Work experience in nutrition/dietetics related field is extremely valuable. If a student does not have employment experience, volunteer experience is essential. The California State University, Northridge and Dietetic Association helps students obtain volunteer experiences in nutrition related areas. Evidence of leadership is also important when being considered for an internship.

Student Behavior

Students majoring in Dietetics are making a commitment to a profession requiring maturity and sound judgment. Thus, demonstration of mature adult behavior is expected of students. This behavior is demonstrated by the student's time and attendance patterns, appearance, and conduct. Students are expected to come to class prepared and present themselves as sincere and motivated learners. Students are seen as having responsibility for their own learning, and must be active learners. Students are expected to fulfill all course requirements, and to meet course and program objectives.

Students are to follow University guidelines found at Office of Student Development and Involvement as printed and available on: <http://www.csun.edu/mic/university-guidelines-and-state-laws> and this Student Handbook. In addition to the University publications, this student handbook can add to student's awareness of material pertinent to the DPD.

Core Knowledge for the RDN

Source: 2017 Standards for Didactic Program in Dietetics

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

Knowledge

Upon completion of the program, graduates are able to:

KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional

literature to make ethical, evidence-based practice decisions.

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

KRDN 1.3 Apply critical thinking skills.

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

Knowledge

Upon completion of the program, graduates are able to:

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

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

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

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

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

KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.

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

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

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

Knowledge

Upon completion of the program, graduates are able to:

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

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

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

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

KRDN 3.5 Describe basic concepts of nutritional genomics.

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

Knowledge

Upon completion of the program, graduates are able to:

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

KRDN 4.2 Evaluate a budget and interpret financial data.

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

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

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

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

USEFUL INFORMATION

Students are encouraged to read the *CSUN University Catalog* and more information on the Didactic Program in Dietetics, which can be found at: <http://www.csun.edu/health-human-development/family-consumer-sciences/didactic-program-dietetics>. Or www.csun.edu/~dpd

Contact Information for the Family and Consumer Sciences Department:

California State University, Northridge
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18111 Nordhoff Street
Northridge, CA 91330-8308
(818) 677-3051
Email: fcs@csun.edu

DPD Program Director

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Nutrition, Dietetics, and Food Science Faculty

Full Time

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Elizabeth Sussman, Ph.D., RDN	elizabeth.sussman@csun.edu	(818) 677-4693
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Other Important Numbers

Housing (818) 677-2160

Oviatt Library (818) 677-2285

Admission and Records (818) 677-3700

Financial Aid (818) 677-4085

Klotz Student Health Center (818) 677-3666

Police Services (818) 677-2111

**COLLEGE OF HEALTH AND HUMAN DEVELOPMENT
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES**

This sheet is to be separated from the Handbook and signed by the student. Submit the signed form to the FCS Department office to be added to your advisement folder.

I have received a copy of the Didactic Program in Nutrition & Dietetics (DPD) Student Handbook. I have read the handbook and recognize that it contains pertinent information regarding my progress in the program. I agree to abide by the program policies of the DPD.

Completing the DPD requirements does not guarantee an appointment to a dietetic internship. The national internship acceptance rate is approximately 50% due to a national shortage of supervised practice sites. To have a competitive application, I understand that I need to follow the recommendations outlined in the student handbook.

Signature _____

Date _____

Additional Information for the DPD Students

Attendance at a DPD orientation is required in the DPD. You only need to attend once, and a list of Orientation dates is available on the DPD website. You may also call the FCS department at (818) 677-3051 to inquire about the orientation dates. Each DPD orientation session will cover how to become an RD, the list of AND-approved courses you need, and a flowchart for taking courses.

Frequently Asked Questions (FAQ)

- Do all students in Nutrition, Dietetics, and Food Science need to complete the DPD?

No. The DPD is only for students who wish to become registered dietitians, and the goal is to prepare students academically to enter a Dietetic Internship.

- What can I do with a Nutrition and Dietetics Bachelor's degree?

Nutrition and Dietetics experts are needed at the corporate level, in smaller businesses, hospitals and nursing homes, pharmaceutical companies, public health agencies, and government agencies in addition to education and research field.

- Why is advisement required every semester?

Since not all classes are offered every semester, and many classes have prerequisites, we want to be sure that all students are on the right track. All DPD students must attend a Group Advisement session each semester to prepare for the next. A registration hold is placed on students registration that will not be cleared until student attends one of the four group advisement sessions. Dates for advisement sessions will be posted at the FCS Dept. office by Mid semester.

- Who is my advisor?

If you need further advisement about classes or your academic/ professional career after attending a Group Advisement session, you may speak with one of the FCS faculty members assigned alphabetically to students in the department. Please check with the FCS

office at (818) 677-3051 to find out which faculty member is assigned to you. For questions about the DPD program, please contact the DPD Director, Dr. Setareh Torabian, at setareh.torabian@csun.edu or 818-677-2842.

- Do I need to take all the classes on the flowchart for DPD Verification?

Yes, all courses must be completed in the right sequence in order to finish the DPD. Only the bolded courses must be completed at CSUN.

- May I take any of the prerequisites at a community college?

The science classes at the 100 & 200-level (see list <http://www.csun.edu/~dpd/>), if they articulate with CSUN, may be taken at a community college. Courses that can be taken at a community college are: Chem 103/L, Chem 104/L, Bio 101/L, Bio 215/L, Bio 281, FCS 207. The list of articulated courses can be found at www.assist.org.

- I have had some science courses already. How do I know if they transfer?

There is a great website (<http://www.assist.org/web-assist/welcome.html>). You can navigate through that and find out which courses articulate with CSUN. Articulated courses can be easily transferred but for non-articulated courses, course evaluation should be done by the DPD director after you attend the DPD orientation and complete your transcript evaluation packet with all your course description and syllabus.

- Where can I find the complete list of DPD classes or flow chart?

You can go to www.csun.edu/~dpd. Under “The course of study” section flow chart of our course work is shown.

- Where are my FCS and DPD files kept? How can I take a look at them?

Your FCS file can be found in the FCS office (SQ141). You must present your CSUN ID to the front desk to check it out. It contains your Group Advisement notes and other documents. Your DPD file is kept in the DPD Director’s office (SQ 200K), and you can come in during office hours to look at it. Please check with the FCS office for current office

hours. It is recommended that you make photocopies of all the forms you give the DPD Director so that you have your own copies as well.

- If I took two Chemistry courses and I want them to count for Chemistry 103/L and 104/L, would that be possible?

The DPD director has to make sure that all the topics covered in chemistry 103/L and 104/L are the ones that are covered in those two chemistry courses you have taken . If acceptable, you have to submit a course substitution form. The following table contains some of the classes taken at CSUN that can be substituted for DPD courses:

The following course(s) can be substituted for

Health 337 for FCS 207

CHEM 101/L for CHEM 103/L

CHEM 102/L for CHEM 104/L

BIOL 106 AND 107 (MUST TAKE BOTH) for BIOL 101/L

BIO 315 AND 315/L for BIO 215/L

CHEM 333 + 334 (MUST TAKE BOTH) for CHEM 235/L

CHEM 464/L at CSUN for CHEM 365/L

Four pre-approved Biochemistry courses at other universities for CSUN CHEM 365/L (obtain the list from DPD Director)

- In your Primary Transcript Evaluation Packet you have to have:

1. Complete Transcript Evaluation form which can be found at our website:

www.csun.edu/~dpd

2. Check the articulation website at www.assist.org for articulated course

3. An unofficial transcript (showing when you took the course), and

4. A description of the non-articulated course from the college/university catalog or website (so it is easy to make the comparison and determination)

Note: All course descriptions should be photocopied from the college's catalog or printed directly from the webpage. Copy/pasted descriptions will not be accepted. Also, do not send any emails with a link, expecting the DPD Director to take the time to click, find, print,

and evaluate.

- What is Primary Transcript Evaluation?

To determine which Didactic Program in Dietetics (DPD) requirements you may already have fulfilled at other colleges/ universities as well as which courses you still need to take to meet the DPD requirements, your transcripts need to be evaluated by the DPD Director.

- Will a class from another school substitute for a class on the flowchart? To whom should I speak?

If the class was taken at a public California college or university, you may use www.assist.org to see what CSUN course it is articulated for. If the class was taken elsewhere, the DPD Director will need to evaluate the class after you attend the DPD orientation and prepare your transcript evaluation packet for the DPD director review.

- Can I take SED 525HEC as an undergraduate student?

Yes. You need to take it because it is a prerequisite for FCS 408 (Community Nutrition). This class does not require graduate status and has no prerequisite.

- If a class I took at another college and the laboratory section is not appearing on my Degree Progress Report (DPR), what should I do?

Do not panic! There should be no problem getting the lab counted as long as it shows on the transcript of the articulated institution you are transferring from. Contact the DPD Director. DPD Director may need to fill out a course substitution form in order to have the lab counted. This process may take time, so you may need to get a permission number for a desired course for which the lab is a prerequisite.

- If I am transferring from another university to CSUN and I already took some of the “must be taken” courses (bolded on the flowchart), can I still have them counted?

Unfortunately, no. You will have to repeat those courses if you wish to be verified here at CSUN. We have this policy in order to control the quality of our program.

- What are the differences between internships offered by the Marilyn Magaram Center and the Dietetic Internship (DI)?

The DI is a requirement for becoming an RD, while the Marilyn Magaram Center internships are voluntary opportunities for current FCS students in Nutrition and Dietetics or Food Science to get involved. A list of internships can be found [here](#).

- What is a Final Transcript Evaluation and when do I have to do it?

You should attend a Transcript Evaluation Information session the year before you plan to begin the Dietetic Internship (DI). There is only one or two meetings per semester. For example, if you will finish the DPD program in Fall 2018 or Spring 2019, and will be applying in February for internships in 2019, you should attend a Fall 2018 session. This means you may have an additional semester remaining when you attend.

This meeting will inform you about the DI application process, and how to schedule a meeting with the DPD Director to evaluate your coursework and transcripts for the last time before you apply to the DI. You need to have this Transcript Evaluation in order to receive a Declaration of Intent or Verification Statement.

- What is a Declaration of Intent?

A Declaration of Intent is needed to apply for the Dietetic Internship (DI) if you have not yet completed all your DPD coursework, and therefore cannot receive a Verification Statement. It states which classes are still needed to complete the program, and indicates your intent to take them. This form is provided to you by the DPD Director once you have gone through a Transcript Evaluation. You may apply for the DI with one semester remaining if you will complete the DPD the summer before the DI begins.

- What is a Verification Statement?

A signed verification statement documents completion of the DPD program. This form can be signed only by current program directors of ACEND-accredited or approved DPD programs. For students earning their baccalaureate degree, a verification statement is issued

when the student has completed all the DPD courses and provides an official transcript showing conferring of a degree. For students who have previously completed a baccalaureate degree, a verification statement will be given upon completion of all DPD courses as well.

- **Who can sign verification statements?**

Verification statements should be signed only by current program director of ACEND-accredited or approved dietetics education programs.

- **When are verification statements signed and disseminated?**

For students earning their baccalaureate degree, verification statements are issued when the student has completed all DPD courses and provides an official transcript showing conferring of a degree.

- **Is the CSUN DPD accredited?**

The Didactic Program in Dietetics at the California State University, Northridge is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0400 ext.5400.

- **Should I join the Academy of Nutrition and Dietetics (AND)?**

It is highly recommended that you join as a Student Member for a \$50 annual fee. Membership includes many benefits, including the monthly Journal of the American Dietetic Association, eligibility for scholarships, networking opportunities, free membership in the California Dietetic Association, discounts on books and conferences, access the Evidence Analysis Library, and email newsletters.

II. Becoming a Registered Dietitian Nutritionist (RDN)

- What do I need to do to become a registered dietitian nutritionist (RDN)?

1. Complete a baccalaureate degree or DPD program at an AND-approved DPD program.
2. Complete a Dietetic Internship.
3. Pass the Registration exam.

Complete your DPD program – A student who wishes to become an RDN must complete an AND-approved DPD program from a regionally accredited, degree-granting college or university (such as the CSUN-DPD) which provide for achievement of the "Knowledge Requirements for Entry-Level Dietitians". Here at CSUN, the knowledge and major degree requirements are met by completing the Nutrition, Dietetics and Food Science Option in the Department of Family & Consumer Sciences. A signed verification statement will be issued to the student after completion of all the DPD courses.

Demonstrate competence through a dietetic internship (DI) - Following completion of the DPD coursework and attainment of a degree, students must also demonstrate competence in the "Performance Requirements for Entry-Level Dietitians" through a DI. At CSUN, the department-supported DI program consists of a planned and supervised rotation through medical and health-related facilities (21-24 credits of practicum) plus 18 credit hours of graduate coursework. Acceptance to a DI is competitive; grade point averages, work experience and communication skills are some the factors considered.

Pass the registration examination - This exam is given by the Commission of Dietetics Registration (CDR).

- What is the difference between an RDN, a dietetic technician, registered (DTR), and a nutritionist?

The RD and DTR credentials can only be used by dietetics practitioners authorized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Individuals with these credentials have completed specific academic and supervised practice requirements, successfully completed a national registration exam, and maintained requirements for recertification. Students may take the DTR exam without an internship after completing the DPD, so working as a DTR to gain experience is an option if you are not accepted into a

Dietetic Internship. For more information on DTR go to our DPD website at www.csun.edu/~dpd.

All RDNs and DTRs study nutrition and its applications to food and health. Some RDNs or DTRs call themselves nutritionists. However, the definition and requirements for the term "nutritionist" vary. Some states have licensure laws that define the scope of practice for someone using the designation nutritionist.

- When do I take the Registration exam? How can I prepare for it?

The ACEND Registration exam should be taken within a year of receiving your Authorization to Test following the end of your Dietetic Internship. You should start preparing for it early by reviewing DPD course materials. Once you are closer to the time to take your exam, you may order preparation materials from various companies or attend a preparation course if one is available. For more information, visit the CDR website.