



CAL STATE LA
CALIFORNIA STATE UNIVERSITY, LOS ANGELES



**Didactic Program in Dietetics (DPD)
Student Handbook
2023-2024**

**Rongxiang Xu College of Health and Human
Services**

**Department of Nutrition
and Food Science**
Phone: (323) 343-5327

Didactic Program in Dietetics
Director: Kimberly Gottesman, DCN, RDN, LDN, CNSC
Phone: (323) 343-5327
Email: kgottes@calstatela.edu

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Dear students in the nutrition and dietetics program,

Welcome, we are so pleased that you are part of this program! The nutrition and dietetics program at California State University, Los Angeles (Cal State LA) is part of the Department of 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 nutrition and dietetics and can be found in positions in local hospitals, school food service, Women, Infants and Children (WIC) locations, the county public health department, or in private practice. Our graduates are proud to serve Los Angeles and other communities both locally and nationally.

The purpose of this student handbook is to provide answers to your questions about the Nutrition and Dietetics Program and to the profession. Additionally, it informs you of program requirements and your responsibilities as a student in the program. The handbook should assist you in planning your course schedule and in preparing yourself for graduation and your post-graduation goals. Please keep this handbook readily available and refer to it during your matriculation at the University.

For all students entering the program, you will be required to complete a Master's degree in order to be eligible to take the Registered Dietitian Nutritionist credentialing exam. For more information, you can review the information on the Commission on Dietetics Registration website regarding the [graduate degree requirement](#). You will receive more information about this requirement in your introductory nutrition class, NTRS 3130 (Introduction to Nutrition and Dietetics).

Please remember that regular visits with your academic advisor to plan your program pathway, develop your goals, and evaluate your degree progress will increase your success in the program. You should also make regular appointments with the academic advisors in the college [HHS Advising Center](#), which is housed in the Fine Arts Building, online, or through email. For professional advice on careers and next steps in dietetics, it is important to visit with nutritional science faculty. As the Director of the Didactic Program in Dietetics (DPD), I am very happy to meet with you and discuss your professional development. Dr. Hillstrom, our department chair, is also available to assist you in your professional development. All of the faculty in the department who participate in the undergraduate program and Post Baccalaureate (Post-Bacc) certificate program 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 [Department of Nutrition and Food Science website](#).

In good health,
Dr. Kimberly Gottesman, DCN, RDN, LDN, CNSC

I. Profession of Dietetics

Accreditation Status

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredits the DPD at Cal State LA. The street and email addresses for ACEND are: 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995; [\(312\) 899-0040](tel:3128990040), ext. 5400.

Email address: ACEND@eatright.org

Students at Cal State LA can earn a Bachelor of Science in Nutrition and receive a Verification Statement after successfully completing the ACEND, DPD and University requirements. Students who already have a bachelor's degree in a discipline outside of nutrition can earn a Post-Bacc Certificate in Nutritional Science through the College of Professional and Global Education (PaGE) and receive a Verification Statement. The degree and post-bacc certificate establish eligibility to apply for an ACEND accredited supervised practice program (e.g. internship, master's degree coordinated program, future education model graduate program, or individualized supervised practice program) and some graduate schools. The DPD Verification Statement, the completion of the supervised practice program, and effective January 1, 2024 a graduate degree will 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). Please refer to the [Academy of Nutrition and Dietetics Licensure Statutes and Information by State](#) for more information.

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

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

An RD or RDN (interchangeable terms) is an individual who has completed the following requirements:

- Minimum of a bachelor's degree from a United States (US) regionally accredited institution; effective January 1, 2024, a minimum of a master's degree from a US regionally accredited institution will be required
- Academic requirements from an ACEND accredited DPD (culminating in a Verification Statement)
- An ACEND accredited supervised practice program (at minimum 1000 hours)
- Successfully passed the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR)
- Maintains continuing professional education requirements

Job Outlook and Salaries for RDNs

RDs and RDNs 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

RDs 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](#) which is published by the U.S. Bureau of Labor Statistics: "Employment of dietitians and nutritionists is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations." Dietitians are 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 RDs and RDNs is \$70,000 as of November 2021, with a range between \$60,300 to \$87,700. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility, extra credentials, and supply of RDs or RDNs. Salaries increase with years of experience and many RDs and RDNs, particularly those in business, management, education, and research earn incomes above \$90,000.

Sources: [The Academy of Nutrition and Dietetics 2021 Compensation and Benefits Survey](#)

If you choose not to complete a graduate degree and an ACEND accredited supervised practice program to become an RD after graduating, the science foundation of the Cal State LA program will have provided 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, many of the leading chronic illnesses may be prevented through lifestyle changes. The primary aim of the Nutritional Science Program at Cal State LA 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 DPD enables students to complete the academic requirements needed to qualify for graduate school and a dietetic internship or supervised practice, both which are needed to be eligible to take the examination to become an RDN. The DPD may be completed as part of the baccalaureate degree program in Nutritional Science or through the post-bacc certificate in Nutritional Science program at PaGE.

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. Students in the Bachelor of Science Degree can select from two options, the dietetics option and a new option coming Fall 2024 community nutrition and wellness.

The Master of Science (MS) degree in Nutritional Science prepares students to develop skills necessary to critically evaluate existing research while also developing 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. Students entering the MS must have a verification statement or have completed the prerequisites listed in the ecatalog for the university. Students will not be able to earn a verification statement through the MS program at Cal State LA.

History

The DPD is a program in the Department of Nutrition and Food Science in the College of Health and Human Services at 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. Then, in 1993, the department was restructured and the Nutritional Science program 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 named the School of KNS (Kinesiology and Nutritional Science). In 2019, the department changed its name to include Food Science and became the School of

Kinesiology, Nutrition and Food Science. Effective July 1, 2022, the department split from Kinesiology and became its own department, the Department of Nutrition and Food Science.

The DPD was initially approved for accreditation in the 1970s. Currently, the DPD requirements may be met through earning a Bachelor's of Science in Nutritional Science or through the Post Baccalaureate Certificate in Nutritional Science.

Program Mission, Vision, Goals, and Objectives

Mission

The mission of the Didactic Program in Dietetics (DPD) of California State University, Los Angeles is to provide students with comprehensive academic knowledge and critical thinking skills in the field of nutrition and dietetics. The DPD program also promotes the university and department emphasis on engaging in public and professional service to promote cultural competency and for the greater good. The DPD prepares graduates to go into supervised practice in order to be eligible to take the credentialing exam to become entry-level registered dietitian nutritionists (RDNs), for entry-level careers related to food and nutrition, or graduate level education.

Vision

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

Program Goal 1: The program will prepare graduates with a strong educational foundation in nutrition/dietetics to perform proficiently in a dietetic supervised practice program in preparation to be a competent entry-level dietitian nutritionist, to work in entry/level positions in nutrition and dietetics, or to be accepted into graduate school.

Program Objectives for Goal 1:

1. At least 80% of program students complete program/degree requirements within three years (150% of program length).
2. At least 25 percent of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.*
3. Of program graduates who apply to a supervised practice program, at least 50 percent are admitted within 12 months of graduation.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. Of graduates who seek employment and respond to the alumni survey, 50% are employed in nutrition and dietetics or related fields within 12 months of graduation.
6. At least 80% of Supervised Practice Program Directors who respond to a survey on DPD graduation preparedness for supervised practice will respond as being "satisfied" or "very satisfied" with preparation.

Program Goal 2: Graduates from the DPD will be prepared to work in culturally diverse communities.

Program Objectives for Goal 2:

1. At least 80% of Supervised Practice Program Directors who respond to a survey will rank DPD graduates as being “prepared” or “very prepared” to work in culturally diverse communities.
2. At least 80% of DPD graduates who respond to a survey will rate themselves as “prepared” or “very prepared” to work in culturally diverse communities.

*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.

** The DPD program at Cal State LA meets the requirements for the core knowledge requirements known as the *Knowledge for Registered Dietitian Nutritionists (KRDNs)* established by ACEND (Appendix A— KRDN).

Organizational Structure

The organizational structure is in Appendix B

Program Faculty

The program faculty list is in Appendix C

Nutritional Science Degree and Program of Study

DPD Program

The DPD program at Cal State LA meets the requirements for the core knowledge requirements known as the *Knowledge for Registered Dietitian Nutritionists (KRDNs)* established by ACEND (Appendix A— KRDN). Students must successfully complete all major courses in the DPD curriculum with a grade of “C” or higher and earn a passing grade (80 % or higher) on all 31 KRDN assessments. 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 your academic advisor and/or the HHS 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 ecatalog along with the requirements for the

[Nutritional Science BS](#). There are two options in the BS in Nutritional Science. The Dietetics Option allows students to earn a verification statement upon successful completion of the program. The Food Science Option does NOT result in a verification statement at the successful culmination of the program. The Food Science Option is no longer available to students however in Fall 2024 we will have a new option for students to select, Community Nutrition and Wellness. The Community Nutrition and Wellness Option will NOT result in a verification statement at the successful culmination of the program.

Post Baccalaureate Certificate in Nutritional Science Program:

To earn a Certificate in Nutritional Science, students must successfully complete a required total of 35 units. Information about required courses can be found on the PaGE website about the [Post Baccalaureate in Nutritional Science](#). The post-bacc allows students to earn a verification statement upon successful completion of the program.

Suggested Course Sequencing

For undergraduate freshmen students, Bachelor of Science Degree in Nutritional Science Option in Dietetics: 4-Year Plan:

Program: Bachelor of Science Degree in Nutritional Science							5/26/2022	
Option: Option in Dietetics								
Summer	Units	Fall	Units	Winter	Units	Spring	Units	
Year One - 31 units		GE C1 +	3			CHEM 1010 +*	4	
		GE A2 +	3			GE C2 +	3	
		PSY 1500 +*	3			U.S. Hist. +	3	
		GE B4 +	3			GE A3 +	3	
		HHS 1010 / KIN 1500 +	3			GE A1 +	3	
TOTAL 0		TOTAL 15		TOTAL 0		TOTAL 16		
Year Two - 30 units		BIOL 2030 +*	4			NTRS 3100	3	
		CHEM 1020	4			BIOL 2040 +*	4	
		ANTH 1500 +/SOC 2010 +	3			U.S. Gov't +	3	
		MICR 1010 +*	3			MATH 1090 +	3	
						Directed Elective	3	
TOTAL 0		TOTAL 14		TOTAL 0		TOTAL 16		
Year Three - 28 units		UD GE C: NTRS 3120 +	3			NTRS 3150	3	
		NTRS 3170	3			NTRS 4110	3	
		NTRS 3130 (fall only)	1			NTRS 4120	3	
		NTRS 3220	3			UD GE	3	
		UD GE & Directed Elective	3			Directed Elective	3	
TOTAL 0		TOTAL 13		TOTAL 0		TOTAL 15		
Year Four - 30 units		NTRS 4140 (fall only)	3			NTRS 4340 (spring only)	3	
		NTRS 4150 (fall only)	3			NTRS 4155 (spring only)	3	
		NTRS 4170 (fall only)	3			NTRS 4175 (spring only)	3	
		NTRS 4180	3			NTRS 4176	1	
		NTRS 4185 (fall only)	1			NTRS 4790	3	
		UD GE	3			NTRS 4195 (spring only)	1	
TOTAL 0		TOTAL 16		TOTAL 0		TOTAL 14		

**For undergraduate transfer students, Bachelor of Science Degree in Nutritional Science
Option in Dietetics: 2 Year Plan:**

Program: Bachelor of Science Degree in Nutritional Science

5/26/2022

Option: Option in Dietetics

Summer	Units	Fall	Units	Winter	Units	Spring	Units
Junior Year - 28 units							
		NTRS 3100	3			UD GE C: NTRS 3120 +	3
		NTRS 3170	3			NTRS 3150	3
		NTRS 3130 (fall only)	1			NTRS 4110	3
		NTRS 3220	3			NTRS 4120	3
		UD GE & Directed Elective	3			UD GE	3
	TOTAL 0		TOTAL 13		TOTAL 0		TOTAL 15
Senior Year- 30 units							
		NTRS 4140 (fall only)	3			NTRS 4340 (spring only)	3
		NTRS 4150 (fall only)	3			NTRS 4155 (spring only)	3
		NTRS 4170 (fall only)	3			NTRS 4175 (spring only)	3
		NTRS 4180	3			NTRS 4176	1
		NTRS 4185 (fall only)	1			NTRS 4790	3
		Directed Elective	3			NTRS 4195 (spring only)	1
	TOTAL 0		TOTAL 16		TOTAL 0		TOTAL 14

For Post Baccalaureate Students:

**Post-Baccalaureate Certificate in
Nutritional Science
Roadmap of Courses**

Term	Course	Course Title	SCE
Summer 10 weeks	NTRS 3100	Scientific Aspects of Food Preparation - Lecture	3
	NTRS 3100	Scientific Aspects of Food Preparation - Lab	0
	NTRS 3130	Introduction to Nutrition and Dietetics	1
	NTRS 3150	Communication Skills in Dietetics - Lecture	3
	NTRS 3150	Communication Skills in Dietetics - Activity	0
	NTRS 3170	Introduction to Nutrition and Metabolism	3

Term	Course	Course Title	SCE
Fall 16 weeks	NTRS 4120	Nutrition Through the Lifespan	3
	NTRS 4140	Institutional Food Service	3
	NTRS 4150	Medical Nutrition Therapy I - Lecture	3
	NTRS 4150	Medical Nutrition Therapy I - Lab	0
	NTRS 4170	Advanced Nutrition I	3

Term	Course	Course Title	SCE
Spring 16 weeks			
	NTRS 4180	Community Nutrition - Lecture	3
	NTRS 4180	Community Nutrition - Activity	0
	NTRS 4155	Medical Nutrition Therapy II - Lecture	3
	NTRS 4155	Medical Nutrition Therapy II - Lab	0
	NTRS 4175	Advanced Nutrition II	3
	NTRS 4176	Nutrition Assessment Lab	1
NTRS 4340	Foodservice Management	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. Cal State LA has developed a standard of [financial and 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.

Cost to Students

An estimated cost of attendance for Cal State LA bachelor's students may be found through the [Center for Financial Aid and Scholarships Cost of Attendance 2023-2024 for Cal State LA](#). Additional fees will apply to students who wish to continue the educational pathway of becoming an RDN. These fees consist of the cost for applying to and attending graduate school and dietetic internship programs.

Estimated Costs for the 2023-2024 Academic Year	Estimated Cost ** Unit
In-state undergraduate tuition cost for two full-time semesters (Fall & Spring), including university fees (12 credits each semester)*	\$,6,814
Out-of-state undergraduate and graduate tuition cost for two full-time semesters (Fall & Spring), including university fees (15 credits each semester)*	\$16,318
Post-Baccalaureate Certificate cost for the three semester program is \$400 per unit**	\$14,000
Books & Supplies	\$1,253
Application fees and mailing costs for Dietetic Internships and/or Graduate	\$200.00

Please note that this is only an estimated tuition cost based on the tuition calculator and may

fluctuate per the academic year. Tuition cost and fees may also be determined through Financial Aid & Scholarship Office. The cost varies depending on the credits taken per semester.

**Costs will vary depending on internship, graduate program, number of applications submitted, and mailing costs. The fees for DICAS are \$50 for the first application and \$25 for each additional application. D&D Digital Computer Matching is \$65.00. These expenses are incurred during the final semester of the program or after graduation. Graduate school application costs will vary by program.*

***Financial aid for the post bacc certificate is handled through PaGE. Please contact them directly for information.*

***For the post-bacc, students must pay to have their final certificate processed. The certificate fee is \$25 and is typically due prior to October 15th for spring graduation. See the Graduation website for more details (and then link to <https://www.calstatela.edu/registrar/apply-your-degree>)*

Withdrawal and Refund of Tuition & Fees

Information pertaining to [withdrawal from the University](#) and tuition refund policy is stated in the [Student and Finance Service Centers](#). Please look for information on this site for semester-specific dates. These dates may be different for students enrolled in the PaGE post-bacc certificate. Please contact [PaGE](#) with questions for the post-bacc.

Leave of Absence

Students may petition for a leave of absence for such reasons as:

- Professional or academic opportunities, like travel or study abroad;
- Employment related to educational goals and major fields of study or participation in field study or research projects;
- Medical reasons, including pregnancy, major surgery, and other health-related circumstances; and
- Financial reasons, such as the necessity to work for a specified period to resume study with adequate resources.

Evaluation of petitions for leaves of absence takes into account the student's stated plans and the extent to which a leave would contribute to educational objectives. Students are expected to plan their time of return and their activities during the leave. They must also state why it is critical to remain in continuous residence. In the case of medical or financial leaves, they must state how they plan to remain current with or advance in their academic field. Undergraduate students may request a leave for no fewer than two and no more than four semesters. Graduate students are granted a maximum of 2-semesters, subject to

renewal. Continuing students' allowed absence of 1-semester is included in these maximums.

The petition for a Leave of Absence can be found [here](#).

Graduation

Information about graduation deadlines and an application are available on the [University Graduation Office website](#).

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 (Dietetic Internship Centralized Application System). The DOI 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 final semester of course completion(s). There is a form to complete that will verify what month/year you expect to satisfactorily complete the program requirements. The DOI will be coordinated by DPD Director, Dr. Gottesman who can be reached at kgottes@calstatela.edu. Please indicate whether you are graduating with the undergraduate degree or completing the post-bacc certificate and ensure adequate time is given to Dr. Gottesman prior to the application deadline for the DOI to be completed. Forms received within 96-hours of the application deadline may not be processed in-time for your application to be considered.

Verification Statements

The Verification Statement is essential to the ACEND education process, internships, some graduate schools, registration exam eligibility, and Academy membership. Upon successful completion of the DPD coursework (this includes earning all 31 KRDNs) and the university graduation requirements for either a Bachelor of Science or the post-bacc certificate, students will be emailed the DPD Verification Statement. Prior to graduation, the students must provide the DPD Director with a personal email. Students will be asked to complete the Issuance of Verification Form/Survey during their final semester of study. Students should email the DPD director at kgottes@calstatela.edu to update any contact information. Once the student's undergraduate degree or post-bacc certificate is conferred and posted in GET, the DPD Director will issue the Verification Statement and email it 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 Nutrition and Dietetic Technician, Registered (NDTR) exam. Verification statements are historically processed around 10-14 days after final grades are due.

Each individual should keep an original signed (or digitally signed) Verification Statement in a secure place as a permanent record. ACEND requires all DPD directors retain an original signed verification statement for each individual issued one. This is necessary to protect both the program and the DPD 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 which answers [Frequently Asked Questions about Verification Statements](#).

Program Complaints

Students in the DPD have the ability to have their complaints resolved informally through the department by initially speaking with the DPD director. If the problem is not resolved after the conversation with the DPD director, the next step is to speak with the Chair of the Department of Nutrition and Food Science. If the application of the 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](#) or [PaGE](#).

For non-academic grievances, students should consult the [Student Conduct Office](#).

All student complaints are handled in a private and non-retaliatory manner. Students are assured they may discuss their concerns with the DPD director or other faculty members without fear of retaliation. A record of student complaints are kept on-file for at least seven years.

Complaints Related to the Didactic Program in Dietetics (DPD) to the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Students must follow University policies for grievance resolution prior to submitting a complaint directly to the accrediting organization, ACEND. If the student deems it necessary to file a complaint with ACEND, they need to be aware of the following: “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 on how to file a complaint with ACEND refer to [Filing a Complaint](#).

III. Application and Admission Requirements for Nutritional Sciences Undergraduate Degree

The admission requirements for freshmen and transfer students is described on the [Admissions and Recruitment website](#). Students are accepted to the undergraduate DPD during fall and spring semesters 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. Refer to the CSU Eligibility Index for details of how this index is calculated.

- You must graduate from high school, or earn a GED, by the end of the Spring term prior to Fall enrollment.
- If at least three 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. The University receives more applications than can be accommodated.

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. It is strongly recommended 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 Cal State LA specific lower division course and GPA requirements 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 courses 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.

* 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 to their 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, she/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 2023/Spring 2024 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 2030 – Human Anatomy
- BIOL 2040 – Human Physiology
- PSY 1500 – Introductory Psychology

Required General Education courses not covered by major preparation courses listed above:

- Written Communication
- Oral Communications
- Critical Thinking
- Quantitative Reasoning (Math)

Additional recommended preparation for transfer students (grade of "C" or better required)

- MICR 1010 – Introduction to Microbiology

Post Baccalaureate Admission Requirements

Applicants must meet the [University requirements for admission](#), which include a baccalaureate degree from an accredited institution. To be admitted into the Post Baccalaureate Certificate in Nutritional Science program at Cal State LA, applicants must also complete the following:

1. Apply to the University to be eligible for admission.
2. Provide two letters of recommendation, with one from an academic source.
3. Submit a resume or CV and a personal statement that addresses professional and research goals. Specific directions will be available in the application.
4. Successfully complete all required prerequisites or ability to demonstrate completion prior to beginning program.

Required Prerequisites (28 units)

- ANTH 1500 OR SOC 2010 – Cultural Anthropology OR Intro to Sociology (3)
- PSY 1500 – Intro to Psychology (3)
- MATH 1090 – Quantitative Reasoning with Statistics (3)
- CHEM 1010 – Fundamentals of Chemistry (4)
- CHEM 1020 – Fundamentals of Organic Chemistry (4)
- MICRO 1010 – Intro to Microbiology (3)
- BIOL 2030 – Human Anatomy (4)
- BIOL 2040 – Human Physiology (4)

For students who have completed a degree in nutrition or a related discipline, up to eight units of previous coursework may be considered for transfer after a syllabus review is conducted and

prior achievement of KRDN and student learning outcomes is determined by the post-bacc coordinator and DPD director. Any syllabus that is submitted for review must be the syllabus from the term/year the course was taken. Syllabi from any other term will not be accepted. Past assignments will be requested to determine if KRDN and student learning outcomes have been met. If you believe a course will satisfy a course in the curriculum, you must submit it prior to beginning the program to receive credit. For more information please refer to the Equivalency and Recency of Education section of the student handbook.

Carrie Adase MS, RDN: Post Baccalaureate Coordinator – cadase2calstatela.edu

Kimberly Gottesman, DCN, RDN, LDN, CNSC: Director, Didactic Program in Dietetics (DPD) – kgottes@calstatela.edu

International Student Requirements

The Cal State LA website offers complete information on the requirements for [international freshmen, transfer, and graduate student 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 RDN in the U.S which is established by ACEND. **The student must meet with the DPD director for course evaluation and requirements.**

Didactic Program in Dietetics (DPD):

No additional application is needed for the DPD. Students who are admitted into the undergraduate nutritional science program, select the Dietetics Option, and successfully complete the requirements for the BS in Nutritional Science will also complete the DPD with their degree curriculum.

Student Advisement

Undergraduate Program:

There are two levels of advisement available to undergraduate students, the departmental advisement and the Rongxiang Xu College advisement.

Departmental advisement: Nutritional Science students have five academic advisors available to them. Students are advised to meet with a nutritional science 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 guidance and advice on future educational attainment. For incoming students, we have assigned you an advisor by your last name. Advisors

- Dr. Kathryn (Mandy) Hillstrom EdD, MPH, RDN
- Prof. Carrie Adase MS, RDN
- Dr. Kimberly Gottesman, DCN, RDN, LDN, CNSC
- Dr. Anureet Kaur, PhD

- Dr. Michele Nicolo, PhD, RDN, CDCES

[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. To note, nutritional science department advisors cannot sign your graduation paperwork.

Student performance monitoring: Students who are struggling in their coursework are being identified by faculty and these students are being asked to meet with their nutritional sciences advisor or an advisor from the HHS Advising Center as needed. They are provided resources and advice. The following provides information about [Student Success](#). Students whose GPA drops below a 2.0 are placed on Academic Probation.

All faculty will monitor progress of students in the DPD each semester. If students are failing coursework and not communicating with the course faculty, the DPD director or department chair will reach out to the student to set up an appointment and advice will be provided for alternative majors and career paths that may be more appropriate to students' abilities and interests. Faculty teaching DPD courses are asked to provide names of students each semester who are not completing KRDNs at a passing level. These students are offered remediation by the faculty and if they are still unable to succeed, are required to meet with the DPD director or department chair for additional remediation. Students will be encouraged to switch to alternative degree programs if the students are having difficulty succeeding in the DPD, academically or professionally, or they can withdraw from the program.

IV. University Policies and Procedures

Academic Calendar

The DPD follows the [Cal State LA University Academic Calendar](#). The post-bacc may have an altered academic calendar. Those dates will be shared upon admission to the program.

Equivalency and Recency of Education

The DPD 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 ACEND or another accredited university. 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 post-bacc coordinator or the DPD director's review of official transcripts submitted to Cal State LA.

This may require that you submit syllabi and completed assignments from 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. Students who are interested in getting their transcripts evaluated should contact the post-bacc coordinator or the DPD director. Currently, we are only reviewing equivalency and recency of education for students in our program or applying to our post-bacc program.

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.
- 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 – potential students must be applying to our undergraduate program or the post-bacc for the DPD director and post-bacc coordinator to review

- Transcripts must be submitted in English and translated by an official, accredited translation agency. Please include a GPA. See "[Students and Advancing Education](#)" 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 post-bacc coordinator or the DPD director's review of official transcripts submitted to Cal State LA. This may require that you submit syllabi and corresponding assignments for previous coursework to aid in the assessment process. Please see the recency information above as it also applies to international transcripts.

One-time repeat Policy

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

Student Records: Access to Records and Information.

"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.”

Unless their right to access has previously been waived on a form provided for that purpose currently enrolled and former students of Cal State LA 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 [Records and Enrollment](#).

Student Conduct

Students are required to follow [Cal State LA University’s Standard for Student Conduct](#). 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 [Office of Student Conduct](#) for more specific information and forms.

Canvas is the Supported Learning Management System at Cal State LA and online testing and submission of assignments is often completed using Canvas. As part of ensuring an equitable learning environment, we ask that students not share quiz/ exam questions and answers with other students or copy exam questions to share with others at a later date. We also ask students to not share answers to assignments/coursework with other students or use assignments from previous classes they have taken.

Students should also adhere to the Code of Ethics for the Profession of Dietetics (Appendix B).

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 [Office of Student Conduct](#).

Use of Artificial Intelligence (AI)

The ever-evolving conversation surrounding the use of AI continues. While in certain circumstances, AI tools can be helpful (using Grammarly for spelling/grammar/phrasing, for example), using open AI (i.e., ChatGPT) to complete any portion of your writing assignments is not permitted, unless use of AI was approved by your faculty member as part of an assignment. Unauthorized use of AI to complete a writing assignment, project, or paper, is considered plagiarism given that the assignment was not written in your own words and it violates the code of academic integrity.

While AI can be helpful to generate ideas, the point of writing assignments is to ensure that you not only fully understand a specific concept, but that you are also able to apply critical thought. If a computer answers the question for you, you are only doing yourself a disservice. Remember, you will still need to complete your supervised practice, possibly a master’s degree (for those who do not already have an advanced degree), and the RDN exam.

Keep in mind, AI has shown to be grossly inaccurate in many situations and using inaccurate citations or gathering data from unreliable sources could impact the quality, reliability and accuracy of assignments submitted or information provided. There are now tools available for faculty to detect the use of AI. Instances in which students have submitted assignments that have utilized AI will be addressed. Repercussions will follow those outlined in the Academic Honesty policy.

Diversity, Equity and Inclusion (DEI)

The DPD supports the diverse needs of Cal State LA students from all backgrounds. Both the undergraduate program and the post-bacc work to ensure an inclusive environment and equitable treatment by program faculty of students. Please refer to [Diversity, Equity, Inclusion, and Belonging](#) for more information on the University’s commitment to DEI.

Student Services and Campus Resources

Cal State LA has a wide variety of student support services to optimize student’s academic success and to provide resources for the wellbeing of the students. The [Division of Student Life](#) website has many student resources. In addition, the following campus departments are

available to students:

Career Development Center	323-343-3237
Center for Student Financial Aid & Scholarships	323-343-6260
Office for Students with Disabilities	323-343-3140
Rongxiang Xu College of HHS Advising Center	323-343-5500
Student Health Center	323-343-3300
University Writing Center	323-343-5350
University Tutorial Center	323-343-3971
University Library	323-343-3988

Online Testing Policy and Protection of Privacy

Canvas is the Supported Learning Management System at Cal State LA. Online testing is completed using Canvas, which includes Duo Two Factor Identification Authentication to login. Digital identity at Cal State LA begins with the creation of a unique MyCalStateLA ID. To obtain a digital identity, a student first needs a Campus Identification Number (CIN). The CIN is assigned when a student first applies to the campus and remains the same for the duration of a student's career. The MyCalStateLA ID and password enable a student to access Cal State LA systems such as Canvas. Information about MyCalStateLA ID can be found at [Information Technology Services MyCalStateLA ID](#). Information about Canvas and its features can be found at [CETL Educational Technology Support](#).

The Duo Two Factor Identification Authentication is also used to verify identity of students when they are accessing their student records online.

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](#).



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 in an effort 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 \$58.00 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 resume. For further information visit the [Academy of Nutrition and Dietetics website](#). (scroll to the top right side of the page, click Membership > Benefits and Services > 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 \(CAND\)](#) 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 \(LAD\)](#). Students are encouraged to join and attend LAD meetings and events. Other benefits include mentorship, LAD annual conference, and access to volunteer/job openings.

VI. ACEND Accredited Supervised Practice and Experiential Learning

The options for an ACEND accredited supervised practice program include an internship, a master's degree combined with a coordinated program or internship, future education model graduate program which combines coursework and supervised experiential learning, or an individualized supervised practice pathways (ISPP). For more information about the different types of programs please refer to [ACEND-About Accredited Programs](#).

Dietetic Internship

The ACEND website provides a [list of all internships](#). 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
- Number of students accepted
- Emphasis: general, clinical, community/public health, or food service management
- Location within the U.S.
- Location of program: healthcare institution, community agency, University or College setting
- Cost

To apply to many dietetic internships (DI), 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 many programs. 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 \$65.00 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](#).

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 of their application materials online and internships will access the information from DICAS. The application fee for DICAS is \$50.00 for the first designation and \$25.00 for each additional designation. For those program participating in the computer matching process, DI applications are due in February for spring match and September for fall match. Some programs may use DICAS yet not participate in the computer matching cycles. You will want to review each individual programs’ details [\[ACEND-About Accredited Programs\]](#) for additional information.

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 [Dietetic Internship Match](#).

Receiving an appointment to a dietetic internship is very competitive in Los Angeles. However, the national computer matching result for spring 2023 was about 85%,.

Master’s Degree Option

Many master’s degree programs have supervised practice experiences associated with the degree. The ACEND website [\[ACEND-About Accredited Programs\]](#) provides a list of all dietetic internships and coordinated programs associated with a master’s degree as well as future education model graduate programs. 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 RDNs starting January 1, 2024 changes from a baccalaureate degree to a graduate degree. See [2024 Graduate Degree Requirement](#).

Individualized Supervised Practice Pathways (ISPP)

Individualized supervised practice pathways (ISPP) offer DPD graduates another pathway to become a RDN. 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 and, 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.

Registration Examination for Nutrition and Dietetic Technicians, Registered (NDTR)

Upon successful completion of the DPD coursework (including achievement of all 31 KRDNs) and the university graduation requirements for a Bachelor of Science degree or the post-bacc certificate, students will be eligible to sit for the Registration Examination for NDTR. In order to begin the application process, students/alumni will need to email the DPD director a copy of their Verification Statement along with an original copy of their Cal State LA transcripts with the date that the degree or certificate was conferred. The DPD Director will accept and process requests for the Registration Examination for NDTR throughout the year, with limited ability during the summer. For more information regarding the Registration Examination for NDTR, students may go to the [Commission on Dietetic Registration Diet Tech](#) website to learn more. Additional information can also be found on [Cal State LA's](#) nutritional science website (scroll down to How to Register for the NDTR exam). Appendix C has additional resources for both the NDTR exam and RDN exam.

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 California State University, Los Angeles student policies. Failure to act in accordance with professional standards will result in formal review by the DPD Director, and other university administrators. Violations will be addressed on an individual basis and may result in a leave of absence or dismissal from the program.

Appendix A: KRDNs –

**California State University Los Angeles DPD Program
RDN Core Knowledge Assessment**

Core Knowledge Statement		List course and course number in which the knowledge is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student achievement of core knowledge
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.			
KRDN 1.1	Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.	NTRS 4175: Advanced Nutrition II	Case study locating and using scientific literature
KRDN 1.2	Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols.	NTRS 3220: Introduction to Nutrition Research	Critically evaluate 3 primary research articles using a table of evidence
		NTRS 4120: Nutrition Through the Lifespan (post-bacc)	Case study on childhood obesity
KRDN 1.3	Apply critical thinking skills	NTRS 3170: Fundamentals for Human Nutrition	Case study
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.			
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.	NTRS 4790: Professional Interactions & Writing Skills	Article of publishable quality with presentation
		NTRS 3150: Communication Skills in Dietetics (post-bacc)	Article of publishable quality and elevator speech

KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.	NTRS 4150: Medical Nutrition Therapy	Scope of Practice and Code of Ethics quiz with essay questions describing the Scope of Practice and Code of Ethics
KRDN 2.3	Assess the impact of a public policy position on nutrition and dietetics practice.	NTRS 4180: Community Nutrition	Letter to a legislator
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.	NTRS 4180: Community Nutrition	Essay quiz questions related to healthcare policy with question about the impact of healthcare policy 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.	NTRS 4150: Medical Nutrition Therapy I	A quiz identifying the roles of different healthcare professionals and describing the work of the interprofessional team
KRDN 2.6	Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.	NTRS 3120: Cultural Cuisine NTRS 4120: Nutrition Through the Lifespan (post-bacc)	Journal interview with someone from a different culture and self-reflection Assignment to modify diet to fit different cultures
KRDN 2.7	Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.	NTRS 4110: Evaluation of Current Nutrition Topics NTRS 4180: Community Nutrition (post-bacc)	One discussion about health inequity in dietetics leading to health disparities Letter to a legislator
KRDN 2.8	Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.	NTRS 4185: Preparation for Dietetics Internship I NTRS 3130: Introduction to Nutrition and Dietetics (post-bacc)	Assignment about attendance at a Professional Meeting Same assignment as above

KRDN 2.9	Defend a position on issues impacting the nutrition and dietetics profession.	NTRS 4180: Community Nutrition	Letter to a legislator
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.			
KRDN 3.1	Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.	NTRS 4155: Medical Nutrition II	ADIME case study
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.	NTRS 4120: Nutrition Through the Lifespan	Detailed lesson plan providing nutrition education for a target population
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.	NTRS 3150: Communication Skills in Dietetics	Mock coaching session utilizing counseling strategies
KRDN 3.4	Practice routine health screening assessments, including measuring blood pressure and conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol).	NTRS 4716:Assessment Lab	Mock health assessment/health assessment process overview including measuring blood pressure and another metric.
KRDN 3.5	Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.	NTRS 4170: Advanced Nutrition I	Case study about nutrition genomics
KRDN 3.6	Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.	NTRS 4140: Institutional Foodservice	Menu assignment
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.	NTRS 4340: Management in Dietetics	Final project includes plan, organize, lead, and monitor section that applies these functions of management
KRDN 4.2	Evaluate a budget/financial management plan and interpret financial data.	NTRS 4340: Management in Dietetics	Create and evaluate budget

KRDN 4.3	Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.	NTRS 4150: Medical Nutrition Therapy I	Assignment about reimbursement for third party payers
KRDN 4.4	Apply the principles of human resource management to different situations.	NTRS 4340: Management in Dietetics	Create an employee training in-service activity
KRDN 4.5	Apply safety and sanitation principles related to food, personnel and consumers.	NTRS 3100: Scientific Aspects of Food Preparation	Complete food handlers certificate
KRDN 4.6	Explain the processes involved in delivering quality food and nutrition services.	NTRS 4140: Institutional Foodservice	Compare, contrast and explain different tray delivery types
KRDN 4.7	Evaluate data to be used in decision-making for continuous quality improvement.	NTRS 4140: Institutional Foodservice	Case study regarding problematic foodservice situation incorporating QI data
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.			
KRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NTRS 4195: Preparation for Dietetics Internship II NTRS 3130: Introduction to Nutrition and Dietetics (post-bacc)	Leadership assessment discussion with SWOT Same assignment as above
KRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NTRS 4185: Preparation for Dietetics Internship I NTRS 3130: Introduction to Nutrition and Dietetics (post-bacc)	Plan A, B and C assignment (analysis of current strengths and what is needed to obtain goals) Same assignment as above
KRDN 5.3	Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).	NTRS 4790: Professional Interactions & Writing Skills NTRS 3150: Communication Skills in Dietetics (post- bacc)	Elevator speech – introduction of oneself and advocating for a need Same assignment as above

KRDN 5.4	Practice resolving differences or dealing with conflict.	<p>NTRS 4195: Preparation for Dietetics Internship II</p> <p>NTRS 4340: Management Principles in Dietetics (post-bacc)</p>	<p>Mock conflict resolution scenarios</p> <p>Same assignment as above</p>
KRDN 5.5	Promote team involvement and recognize the skills of each member.	NTRS 3100: Scientific Aspects of Food Preparation	Assessment of individual contribution to group project
KRDN 5.6	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.	NTRS 3130: Introduction to Nutrition and Dietetics	Informational Interview including 4 Mentorship questions with short answers

Appendix B: Abbreviated Administrative Organizational Chart for Academic Programs

California State University, Los Angeles

Board of Trustees

**Chancellor
CSU System**

Dr. Mildred Garcia

**President
CSU, Los Angeles**

Dr Leroy M. Morishita-Interim

**Provost and Vice President
for Academic Affairs**

Amy Bippus-Interim

**Dean
College of Health and Human Services**

Dr. Ron Vogel

**Associate Dean
College of Health and Human Services**

Drs. Veena Prabhu and Tony Sinay

**Chair
Department of Nutrition and Food Science**

Dr. Kathryn (Mandy) Hillstrom

**Associate Chair
Department of Nutrition and Food Science**

Dr. Sunil Mangalassary

Graduate Program Master of Science Dr. Anureet Kaur Coordinator	Didactic Program in Dietetics (DPD) Dr. Kimberly Gottesman DPD Director Carrie Adase, MS, RD DPD Advisor Post Baccalaureate Coordinator
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Appendix C: Faculty in Nutritional Science

Carrie Adase, MS, RDN Email: cadase2@calstatela.edu	Lecturer Post Baccalaureate Coordinator/DPD Advisor
Michelle Alvarado, MS, RDN Email: malva44@calstatela.edu	Lecturer
Maja Broz, MS, RDN Email: mbroz2@calstatela.edu	Lecturer
Victoria Buxton-Pacheco, MS, RDN Email: vbuxton2@calstatela.edu	Lecturer
Alyssa Davis, MS, RDN Email: adavis63@calstatela.edu	Lecturer
Laura Calderon, DrPH, RDN Email: lcalder@calstatela.edu	Professor, Emeritus
Suzanne Elizondo, MS, RDN Email: selizon3@calstatela.edu	Lecturer
Kimberly Gottesman DCN, RDN, LDN, CNSC Email: kgottes@calstatela.edu	Assistant Professor, DPD Director
Pera Jambazian, DrPH, RDN Email: pjambaz@calstatela.edu	Professor
Sarah Jung Email: sjung15@calstatela.edu	Lecturer
Kathryn (Mandy) Hillstrom, EdD, MPH, RDN, FAND Email: kgraves@calstatela.edu	Professor, Department Chair
Anureet Kaur, PhD Email: akaur23@csula.onmicrosoft.com	Associate Professor Graduate Coordinator
Kim Morland, PhD Email: kmorlan@calstatela.edu	Lecturer

Eileen Moylan, MS, RDN Email: emoylan2@calstatela.edu	Lecturer
Michele Nicolo, PhD, RDN, CDCES Email: mnicolo@calstatela.edu	Assistant Professor
Alyssa Ribaya, MS, RDN Email: aribaya@calstatela.edu	Lecturer
Funmi Salami Email: esalami@calstatela.edu	Lecturer
Nana Stark, MS, RDN Email: nana.stark2@calstatela.edu	Lecturer
Casey Thomas, RDN Email: cthoma32@calstatela.edu	Lecturer
Jasmine Tom, MS, RDN Email: jtom6@calstatela.edu	Lecturer
Apryl Vines, MS, RDN Email: avines2@calstatela.edu	Lecturer

Appendix D: 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:

Fornari A. Approaches to ethical decision-making. J Acad Nutr Diet. 2015;115(1):119-121.
Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. J Acad Nutr Diet. 2018; 118: 132-140.

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: <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Appendix E: Resources for the RDN/NDTR Exam

RDN and NDTR Exam Study Guide Resources

- **eatrightPREP for the RDN Exam (Member Price \$199.99)**
Study resources, pretest, test question, Notetaking, bookmarking, and highlighting tools and simulation test
<https://www.eatrightstore.org/product-type/study-guides/eatrightprep-for-the-rdn-exam>
- **Jean Inman RDN Exam Study Guide (The most used study guide for the RDN exam)**
 - ✧ Original seller: Jean Inman
2023 REVIEW COURSE WITH LECTURES ON USB (Includes printed Manual and sample test questions.)
\$385
https://www.inmanassoc.com/form_page.htm
 - ✧ Affordable options:
 - ✓ Amazon: \$100 (with 2019 ver. Printed guide, questions, and audio lectures on USB)
https://www.amazon.com/gp/product/B00FA4R0UO/ref=ask_ql_qh_dp_hza
 - ✓ Reddit: Used study guide (price varies)
- **CDR RDN Exam Study Guide**
Study Guide for the Registration Examination for Dietitians - 11th Edition (\$50)
<https://www.pathlms.com/cdr/courses/35460>
- **Mometrix Test Preparation**
Registered Dietitian Exam Secrets Study Guide (printed book) (\$44.99)
<https://store.mometrix.com/cart>
- **Visual Veggies - RDN & NDTR Practice Exam Software**
Dietitian Exam Study Suite Student (\$200 - \$435)
 - ✧ Basic Package: Includes Practice Exams, Videos, Matching, Abbreviations, and Blind Exams. (\$200 - \$210)
 - ✧ Plus Package: Includes Library, Practice Exams, Videos, Matching, Abbreviations, Blind Exams, and Study Partner. (\$300 - \$310)
 - ✧ Ultimate Package: Includes Library, Practice Exams, Videos, Matching, Abbreviations, Blind Exams, Hanging with Nutrition, Flash Cards, Study Partner, and Study Sessions (\$425 - \$435)
<https://www.visualveggies.com/product/dietitian-exam-study-suite-student/#ultimate-package-details>
- **All Access Dietetic**
Free Exam Toolkit
<https://www.allaccessdietetics.com/rd-exam-toolkit/>

Pass Class (\$497)
Including study guide, review session recordings, pass class community (Group Tutoring), bonus gifts.
<https://www.allaccessdietetics.com/pass-class/>

<input checked="" type="radio"/>	Pass Class 3-Payment Plan	3 payments of \$165.67/month Enroll
<input type="radio"/>	Pass Class 2-payment plan	2 payments of \$248.50/month
<input type="radio"/>	Pass Class 1 payment of \$497	\$497
<input type="radio"/>	Pass Class + 1:1 Tutoring Package (2 Hours) 3-payment plan	3 payments of \$232/month
<input type="radio"/>	Pass Class + 1:1 Tutoring Package (2 Hours) 1 payment of \$696	\$696
<input type="radio"/>	Pass Class + 1:1 All-In Tutoring (6.25 Hours) 3-payment plan	3 payments of \$399/month
<input type="radio"/>	Pass Class + 1:1 All-In Tutoring (6.25 Hour Package) Pay in Full	\$1,197

Appendix F: Acknowledgement of Receipt of the DPD Student Handbook

Documentation that students have received the handbook and understand its contents.

I, _____, have read and understand the Cal State LA Didactic Program in Nutrition & Dietetics Student Handbook of Policies and Procedures. I have been given the opportunity to ask questions and voice any concerns. I agree to comply with all policies and procedures while completing my academic program and understand that I may be counseled out of the program into alternative programs if I do not continue to meet the requirements. This includes earning passing grades for all KRDNs and in the individual courses and adhering to the university's academic honesty policies along with the student conduct policies.

Nutrition major signature _____ Date: _____

*****This statement form will be completed in NTRS 3130 and will be maintained in your file.**