Didactic Program in Dietetics (DPD)
Student Handbook
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Dear students in the dietetics program,

A very large welcome to our department! The dietetics program at Cal State LA is part of the School of Kinesiology, Nutrition and Food Science. We have a long and proud history. Since 1968, we have offered a well-rounded academic program and community service learning experiences for students to become practicing nutrition professionals. Many of our former students have gone on to work in the field of dietetics and in almost every hospital, school food service, WIC location, and the county public health department in and around Los Angeles.

We offer a dietetics degree for students at both the undergraduate and graduate level. We also offer a coordinated program (CP) at the master’s level. Our programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which is part of the Academy of Nutrition and Dietetics (AND).

Once you successfully complete of all the requirements for the dietetics’ major, which is the Didactic Program in Dietetics (DPD), you will earn a Bachelor of Science in Nutrition. After your BS degree posts at the University level, you will receive a Verification Statement (VS) that demonstrates the completion of all the required accredited coursework. You will need to fill out a form to process the VS as you sign up for your last classes. You will NOT be a Registered Dietitian Nutritionist (RDN) upon completion of the DPD course requirements and a bachelor’s degree; they are only the first step in becoming a Registered Dietitian. The arrow diagram on the next page explains the subsequent steps. Starting in 2024, a master’s degree will be required in order to sit for the RDN examination.

Please remember that making regular visits with your academic advisor to plan your program, develop your goals, and evaluate your progress will enhance your success. You should make regular appointments with the academic advisors in the college Advising Center, which is housed in the Fine Arts Building (http://www.calstatela.edu/hhs/ac). For professional advice on careers and next steps in dietetics, it is important to visit with nutritional science faculty. As the Director of the DPD, I am very happy to meet with you and discuss your professional development. All of the faculty in the department participate in the undergraduate program and are committed to helping you succeed in your academic endeavors. Do not hesitate to seek our guidance. More information about the DPD is available throughout this handbook and on our website.

In health,
Dr. Kathryn (Mandy) Hillstrom, EdD, MPH, RDN
I. Profession of Dietetics

Accreditation Status

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits the Didactic Program in Dietetics (DPD) at California State University, Los Angeles. The street and email addresses for ACEND are: 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 (312) 899-0040 ext. 5400 http://www.eatright.org/ACEND.

Students at Cal State LA can earn a Bachelor of Science or a Master of Science in Nutrition and receive a DPD Verification Statement after successfully completing the DPD and University requirements. The degree and certificate establish eligibility to apply for an ACEND accredited supervised practice program (e.g. internship, master’s degree coordinated program or internship, individualized supervised practice program). The DPD Verification Statement and completion of the practice program (and receiving a second Verification Statement) qualify a person to take the national Registration Examination for Dietitians. Passing the exam results in the Registered Dietitian Nutritionist (RDN) credential and eligibility to apply for state licensure in those states that provide licensure for dietitians (California does not require state licensure).

Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN)*

*The Registered Dietitian Nutritionist (RDN) is an optional title that a dietitian may choose to emphasize his/her nutrition expertise.

A Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) (interchangeable terms) is an individual who has completed the following requirements:

- Minimum of a bachelor’s degree from a US regionally accredited institution
- Academic requirements from an ACEND accredited Didactic Program in Dietetics (culminating in a Verification Statement)
- An ACEND accredited supervised practice program
- Successfully passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration
- Maintain continuing professional education requirements

Job Outlook and Salaries for RDNs

Registered Dietitians and Registered Dietitians Nutritionists are employed in hospitals and other health care facilities, government and public health agencies, food companies, schools, and universities, private practice, and a variety of other professional options. Opportunities for Registered Dietitians to be employed in the field of wellness, sports nutrition, pharmaceutical sales, food service sales, and marketing have seen significant growth. The job outlook for dietitians is excellent.
According to the Occupational Outlook Handbook (http://www.bls.gov/ooh/healthcare/dietitians-and-nutritionists.htm), “Employment of dietitians is projected to grow 16 percent from 2014 to 2024, much faster than the average 7% for all occupations.” Dietitians will be needed to provide care for patients with various medical conditions and to advise people who want to improve their overall health.

The median annual salary for Registered Dietitians and Registered Dietitian Nutritionists is $58,133, as of February 22, 2017, with a range between $52,922 to 63,879. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs or RDNs. Salaries increase with years of experience and many RDs or RDNs, particularly those in business, management, education, and research earn incomes above $90,000.

Sources: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485467

If you choose not to complete an ACEND accredited supervised practice program and become an RD after graduating, the science foundation of the program provides you with the knowledge and skills for a variety of health-related professional programs such as occupational therapy, nursing and medical school (with additional prerequisites). Nutrition is closely aligned with food science, and there are careers and educational opportunities in this field as well. You may also find employment as a nutrition educator, food service manager, pharmaceutical sales representative, or other positions.

Possible career pathways with a degree in nutrition:

Requires RD/RDN

- Clinical Dietitian/Nutritionist
- Public Health or Community Nutrition
- Women, Infant and Children Program (degreed Nutritionist)
- Consultant Dietitian in Private Practice
- Sports Dietitian
- Food Service Manager in education institution or hospital (prefer RDN)

May not require an RD/RDN

- Nutrition Educator or Teacher
- Nutrition Specialist (for food industries)
- Food Service Manager for Culinary Industry
- Women, Infant and Children Program (non-degreed Nutritionist)
- Supermarket Nutrition Specialist
- Research
- Pharmaceutical/Medical Sales
- Supplement Companies
- Public Policy an Advocacy
- Corporate Wellness
- Writer, blogger
- Lactation Educator or Specialist
II. Program Overview

Introduction

Lifetime wellness or health is dependent upon a myriad of factors, many of which are lifestyle related. In fact, close to 80% of the leading chronic illnesses may be prevented through lifestyle changes. The primary mission of the Nutritional Science Program at Cal State Los Angeles is to educate and train individuals to become entry-level nutrition and dietetics professionals. In this capacity, graduates can promote personal and environmental changes at both individual and community levels.

The Didactic Program in Dietetics (DPD) enables students to complete the academic requirements needed to qualify for a dietetic internship or supervised practice needed to qualify to take the examination to become a Registered Dietitian Nutritionist (RDN). The DPD may be completed as part of the baccalaureate degree program or the master’s degree program in Nutritional Science. Students who already hold a baccalaureate degree in a different field of study must be admitted into the graduate program in order to complete the DPD.

The Bachelor of Science Degree in Nutritional Science prepares students for careers in nutrition, dietetics, food service administration, food technology, food science, and community nutrition. Students can also prepare to study for advanced degrees in nutritional science, food science and technology, or an allied health profession.

The Master of Science degree in Nutritional Science prepares students to develop skills necessary to critically evaluate existing research while also develop their own research projects or activity. Electives are provided for individualized focus in topics such as clinical nutrition, eating behaviors, food science, and food service. The program prepares students for careers as public health nutritionists, supervisors in dietetics, in food production and service, or doctoral study in nutrition and dietetics.

Effective Fall 2016, the Didactic Program in Dietetics (DPD) was removed from the undergraduate level. Undergraduate students who were at the junior level and had completed NTRS 2100, NTRS 3170, and CHEM 3000 by the end of the Fall 2016 semester (Dec 12, 2016) were considered students under the DPD - undergraduate track. All undergraduate students admitted to the DPD prior to the Spring 2017 semester must successfully complete the program by Summer 2019 (August 10, 2019) to be considered graduates of an accredited undergraduate DPD program in order to receive a verification statement. There are a number of students who began the program in fall 2016 and have not finished by fall 2018. We are not certain yet whether these students are being granted verification statements. Please see Dr. Hillstrom for more information.

Students who began the program in Fall 2017 and Fall 2018 are not considered part of the DPD program. The program has asked for the reinstatement of the DPD at the undergraduate level. In January 2019, a final decision will be made as to the whether the undergraduate DPD will continue.
For graduate students: Please note that the university required the department to revamp our MS to include the DPD coursework to reflect the excess units needed to complete an MS/DPD. Therefore, in fall 2018, only students with verification statements, attended Cal State LA and graduated with a BS in nutritional science, or were current RDs were admitted to our MS program. A new MS was proposed for fall 2019 and any updates will be included in future handbooks. Students admitted prior to fall 2018 will be permitted to complete the MS DPD and receive verification statements.

History

The Didactic Program in Dietetics (DPD) is housed in the School of Kinesiology and Nutritional Science (KNS) in the College of Health and Human Services at California State University, Los Angeles (Cal State LA). The program was first housed in the Department of Home Economics in 1968 until 1984 when it became the Department of Family Studies and Consumer Sciences (FSCS). Then, in 1993, the department was restructured the Nutritional Science area joined the Department of Health Science to become the Department of Health and Nutritional Sciences. In 2001 the department split, with Health Science joining the School of Nursing, and with Nutritional Science joining the Department of Kinesiology and Physical Education, which was the School of KNS. This year, the department has changed its name to include Food Science and is now the School of Kinesiology, Nutrition and Food Science.

The DPD was initially approved by the Academy of Nutrition and Dietetics, formerly the American Dietetic Association, in the 1970s. The DPD requirements may be met by either BS or MS students in Nutritional Science.

Program Vision, Mission, Goals, and Objectives

Vision

To provide evidence-based and culturally relevant nutrition advice and support to individuals and communities, and address health disparities through community engagement.

Mission

The mission of the DPD at California State University, Los Angeles is to prepare students to be competent for acceptance into a dietetic internship program accredited by the Accreditation Council for Education in Nutrition and Dietetics. The DPD also prepares students for entry-level careers related to food and nutrition or graduate level education.

Program Goal 1: Prepare students to be competent for entry into a dietetic internship program and/or a post-baccalaureate program.
Program Objectives for Goal 1:
1. Over a five-year period, at least 80% of the DPD graduates will pass the Registered Dietitian Nutritionist (RDN) registration exam the first time taking the exam or within the first year after taking the first exam.
2. Over a five-year period, at least 75% of students enrolled in the professional courses in the third year of an undergraduate-level DPD or first year of a graduate-level DPD will complete the program/degree requirements within three years, or 150% of the time planned for completion.
3. Within twelve months of program completion, 50% of DPD graduates will apply to dietetic internship programs and 50% of those who apply will be accepted into a dietetic internship program.
4. Within twelve months of program completion, 25% of DPD graduates will apply to post-baccalaureate programs and 50% of those who apply will get accepted into the program.
5. Over a five-year period, at least 75% of the dietetic internship directors of the DPD graduates will rank the graduate as being “prepared” or “very prepared” in all aspects of nutrition knowledge.

*Please note that many students wait a year or two after graduation to apply for internships. Often, they must work to save money for supervised practice programs.

Program Goal 2: Prepare students to be competent for entry into nutrition-related careers and to be capable of working in culturally diverse community setting.

Program Objectives for Goal 2:
1. Over a five-year period, at least 75% of DPD graduates who apply to dietetic internship programs but were not accepted will obtain employment in nutrition or a related field.
2. Over a five-year period, at least 75% of the employers of DPD graduates will rank the graduate as being “prepared” or “very prepared” in all aspects of nutrition knowledge.
3. At least 90% of DPD graduates will be able to work effectively in a culturally diverse setting.

Organizational Structure
The organization structure is in Appendix C.

Nutritional Science Degree and Program of Study

DPD Program
The DPD program at California State University, Los Angeles meets the requirements for the *Core Knowledge of the Registered Dietitian Nutritionists* established by ACEND (Appendix A—KRDN). Students must successfully complete all major courses in the DPD curriculum with a grade of “C” or higher. The curriculum is developed to be sequential so that students move from basic knowledge to applied knowledge and skills. It is important for students to follow the semester-by-semester sequencing, especially in the senior year, as some courses are not offered every semester. You should schedule regular appointments with the DPD Program Director and/or the undergraduate academic advisor.

**Undergraduate Degree Program:**
To earn an undergraduate degree in Nutritional Science, students must successfully complete all the University’s mandated requirements which include General Education and Diversity courses and the Writing Proficiency Exam. The detailed list of the University mandated requirements can be found in the University catalog at [http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=72](http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=72). In addition, students must complete requirements for the major, which can be found at [http://ecatalog.calstatela.edu/preview_program.php?catoid=25&poid=10758](http://ecatalog.calstatela.edu/preview_program.php?catoid=25&poid=10758).

**Graduate Degree Program:**
To earn a graduate degree in Nutritional Science, students must successfully complete a required total of 30 units of which at least 17 units must be in 5000-level courses. The detailed list of graduate degree requirements can be found at [http://ecatalog.calstatela.edu/preview_program.php?catoid=25&poid=10759](http://ecatalog.calstatela.edu/preview_program.php?catoid=25&poid=10759).

**Suggested Course Sequencing**

**For undergraduate freshmen students:**

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**TOTAL UNITS**

|   | 18 | 16 |

For graduate students:
Please note that the university required the department to revamp our MS to include the DPD coursework to reflect the excess units needed to complete an MS/DPD. Therefore, in fall 2018, only students with verification statements, attended Cal State LA and graduated with a BS in nutritional science, or were current RDs were admitted to our MS program. A new MS was proposed for fall 2019 and any updates will be included in future handbooks. Students admitted prior to 2018 will be permitted to complete the MS DPD and receive verification statements.

**Fall 2018 curriculum**

<table>
<thead>
<tr>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4000-level statistics, if needed (EDFN 4520 (3) or HHS 4000 (3)) - stats is a prerequisite for NTRS 5110.</td>
</tr>
<tr>
<td>4000 or 5000-level elective (3)</td>
</tr>
<tr>
<td>Total Units: 6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTRS 5110 Research Methodology (3) or</td>
</tr>
<tr>
<td>NTRS 5130 Adv. Topics in Nutrition (3) – required</td>
</tr>
<tr>
<td>Master’s elective (3) – see below</td>
</tr>
<tr>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>4000 or 5000-level elective (3)</td>
</tr>
<tr>
<td>4000 or 5000-level elective (3)</td>
</tr>
<tr>
<td>Total Units: 15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>NTRS 5130 Adv. Topics in Nutrition (3) OR</td>
</tr>
<tr>
<td>NTRS 5110 Research Methodology (3) – required</td>
</tr>
<tr>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>4000 or 5000-level elective (3)</td>
</tr>
<tr>
<td>Register your final semester:</td>
</tr>
<tr>
<td>NTRS 5960 (0) Comprehensive Exam OR</td>
</tr>
<tr>
<td>NTRS 5990 (1-4) Thesis OR</td>
</tr>
<tr>
<td>NTRS 5995 (1-4) Project for culminating experience</td>
</tr>
<tr>
<td>Total Units: 12-16</td>
</tr>
</tbody>
</table>
Prior curriculum which included DPD coursework

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Summer Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTRS 2100 Foundations of Food (3)</td>
<td>NTRS 4790 Professional Writing and Interaction (3)</td>
</tr>
<tr>
<td>NTRS 3170 Fundamentals for Human Nutrition (3)</td>
<td>Statistics, if needed (EDFN 4520 or HHS 4000). Stats is a prerequisite for NTRS 5110.</td>
</tr>
<tr>
<td>CHEM 3000 Nutritional Aspects of Biochemistry (4)</td>
<td>Total Units: 10</td>
</tr>
<tr>
<td>NTRS 4170 Advanced Nutrition 1 (3)</td>
<td></td>
</tr>
<tr>
<td>NTRS 4150 Medical Nutrition Therapy 1 (3)</td>
<td></td>
</tr>
<tr>
<td>NTRS 4176 Nutritional Assessment Lab (1)</td>
<td>Total Units: 3-6</td>
</tr>
<tr>
<td>Total Units: 10</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTRS 3120 Cultural Cuisine (3)</td>
<td>NTRS 3150 Communication Skills in Dietetics (3)</td>
</tr>
<tr>
<td>NTRS 4140 Institutional Foodservice (4)</td>
<td>NTRS 4180 – Community Nutrition (3) or NTRS 4130 Maternal and Child Nutrition (3)</td>
</tr>
<tr>
<td>NTRS 4170 Advanced Nutrition 1 (3)</td>
<td>NTRS 5110 Research Methodology (3) or NTRS 5130 Adv. Topics in Nutrition (3) – required</td>
</tr>
<tr>
<td>NTRS 4150 Medical Nutrition Therapy 1 (3)</td>
<td>Master’s elective (3) – see below</td>
</tr>
<tr>
<td>NTRS 4176 Nutritional Assessment Lab (1)</td>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>Total Units: 14</td>
<td>Total Units: 15</td>
</tr>
<tr>
<td>Complete the WPE this semester</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTRS 4340 Management Principles in Dietetics (4)</td>
<td>NTRS 5130 Adv. Topics in Nutrition (3) OR NTRS 5110 Research Methodology (3) – required</td>
</tr>
<tr>
<td>NTRS 4175 Advanced Nutrition 2 (3)</td>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>NTRS 4155 Medical Nutrition Therapy ii (3)</td>
<td>Master’s elective (3) – see list below</td>
</tr>
<tr>
<td>NTRS 4100 Experimental Foods (3)</td>
<td>Register your final semester:</td>
</tr>
<tr>
<td>NTRS 4130 Maternal and Child Nutrition (3) or NTRS 4180 – Community Nutrition (3)</td>
<td>NTRS 5960 (0) Comprehensive Exam OR NTRS 5990 (1-4) Thesis OR NTRS 5995 (1-4) Project for culminating experience</td>
</tr>
<tr>
<td>Total Units: 16</td>
<td>Total Units: 9-13</td>
</tr>
</tbody>
</table>

Electives (choose at least four):
- NTRS 5190 Seminar: Special Topics in Food and Nutritional Science (3)
- NTRS 5210 Adv. Topics and Eating Behaviors (3)
- NTRS 5270 Nutrition Epidemiology (3)
- NTRS 5230 Adv. Topics in Food Service Management (3)
- NTRS 5250 Adv. Topics in Food Science (3)

Other options as electives:
- NTRS 5950 Fieldwork in Nutritional Science (3)
- NTRS 5970 Graduate Research (3)
- NTRS 5980 Graduate Directed Study (3)

**Satisfactory Academic Progress**

Federal and State regulations governing student financial aid require that students receiving financial aid must maintain standards of reasonable academic progress in the completion of their degree or certificate. California State University, Los Angeles has developed a standard of satisfactory academic progress policy to monitor a student’s academic progress in accordance to the most recent federal and state regulations.
Standard 1 – Minimum Cumulative GPA
• Maintain a minimum cumulative Grade Point Average (GPA) specific to your academic program.

Standard 2 – Minimum Cumulative Pace of Completion
• Satisfactorily complete (earn credit in) at least 75% of the cumulative units you attempt.

Standard 3 – Maximum Time Frame of Aid Eligibility for Degree Completion
• Complete a degree or certificate program within a maximum number of attempted units equal to 150% of the units required for the specific academic program.

Please see this website for more information.
https://www.calstatela.edu/sites/default/files/groups/Center%20for%20Student%20Financial%20Aid%20%26%20Scholarships/Docs/sap_policy.pdf

Cost to Students

An estimated cost of attendance for Cal State LA may be found at http://www.calstatela.edu/financialaid/2018-2019-cost-attendance. Additional fees will apply to students who wish to continue the educational pathway of becoming a Registered Dietitian. These fees consist of the cost for applying to and attending dietetic internship programs.

<table>
<thead>
<tr>
<th>Estimated Costs for the 2018-2019 Academic Year</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state undergraduate tuition cost for two full-time semesters (Fall &amp; Spring),</td>
<td></td>
</tr>
<tr>
<td>including university fees (12 credits each semester)*</td>
<td>$6,744</td>
</tr>
<tr>
<td>In-state graduate tuition cost for two full-time semesters (Fall &amp; Spring),</td>
<td>$8,178</td>
</tr>
<tr>
<td>including university fees (12 credits each semester)*</td>
<td></td>
</tr>
<tr>
<td>Out-of-state undergraduate and graduate tuition cost for two full-time</td>
<td>$16,248</td>
</tr>
<tr>
<td>semesters (Fall &amp; Spring), including university fees (15 credits each semester)*</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,948</td>
</tr>
<tr>
<td>Application fees and mailing costs for Dietetic Internships and/or Graduate Programs**</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

*Graduate/Post Baccalaureate Tuition and Mandatory Fees total $8,178
*Credential Tuition and Mandatory Fees total $7,662.

Please note that this is only an estimated tuition cost based on the tuition calculator from the Financial Aid and may fluctuate per the academic year. Tuition cost and fees may also be determined through Financial Aid http://www.calstatela.edu/financialaid/2018-2019-cost-attendance The cost varies depending on the credits taken per semester.

Costs will vary depending on internship, graduate program, number of applications, and mailing costs. The application fee for DICAS is $40.00 for the first application and $20 for each
additional application. D&D Digital Computer Matching is $50.00. These expenses are incurred during the senior or final year of the MS.

Withdrawal and Refund of Tuition & Fees

Information pertaining to withdrawal from the University and tuition refund policy is stated in the academic catalog. Refer to the following website for detailed information: http://www.calstatela.edu/sfinserv/fall-semester-2018 In addition, specific dates for withdrawal/refunds may be found in the catalog on the same website.

Graduation

Information about graduation deadlines and an application are available at the following website: http://www.calstatela.edu/graduation

Declaration of Intent

A Declaration of Intent (DOI) will be issued to DPD students who are applying to a supervised practice program at the beginning of their final semester prior to graduation through DICAS (Dietetics Internship Central Application Service). The Declaration of Intent is necessary for the dietetic internship application process as it declares your intent to complete the courses prior to the start of the supervised practice program. To process a DOI, your first step is to sign up on DICAS to have an email sent to the DPD Director by DICAS. You should be in your last semester of course completion(s). Send this list of courses (including name of course, number(s) and what month/year you expect to satisfactorily complete them) to the DPD Director at kgraves@calstatela.edu. Please indicate whether you are graduating with a BS, MS, or PhD.

Verification Statements

The Verification Statement is essential to the ACEND education process, internships, registration exam eligibility, and Academy membership. Upon successful completion of the DPD coursework and the university graduation requirements for either a Bachelor of Science or a Master of Science degree, students will be mailed the DPD Verification Statement. Prior to graduation, the students must provide the DPD Director with a permanent mailing address. Students should email the DPD director to update contact information at kgraves@calstatela.edu. Once the student’s degree is posted, the DPD Director will issue the Verification Statement and mail a minimum of three copies directly to the student. An original copy of the Verification Statement must be given to the Dietetic Internship Director before starting a dietetic internship program or must be produced prior to applying to take the Dietetic Technician, Registered (DTR) exam.

Each individual should keep an original signed VS In a secure place as a permanent record. The Accreditation Council for Education in Nutrition and Dietetics requires all program directors
retain an original signed verification statement for each individual issued one. This is necessary to protect both the program and the program director from a possible grievance, if the student is being denied access to credentialing, or if additional verification statements are needed by a student at a future date. For further information regarding verification statements go to the ACEND website: http://www.eatrightacend.org/ACEND/, click Frequently Asked Questions > Verification Statement. At the time a student signs up for the Comprehensive Dietetics Exam (DIE 4963), the Program Coordinator also gives out the Request for the VS (or DOI, as applies). After the DPD Director receives the email from your ACEND request for a VS, email the director at kgraves@calstatela.edu and state whether you are BS, MS, or PhD and month/year completed.

Registration Examination for Dietetic Technicians

Upon successful completion of the DPD coursework and the university graduation requirements for either a Bachelor of Science or a Master of Science degree, students will be eligible to sit for the Registration Examination for Dietetic Technicians. Once the student’s degree is posted, the DPD Director will issue the Verification of Completion Statement. The DPD Director will accept and process paperwork (application, DTRE mis-use form, and official transcript with posted degree) for the Registration Examination for Dietetic Technicians twice a year (spring and fall). For more information regarding the Registration Examination for Dietetic Technicians, students may go to the Commission on Dietetic Registration website at https://www.cdrnet.org/certifications/dietetic-technician-certification

Complaints

Students in the Didactic Program in Dietetics have the ability to have their complaints resolved informally through the department by speaking with the Program Director then the Chair of the Department. If the application of informal procedures does not resolve the situation, the undergraduate student has the right to seek redress for academic grievances through the Office of Undergraduate Studies. http://www.calstatela.edu/undergraduatestudies/grade-appealsacademic-grievances
For non-academic grievances, students should consult the Student Conduct Office. http://www.calstatela.edu/undergraduatestudies/grade-appealsacademic-grievances

All student complaints are handled in a private and non-retaliatory manner. Students are assured they may discuss their concerns with the program director or other faculty members without fear of retaliation.

Complaints Related to the Didactic Program to ACEND

Students must follow University policies for grievance resolution prior to submitting a complaint directly to the accrediting organization, Accreditation Council for Education in Nutrition and Dietetics (ACEND). If the student deems it necessary to file a complaint with ACEND, he/she needs to be aware of the following: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against
accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For further information refer to [http://www.eatrightacend.org/ACEND/](http://www.eatrightacend.org/ACEND/); click Students > Filing a Complaint).

**III. Application and Admission**

**Admission Requirements**

The admission requirements for freshmen, transfer, and graduate students is described in on the Admissions and Recruitment website. [http://www.calstatela.edu/admissions](http://www.calstatela.edu/admissions). Students are only accepted to the Nutritional Science program during fall semester each year. Below is some information from the Admissions and Recruitment website but prospective students should read all the information on the website.

**Freshmen Requirements**

To be considered for admission to Cal State LA, you must meet the following minimum requirements:

You must have completed each of the courses in the comprehensive pattern of college preparatory subject requirement (the 'A-G' courses) with a grade of 'C' or better, prior to high school graduation.

You must have a minimum “CSU Eligibility Index” to be considered. The “Eligibility Index” is the result of a formula that combines your grades in high school college preparatory courses with the results of the SAT or ACT. Refer to the CSU Eligibility Index for details of how this index is calculated. We will use your highest ACT composite, or SAT (Math and Evidence-Based Reading and Writing) test scores in this determination.

- You must graduate from high school, or earn a GED, by the end of the Spring term prior to Fall enrollment.
- If at least 3 years of your high school coursework was not taught in English, you will have to satisfy the English Language Proficiency requirement.

How will students be considered for admission?

Cal State LA is a very popular campus. We receive more applications than can be accommodated. Cal State LA has a long history of commitment to access, the local community, and social upward mobility.
Based on CSU and campus policy, preference for freshmen admission is offered to applicants who are considered 'local' based on their high school of graduation, or military status. 'Local' freshmen applicants will be offered admission if they meet the minimum Cal State LA Freshmen Admission requirements as stated above.

Freshmen applicants who are not considered 'local' will be ranked by the CSU Eligibility Index and offered admission based on space availability in the major or college. Admission to Cal State LA is very competitive for non-local applicants. As a result, many eligible applicants will not be offered admission. We strongly recommend that all applicants have a back-up plan.

Admission to some majors will be to a 'pre-major' status. Continuation in the major will be subject to meeting specific lower division course and GPA requirements at Cal State LA that indicate the student's ability to successfully complete the major and graduate.

Transfer Student Requirements

Cal State LA serves as a model of access and attainment—the success and graduation of our diverse student body remains our number one priority. Our success as an engine of social mobility was recently confirmed in a study by The Equality of Opportunity Project that ranked Cal State LA number one in the U.S. for the upward mobility of its students. Our transfer admission criteria align with our commitment to provide access and timely graduation for students.

What are the minimum criteria to be considered for admission?
To be considered for transfer admission you must meet the following minimum requirements by the end of the prior Spring term for Fall admission, and by the end of the prior Summer term for Spring admission:

- Complete 60 transferable semester units or 90 transferable quarter units.
- Complete a minimum of 30 semester units or 45 quarter units in courses approved to meet CSU General Education (GE) requirements.
- Complete with a grade of 'C-' or better by the end of the prior Spring term for Fall admission or by the end of the prior Summer term for Spring admission the CSU GE requirements in Written Communication, Oral Communication, Critical Thinking*, and Mathematics/Quantitative Reasoning.
- Have a minimum, overall college GPA of 2.00 or higher in all transferable college course work attempted.
- Be in good standing at the last college or university attended in a regular session.
- If your college coursework was not taught in English, you will have to satisfy the English Language Proficiency requirement.
- *The CSU Critical Thinking course requirement is waived for most Engineering and Computer Science majors. Please see the Major-Specific Requirements for Admission for details.
Be Aware: Cal State LA does not accept Lower Division Transfer Applications (applicants who completed less than 60 transferable semester units).

**How will students be considered for admission?**
Applicants who meet the minimum Cal State LA criteria above will be considered for admission based on their selected major and whether they are considered 'local' based on their community college or military status. Review the Major-Specific Requirements for Admission webpage to see if your major has specific requirements.

Be Aware: Students are offered admission to a specific major. Once a student has enrolled at Cal State LA, changes of major are limited based on both the admission requirements of the major and Cal State LA’s Timely Graduation policy. If a student accepts the offer of admission, s/he is indicating that they plan to pursue the major as stated in the admission offer.

Nutritional science has Major-Specific Requirements for Admission, which are focused on transfer student preparation that predicts success in the major and promotes timely degree completion. The criteria will be used for the Fall 2019 admission cycle. The criteria listed will be reviewed annually for future admission cycles. For Fall term admission, coursework must be completed no later than the prior Spring term. For Spring term admission, coursework must be completed no later than the prior Summer term.

**All transfer students:**
Required minimum cumulative GPA: 2.5

**Nutritional Science Major Specific Requirements:**

Required major preparation courses (grade of "C" or better required):
BIOL 2010 – Human Anatomy and Physiology I
BIOL 2020 – Human Anatomy and Physiology II
PSY 1500 – Introductory Psychology

Required General Education courses not covered by major preparation courses listed above:
Written Communication
Oral Communication
Critical Thinking
Quantitative Reasoning (Math)

Additional recommended preparation for transfer students (grade of "C" or better required)
MICR 1010 – Introduction to Microbiology

**International Student Requirements**

The Cal State LA website offers complete information on the requirements for international freshmen, transfer, and graduate student applicants.
http://www.calstatela.edu/admissions/international-applicants
Transfer credits, course equivalency and grades must meet the university criterion for transfer students. Course equivalency for dietetic and nutrition courses must meet the core knowledge required for entry level practice as a registered dietitian in the United States which is established by Accreditation Council for Education in Nutrition and Dietetics (ACEND). The student must meet with the DPD Program Director for course evaluation and requirements.

**Graduate Student Requirements**

Admission to the graduate degree program in Nutritional Science is limited to Fall Quarter only. Application is a two-step process. First, graduate degree applicants must meet the university requirements for admission. For general admission requirements for graduate programs, refer to the Office of Admissions and University Outreach at [http://www.calstatela.edu/admissions](http://www.calstatela.edu/admissions).

After applying to the university, students must also submit a Nutritional Science Master of Science program application to the School of Kinesiology and Nutritional Science. The Nutritional Science Master of Science program application can be found at [http://www.calstatela.edu/hhs/kns/application-materials-ms-nutrition-andor-cdp](http://www.calstatela.edu/hhs/kns/application-materials-ms-nutrition-andor-cdp). To be considered for admission into the Master of Science degree program in Nutritional Science, applicants must meet the following:

- Grade point average of at least 3.0 in last 60 semester units (90-quarter units) attempted. An additional official transcript showing posting of bachelor’s degree must be submitted with the Nutritional Science Master of Science application.
- Appropriate undergraduate preparation for desired specialization within the discipline of nutritional science.
- Two letters of recommendation sent with the Nutritional Science Master of Science application.
- Statement of goals for graduate study (page two of the Nutritional Science Master of Science application).
- Submission of G.R.E. general test scores (completed within the past five years) with minimum scores of: Verbal-400 (146 on new test); Quantitative 500 (144 on new test); and Analytical Writing – 3.5 sent with the Nutritional Science Master of Science application.
- Completion of the following prerequisites:
  - BIOL 2010 – Human Anatomy and Physiology I, II
  - CHEM 1020 – Fundamentals of Organic Chemistry
  - CHEM 3000 – Nutritional Aspects of Biochemistry
  - MICR 1010 – Introduction to Microbiology
  - NTRS 2100 – Foundations of Food
  - NTRS 3170 – Fundamentals of Human Nutrition

**Didactic Program in Dietetics (DPD):**

No additional application is needed for the DPD. Students who are admitted into the undergraduate program will complete the DPD with their degree curriculum. Students who
are admitted into the graduate degree program will have to complete the DPD curriculum along with their graduate program curriculum.

Advisement

Undergraduate Program:
There are two levels of advisement available to undergraduate students.

Departmental advisement: Nutritional Science students are assigned an academic advisor who is a tenured or tenure track faculty. The office (PE 206) can provide the name of the advisor assigned to the student. Students are advised to meet with their assigned advisor once a year, however, they are strongly encouraged to discuss their progress with their advisor more frequently. The advisement session allows faculty and students to discuss the sequencing of courses, student performance and professionalism, and student concerns. Faculty can also provide career options and advice on future educational attainment.

Rongxiang Xu College of HHS Advising Center: Students should visit the HHS advisement center at least once a semester. Professional advisors are available to help with course substitutions, create a personalized roadmap, assist with any academic concerns, and sign graduation paperwork. Their website is: http://www.calstatela.edu/hhs/ac

Student performance monitoring: Students who are struggling in their coursework are being identified by a system called EAB. These students are being asked to meet with an advisor from the HHS Advising Center. They are provided resources and advice. Students whose GPA drops below a 2.0 are placed on Academic Probation. This link provides information about Student Success. http://www.calstatela.edu/sites/default/files/users/u28031/probation_pptnewbrand52016_0.pdf

In addition, the DPD director will monitor progress of students in the DPD each semester. If students are failing coursework, advice will be provided for alternative majors and career paths that may be more appropriate to students’ abilities and interests.

Graduate Program:
Graduate Nutritional Science students are assigned an advisor at the time they are admitted to the degree program. Each student is expected to work closely with their faculty advisor in a mentoring relationship throughout the time needed to complete work for the degree.

If students are having difficulty succeeding in the DPD, academically or professionally, the academic advisor will discuss a plan of action with the student to assist them in the program and/or discuss alternative career opportunities.
IV. University Policies and Procedures

Academic Calendar

The DPD Program follows the Cal State LA University academic calendar which is found at: http://www.calstatela.edu/academicresources/academic-calendar

Equivalency and Recency of Education

The Nutrition Program has an equivalency and recency of education requirement for pre-requisites to dietetics/nutrition coursework and dietetics/nutrition major courses. To be considered for equivalency and recency, the dietetics coursework needs to come from a program accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND). This policy ensures a strong current academic foundation in the areas pertinent to a contemporary and evidence-based dietetics and nutrition education. If the student needs to complete additional coursework in order to meet equivalency and recency of education requirements, the actual requirements will be determined on an individual basis by the DPD Director’s review of official transcripts submitted to California State University, Los Angeles. This may require that you submit syllabi for previous coursework to aid in the assessment of content against ACEND competencies (KRDN).

Transcript evaluations may be conducted if students have completed some of the DPD course requirements from another university. There is a $50 non-refundable fee for the transcript evaluation for non-CSULA students. Students who are interested in getting their transcripts evaluated should contact the DPD Director.

Transcripts for U.S. Accredited Universities/Colleges

- Prerequisite courses to dietetics and nutrition courses taken 10 years ago or longer are not considered for equivalency or recency. Online labs for science courses are not considered for equivalency or recency.
- Medical Nutrition Therapy, Clinical Nutrition, or similar courses may not be older than three (3) years. If they are, the student will need to repeat the course(s).
- Other dietetic and nutrition courses taken five (5) or more years ago are not considered for equivalency or recency.

Transcripts from International Universities/Colleges

- Transcripts must be submitted in English and translated by an official, accredited translation agency. Please include a GPA (grade point average). See www.eatright.org for a list of accredited translation agencies accepted by ACEND.
- Prerequisite courses to dietetics/nutrition and dietetic/nutrition major courses will be evaluated for equivalency and recency on an individual basis by the DPD Director’s review of official transcripts submitted to California State University, Los Angeles. This
may require that you submit syllabi for previous coursework to aid in the assessment process.

One-time repeat Policy

A student may retake a course once. A course is considered to be failed if the grade is below a C.

Student Records

"Students have a right to expect that their records will not be subject to unauthorized disclosure or access. Student records shall not be available to any extra-institutional person, agency, or organization except as permitted under the Family Education Rights and Privacy Act (FERPA, 20, U.S.C. 1232 [G]). Custodians of student records should be aware that the law prohibits release of most student information without prior consent, except within the University or state or Federal agencies, and only when the persons receiving the information have a “legitimate educational interest.”

Student Access to Records and Information. Unless their right to access has previously been waived on a form provided for that purpose* currently enrolled and former students of California State University, Los Angeles shall have under both the Family Educational Rights and Privacy Act of 1974 (FERPA) and state law the right to know about existing student record systems and to examine their own records, including letters of recommendation, by following procedures that are established by the office responsible for keeping records. Persons making recommendations have a right to know in writing whether access rights have been waived. Students may challenge the record’s accuracy or the appropriateness of its retention. In addition, students shall have the right to include in their individual records any additional information or responses bearing on information they find objectionable. Students must furnish copies of such additional information to the individuals, departments, or administrative officers who originate the information found objectionable.**

More information can be found under III. Student Official Records and Information. http://ecatalog.calstatela.edu/content.php?catoid=25&navoid=2531

Student Conduct

Students are required to follow Cal State University’s Standard for Student Conduct. http://www.calstatela.edu/sites/default/files/groups/Judicial%20Affairs/Docs/student_code_conduct.pdf
The university is responsible for providing a safe and healthy learning environment for students, faculty and staff. Grounds for discipline includes but is not limited to: sexual misconduct, physical assault, hazing, possession of a firearm or explosives, illegal drug possession, and other acts of a similar nature. Please visit the Student Conduct Office for more specific information and forms. http://www.calstatela.edu/studentconduct/welcome-student-conduct-office
Academic Honesty

“The University in its quest for truth and knowledge embraces honesty and integrity. These fundamental values must not be compromised. The trust and respect among professors, students and the society need to be vigilantly protected. Cheating and plagiarism can be neither justified nor condoned, as this would destroy the ideals and purposes of higher education. Students enter the University to gain the knowledge and tools necessary for participation in society. Academic integrity is one foundation for a society based on trust and honesty. Therefore, the University takes seriously its responsibility for academic honesty.”

For more information about Academic Honesty definitions, consequence and sanctions, reporting procedures, and confidentiality, please visit the campus website: http://catalog.calstatela.edu/NXT/gateway.dll/currentcatalog-30/newlevel00082/deptitle00086.htm?f=templates$fn=document-frame.htm$3.0$vid=calstate:current$force=287

Student Services and Campus Resources

Cal State LA has a wide variety of student support services to optimize students’ academic success and to provide resources for the wellbeing of the students. The Division of Student Affairs website has a many student resources. http://www.calstatela.edu/studentaffairs/division-student-affairs. In addition, the following campus departments are available to students:

<table>
<thead>
<tr>
<th>Career Development Center</th>
<th><a href="http://www.calstatela.edu/univ/cdc">http://www.calstatela.edu/univ/cdc</a></th>
<th>323-343-3237</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Student Financial Aid &amp; Scholarships</td>
<td><a href="http://www.calstatela.edu/financialaid">http://www.calstatela.edu/financialaid</a></td>
<td>323-343-6260</td>
</tr>
<tr>
<td>Hearing impaired: 323-343-3139</td>
<td>323-343-3140</td>
<td></td>
</tr>
<tr>
<td>Office for Students with Disabilities</td>
<td><a href="http://www.calstatela.edu/osd">http://www.calstatela.edu/osd</a></td>
<td>323-343-3140</td>
</tr>
<tr>
<td>Rongxiang Xu College of HHS Advising Center</td>
<td><a href="http://www.calstatela.edu/hhs/ac">http://www.calstatela.edu/hhs/ac</a></td>
<td>(323) 343-5500</td>
</tr>
<tr>
<td>Student Health Center</td>
<td><a href="http://www.calstatela.edu/studenthealthcenter">http://www.calstatela.edu/studenthealthcenter</a></td>
<td>323-343-3000</td>
</tr>
<tr>
<td>University Writing Center</td>
<td><a href="http://www.calstatela.edu/uwc">http://www.calstatela.edu/uwc</a></td>
<td>323-343-5350</td>
</tr>
<tr>
<td>University Tutorial Center</td>
<td><a href="http://www.calstatela.edu/tutorialcenter/appointment-tutoring-0">http://www.calstatela.edu/tutorialcenter/appointment-tutoring-0</a></td>
<td>(323) 343-3971</td>
</tr>
</tbody>
</table>
V. Professional Involvement and Participation

Becoming an active member of professional organizations related to nutrition is an excellent way for students to learn about the profession. In addition, it can provide leadership opportunities, volunteer and employment opportunities, and continue with acquisition of knowledge through attending workshops and conferences. We strongly encourage all students to join the Academy of Nutrition and Dietetics, and the local district for Los Angeles. On campus, we are proud to have the Student Dietetic Association (SDA), which all students are encouraged to join.

Student Dietetic Association

Student-led organizations are an excellent way for students to gain leadership skills, plan events and to get to know other students with similar interests. The Student Dietetic Association is one of over 130 student groups on campus and is under the direction of the Center for Student Involvement. [http://www.calstatelausu.org/csi.php](http://www.calstatelausu.org/csi.php)

Over the years, the SDA has provided a variety of activities for students including: meetings with nutrition and dietetics professionals about career choices, a Snack Shack selling healthy snacks to students on campus, an annual Meet and Greet event where students interact with nutrition and dietetics professionals, and other service projects both on and off campus. The SDA also posts the Eatatorial, which provides writing opportunities for students. Students can join the SDA at any point and membership fees are nominal. Most events are open to all students, but members do get additional benefits and are part of an email list where volunteer and job opportunities are provided, along with internship and other information that may be useful to students.

“The SDA was founded to provide students with guidance, leadership, volunteer, and networking opportunities in the nutrition and dietetic fields. Throughout the years, SDA has helped nutritional science students build their resumes through its various events and programs, foster friendships among students, and cultivate working relationships with faculty and professionals in the industry. As an organization, SDA is only as strong as its members. Presently, the SDA is one of the largest and most active student organizations on
campus because of its dedicated, kind, and highly involved members who work tirelessly to volunteer, organize, and donate to the various SDA programs.”

The Academy of Nutrition and Dietetics

Student membership in the Academy of Nutrition and Dietetics is encouraged for all DPD students. Membership for students is offered at a substantially reduced rate of $58 per year. There are many benefits to professional membership including access to the Evidence Analysis Library, reduced registration fees for attendance at the annual Food and Nutrition Expo (FNCE), and a subscription to the Journal of the Academy of Nutrition and Dietetics (JAND).

Student membership and professional involvement should be noted on your résumé. For further information visit: http://www.eatrightpro.org/ (scroll to the bottom of the page, click Membership > Membership Types and Criteria > Student Member (to join) OR Student Member Center (to become involved).

California Association of Nutrition and Dietetics

Students joining the Academy of Nutrition and Dietetics will automatically be awarded membership in the California affiliate organization (CAND) https://www.dietitian.org/ if you identify California as your state affiliate. The California Academy of Nutrition and Dietetics allows students the opportunity to participate in annual meetings, as well as begin to network with dietetic practitioners. The California affiliate also offers other benefits such as scholarships and awards for students.

Los Angeles District of the California Association of Nutrition and Dietetics

In Los Angeles, the local affiliate is the Los Angeles District. Students are encouraged to join and attend LAD meetings and events. Other benefits include: mentorship, LAD annual conference, and access to volunteer/job openings.

https://www.dietitian.org/los-angeles/

VI. ACEND Accredited Supervised Practice

The options for an ACEND accredited supervised practice program include an internship, a master’s degree combined with a coordinated program or internship, or an individualized supervised practice pathways (ISPP).

Dietetic Internship

The ACEND website provides a list of all internships (http://www.eatrightacend.org/ACEND).
Through the website a direct link to each individual program provides detailed information about the program. You may want to consider the following when choosing to apply to an internship:

- Part time or full time
- Length of the program
- Grant a master’s degree, earn graduate credit or offer no graduate credit at all
- Number of students accepted
- Emphasis: general, clinical, community/public health, or food management
- Location of country
- Location of program: healthcare institution, community agency, University or College setting
- Cost

To apply to most internships, you will need to go through the process of “computer matching.” Computer matching is one part of the process necessary to obtain an appointment to most DIs. The Academy of Nutrition and Dietetics has contracted with D&D Digital Systems to facilitate matching through a computerized process. An applicant is "matched" with the highest ranked program that offers the applicant a position. In this way, computer matching helps applicants to obtain a position in the DI of their choice and helps DI programs obtain the applicants of their choice. It eliminates premature decisions by programs about applicants and acceptance at multiple programs by applicants. Computer matching occurs using the applicant's prioritized list and the programs' prioritized lists until all possible matches are complete. There is a $50.00 fee for computer matching that must be submitted at the time you register for the match online with D&D Digital Systems. The process is explained in detail in the "Instructions to Applicants" booklet provided by D&D Digital Systems (http://dnddigital.com/).

The Academy of Nutrition and Dietetics has developed an online application process for dietetic internships. The system, Dietetic Internship Centralized Application System (DICAS) allows applicants to submit all their application materials online and internships will access the information from DICAS. There is a $40.00 fee for the first application and $20.00 for each additional application. DICAS may be accessed at https://portal.dicas.org/.
Computer matching occurs in April and November of each year. The DI list includes information about when each DI appoints its students. Programs may participate in either one or both computer matching periods. For more information about computer matching, visit http://www.eatrightacend.org/ACEND/.

Receiving an appointment to a dietetic internship is very competitive. The national computer matching result for the past four years has been about 50%, which means that half of the students applying received a match and other half did not.

**Master’s Degree Option**

Many master’s degree programs have supervised practice associated with the degree. The ACEND website provides a list of all internships and coordinated programs associated with a master’s degree (http://www.eatrightacend.org/ACEND). Through the website, a direct link to each individual program provides detailed information about the program. This may be a viable option for some students as the degree requirement for registered dietitians starting in 2024 will change from a baccalaureate degree to a graduate degree. (https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024).

**Individualized Supervised Practice Pathways (ISPP)**

Individualized supervised practice pathways (ISPP) offer DPD another pathway to become a Registered Dietitian (http://www.eatrightacend.org/ACEND). Individualized Supervised Practice Pathways have been developed along with preceptor recruiting efforts to give students more options for educational experiences that will make them eligible to sit for the registration exam. ACEND policies for ISPPs allow 1) graduates who did not match to a dietetic internship, but who possess a DPD verification statement, 2) individuals holding a doctoral degree without a DPD verification statement to apply for an ISPP; however, eligibility requirements and options may vary by program, and the Department does not offer this option.

**NOTE:** Students enrolled in the Didactic Program in Dietetics at California State University, Los Angeles must abide by all professional standards and policies outlined within the Didactic Program in Dietetics Student Handbook and the at California State University, Los Angeles student policies. Failure to act in accordance with professional standards will result in formal review by the Program Director, and other university administrators. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.
## Appendix A: KRDNs – Core Knowledge Requirements

### 2017 Standard 5: Curriculum and Learning Activities

**Core Knowledge Requirements for Registered Dietitian Nutritionists (KRDN)**

*Upon completion of the program, graduates are able to*

### DOMAIN 1 – SCIENTIFIC and EVIDENCE BASED OF PRACTICE:

*Integration of scientific information and translation of research into practice.*

<table>
<thead>
<tr>
<th>KRDN 1.1</th>
<th>Demonstrate how to locate, interpret, evaluation, and use professional literature to make ethical, evidence-based practice decisions.</th>
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<tbody>
<tr>
<td>KRDN 1.2</td>
<td>Use current information technologies to locate and apply evidence-based guidelines and protocols.</td>
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<tr>
<td>KRDN 1.3</td>
<td>Apply critical thinking skills.</td>
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</tbody>
</table>

### DOMAIN 2 – PROFESSIONAL PRACTICE EXPECTATIONS:

*Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.*

<table>
<thead>
<tr>
<th>KRDN 2.1</th>
<th>Demonstrate effective and professional oral and written communication and documentation.</th>
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<tr>
<td>KRDN 2.2</td>
<td>Describe the governance of nutrition and dietetics practice, such as the <em>Scope of Nutrition and Dietetics Practice</em> and the <em>Code of Ethics for the Profession of Nutrition and Dietetics</em>; and describe inter-professional relationships in various practice settings.</td>
</tr>
<tr>
<td>KRDN 2.3</td>
<td>Assess the impact of a public policy position on nutrition and dietetics practice.</td>
</tr>
<tr>
<td>KRDN 2.4</td>
<td>Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.</td>
</tr>
<tr>
<td>KRDN 2.5</td>
<td>Identify and describe the work of inter-professional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery food and nutrition services.</td>
</tr>
<tr>
<td>KRDN 2.6</td>
<td>Demonstrate an understanding of cultural competence/sensitivity.</td>
</tr>
<tr>
<td>KRDN 2.7</td>
<td>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.</td>
</tr>
<tr>
<td>KRDN 2.8</td>
<td>Demonstrate an understanding of the importance and expectations of a professional in mentoring and being a preceptor to others.</td>
</tr>
</tbody>
</table>
### DOMAIN 3 – CLINICAL AND CUSTOMER SERVICES:
*Development and delivery of information, products, and services to individuals, groups, and populations.*

| 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 the 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.*

| 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. |
Appendix B: Code of Ethics for the Profession of Dietetics

Academy of Nutrition and Dietetics (Academy) Commission on Dietetic Registration (CDR)  
CODE OF ETHICS  
for the Nutrition and Dietetics Profession  
Effective Date: June 1, 2018

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

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

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

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

Principles and Standards:

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

h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)
Nutrition and dietetics practitioners shall:

a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.

b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.

c. Maintain and appropriately use credentials.

d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).

e. Provide accurate and truthful information in all communications.

f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

g. Document, code and bill to most accurately reflect the character and extent of delivered services.

h. Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.

i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)
Nutrition and dietetics practitioners shall:

a. Participate in and contribute to decisions that affect the well-being of patients/clients.

b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

f. Refrain from verbal/physical/emotional/sexual harassment.

g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
a. Collaborate with others to reduce health disparities and protect human rights.
   b. Promote fairness and objectivity with fair and equitable treatment.
   c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
   d. Promote the unique role of nutrition and dietetics practitioners.
   e. Engage in service that benefits the community and to enhance the public’s trust in the profession.
   f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

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

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

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

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

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

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

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

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

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

References:
Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

For further information, please refer to the following link:
Appendix C: Abbreviated Administrative Organizational Chart for Academic Programs

California State University, Los Angeles

Board of Trustees

Chancellor
CSU System
Dr. Timothy P. White

President
CSU, Los Angeles
Dr. William A. Covino

Provost and Vice President
for Academic Affairs
Dr. Lynn Mahoney

Dean
College of Health and Human Services
Dr. Ron Vogel

Associate Dean
College of Health and Human Services
Dr. Evaon Wong-Kim

Director
School of Kinesiology and Nutritional Science
Dr. Ray De Leon

Associate Director
School of Kinesiology, Nutritional, and Food Science
Dr. Sunil Mangalassary

Graduate Program
Master of Science
Dr. Pera Jambazian
Coordinator

Didactic Program in
Dietetics (DPD)
Dr. Kathryn (Mandy) Hillstrom
DPD Director

Coordinated Program in
Dietetics (CP)
Dr. Pera Jambazian
CP Director

Suzanne Elizondo, MS, RD
CP Coordinator
## Appendix D: Faculty in Nutritional Science

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Adase, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:cadase2@calstatela.edu">cadase2@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Michelle Alvarado, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:malva44@calstatela.edu">malva44@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Sharon Beckwith, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:sbeckwi2@calstatela.edu">sbeckwi2@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Maja Broz, MS, RDN</td>
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<td></td>
</tr>
<tr>
<td>Victoria Buxton-Pacheco, MS</td>
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<td></td>
</tr>
<tr>
<td>Laura Calderon, DrPH, RDN</td>
<td>Professor, Emeritus</td>
<td><a href="mailto:lcalder@calstatela.edu">lcalder@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Suzanne Elizondo, MS, RDN</td>
<td>Clinical Site Coordinator,</td>
<td><a href="mailto:selizon3@calstatela.edu">selizon3@calstatela.edu</a></td>
<td>Coordinated Program in</td>
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<tr>
<td></td>
<td>Dietetics</td>
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<tr>
<td>Feraz Ferozali, MS</td>
<td>Lecturer</td>
<td><a href="mailto:fferoza2@calstatela.edu">fferoza2@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Pera Jambazian, Dr.P.H., RDN</td>
<td>Professor</td>
<td><a href="mailto:pjambaz@calstatela.edu">pjambaz@calstatela.edu</a></td>
<td>Director, Coordinated</td>
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<tr>
<td></td>
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<td>Program in Dietetics</td>
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<tr>
<td></td>
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<td></td>
<td>Graduate Coordinator</td>
</tr>
<tr>
<td>Lewina Luk, MS, RD</td>
<td>Lecturer</td>
<td><a href="mailto:lleung2@calstatela.edu">lleung2@calstatela.edu</a></td>
<td></td>
</tr>
<tr>
<td>Samantha Karim, MS, RDN</td>
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<td></td>
</tr>
<tr>
<td>Anureet Kaur, PhD</td>
<td>Assistant Professor</td>
<td><a href="mailto:akaur23@csula.onmicrosoft.com">akaur23@csula.onmicrosoft.com</a></td>
<td></td>
</tr>
<tr>
<td>Dale McCabe, MS</td>
<td>Lecturer</td>
<td><a href="mailto:dmccabe@calstatela.edu">dmccabe@calstatela.edu</a></td>
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</tr>
<tr>
<td>Name</td>
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<tr>
<td>Eileen Moylan, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:emoylan2@calstatela.edu">emoylan2@calstatela.edu</a></td>
<td></td>
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<tr>
<td>Nana Stark, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:nana.stark2@calstatela.edu">nana.stark2@calstatela.edu</a></td>
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<tr>
<td>Jasmine Tom, MS, RDN</td>
<td>Lecturer</td>
<td><a href="mailto:jtom6@calstatela.edu">jtom6@calstatela.edu</a></td>
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</table>