

## **Appendix 10.1b Standard 10: DPD Policies**

These policies are to be posted on the program website [health.csusb.edu](http://health.csusb.edu). Information on Academic Regulations and Standards may be found in the Bulletin of Courses: website: <http://bulletin.csusb.edu/academic-regulations/>

### **Academic and Program Calendar**

Academic calendar for CSUSB is at: <https://www.csusb.edu/academic-programs/academic-calendars>. The calendar includes the important dates for students such as the start date for each term, final exams, holidays, payment due dates, dates to file graduation check, etc.

### ***Admission requirements***

The admission requirements for students in NTFS program are the same as for acceptance into CSUSB. Information related to admission and application requirements for the CSUSB is available at <https://www.csusb.edu/admissions/apply-csusb>

Applicants must meet minimum requirements for admission to undergraduate programs as established by the California State University System. The student must apply on-line for admission between October 1 and November 30 for the following fall term enrollment.

### **Confidentiality of personal information (FERPA):**

All student records, including recommendations, are kept by the university in accordance with the Family Educational Rights and Privacy Act of 1974, which allows students access to their records. Inquiries and concerns about this federal regulation should be directed to the Office of the Vice President for Student Services for further information.

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students' privacy in their records maintained by the campus. The statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student's written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statute and the regulations. Copies of these policies and procedures may be obtained at the office of the vice president for student services. Among the information included in the campus statement of policies and procedures is: (1) the student records maintained and the information they contain; (2) the campus official responsible for maintaining each record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing

and expunging records; (5) student access rights to their records; (6) procedure for challenging the content of student records; and (7) the student's right to file a complaint with the Department of Education.

The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920.

FERPA authorizes the campus to release "directory information" pertaining to students. "Directory information" may include the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment status, degrees, honors, and awards received, and the most recent previous educational agency or institution the student attended. The campus may release this "directory information" at any time unless the campus has received prior written objection from the student specifying the information the student requests not be released. Written objections must be sent to the office of the vice president for student services.

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

## **Complaints/Grievance Procedures**

Students may refer to the University Bulletin of Courses for Grade/Academic Grievance Procedures, the policy is also available on line:

<https://www.csusb.edu/advising/students/academic-grievance>.

For grade grievances: Students need to meet with the course instructor first regarding any concerns or issues about the grade on assignments or the course. If there is no resolution, the students may meet with the department chair for possible resolution. If at the end of the quarter and after the grades are assigned and if students have issues with the grades, they need to see the course instructor and check for accuracy of your grade and for possible resolution. The students may also consult with the department chair prior to completing grade appeal/grievance process. The process is explained on this website: <https://www.csusb.edu/registrar/records/grade-grievance>

The University Ombuds Office may handle non-grade related issues and the Ombudsperson is located in the Pfau Library, 909 537-5635. If the students have concerns about the NTFS program, they may talk to the NTFS Program

Coordinator/DPD Director first to see if the problem or issue can be resolved. Students may also meet with the Department Chair or the Dean of College of Natural Sciences to discuss about their concerns/issues.

They may also contact the Dean of College of Natural Sciences in BI 107, 909 537 5300.

Note: The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. A written complaint may be submitted to (ACEND) only after the intern has exhausted all other options available to them on campus. The contact information for ACEND is:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
(312) 899-5400  
[www.eatrightpro.org/acend](http://www.eatrightpro.org/acend)

All complaints will be retained for a period of seven years and include documentation regarding resolution of complaints. The records will be kept in the DPD Program Director's office. **The student is protected from retaliation as a result of filing a complaint related to the dietetic internship program.**

## Tuition and Fees

For 2019-20 tuition and fees: please refer to: <https://www.csusb.edu/student-financial-services/tuition-and-fees/academic-year-2019-2020>

### Estimated Quarterly Fees for Undergraduate Students California Resident (2019-20)

	0-6 Units	6.1+ Units
State University Fees	\$1,110.00	\$1,914.00
Mandatory Campus Fees	\$ 411.76.91	\$ 411.76
<b>Total fees</b>	\$1521.76	\$2,325.77
Parking Pass Fee (optional)	\$ 103	\$ 103
Cost of Textbooks/quarter	\$ 500.00	\$ 700.00

### Estimated Quarterly Fees for Postbaccalaureate/Graduate Students California Resident (2019-20)

	0-6 Units	6.1+ Units
State University Fees	\$1,388.00	\$2,392.00
Mandatory Campus Fees	\$ 411.76	\$ 411.76
<b>Total fees</b>	\$1799.76	\$2,803.77
Parking Pass Fee (optional)	\$ 103.00	\$ 103.00
Cost of Textbooks/quarter	\$ 500.00	\$ 700.00

Special fees are also posted in the University Bulletin of Courses.

<http://bulletin.csusb.edu>

### **Non-resident (U.S. & International)**

Non-resident tuition (in addition to fees listed for residents) applies to all non-residents of California including international (visa) students. Non-resident tuition is \$264 per unit; \$132 per 1/2 unit, plus the University fees.

### **Other costs specific to dietetics**

There are laboratory fees in various classes in NTFS and supporting courses. In addition, membership to The Academy for Nutrition and Dietetics (AND) is strongly encouraged and the benefits outweigh the cost of the ADA membership fee of \$58 per year, which includes membership to California Academy of Nutrition and Dietetics (CAND). Membership benefits and information for students along with the application may be obtained at:

<http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>.

NTFS students are also encouraged to join Inland District Dietetic Association (IDDA) and CSUSB's Nutrition Student Association (NSA), each organization charges membership fee for students at \$10 + \$1 PayPal fee per year. Membership application for IDDA may be access at [http://dietitian.org/d\\_inland/inland\\_membership.html](http://dietitian.org/d_inland/inland_membership.html). NSA membership application may be access from the NSA website at [health.csusb.edu](http://health.csusb.edu) under Nutrition and Food Sciences Program.

### **Financial Aid Information**

For information about financial aid and scholarship programs, please go to the Office of Financial Aid and Scholarship website: <https://www.csusb.edu/financial-aid/>

Costs and refund of fees

See the University Bulletin of Courses each year for an estimate of costs and fee schedule. Also refer to University Bulletin of Courses for credit/refund of fees.

<https://www.csusb.edu/student-financial-services/services/refund-and-drop-deadlines>

Some courses in the NTFS DPD courses have lab fees.

For 2018-19 tuition and fees: please refer to: <https://www.csusb.edu/student-financial-services/tuition-and-fees/academic-year-2018-2019>

### **Identifying Students and privacy of student information:**

The course roster has student's photo to identify students by the instructor and course Blackboard sites are assigned to students enrolled in the course and can be accessed by the student using their username/Student ID number and password.

### **Insurance Requirement**

Undergraduate students are not required to purchase the professional liability insurance. They pay a fee to the University Student Health and Counseling Center, where they are able to receive preventive care, immunization, mental health counseling, etc.

## **NON-DISCRIMINATORY POLICY STATEMENT**

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice or preference.

Discrimination is not allowed in the university's scholarship and loan programs, education process/policies, and administered programs.

### ***Program Length***

DPD Students are expected to complete the DPD courses in two years, starting from the term HSCI 350 is taken until graduation. The students may take up to three years (150% of two-year program length) to complete the program courses in some special circumstances, please see the DPD Director/NTFS program coordinator for assistance.

### **Scholarships and Financial Aid**

Information and application regarding scholarships and financial aid is at:

<https://www.csusb.edu/financial-aid>

### **Student Performance Monitoring:**

All NTFS students are advised every year by a faculty advisor in the Spring term before they enroll for the following Fall term. During the academic advising, student's degree audit program (PAWS) is reviewed as their program plan (myCAP) is developed or updated. The faculty advisor will review student's grade and if they are not performing well, the faculty will discuss with students the possible reasons for not performing well in their programs of study and provide academic resources and support for the student. In addition, student may be sent to on-campus resources such as Learning Center, to seek support. If the students continue to struggle with their program courses, they may be asked to go to the Career Center or the Undergraduate Student Advising Office to explore other career options. It is best to identify the students before they are placed on academic probation for not maintaining an overall Grade Point Average (GPA) of 2.0.

In addition, the College of Natural Sciences Professional Advisors will run a query on EAB (a software subscribed by the university as a student success management system by allowing faculty, staff, and advisors to coordinate care network to support students) of students who are considered to be high risk in the NTFS program. This list will be sent to DPD Director, who will contact the students and explore ways to help them to succeed or encourage them to change their major so that they can graduate in a timely manner.

Students who are at risk for not receiving the Verification Statement are encouraged to changed their major; however, faculty and advisors are not allowed to force students to change their major. Therefore, if students wish to continue and graduate without the VS DPD, they may do so and possibly return after graduation to retake those courses that they did not earn a minimum of B- through the Open Univeristy program, where they pay \$260 per unit without state financial support. However, if a student wishes to change the major and career path, the faculty advisor will assist the student to explore career options and refer them to the Career Center for career exploration.

**Verification Statement Policy for DPD:**  
Appendix 10.1a