



NORFOLK STATE UNIVERSITY

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Food Science and Nutrition Program Concentration

DPD Policies and Procedures
Student Handbook

2024-2025

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PREFACE

The Food Science and Nutrition Program Concentration handbook includes policies, general rules, and procedures. It serves as a guide for all students with the expectation that students will become familiar with its contents. This handbook is subject to change and students will be notified of the changes.

ACCREDITATION STATUS

The Food Science and Nutrition Program Concentration is accredited by the Accreditation Council for Education in Nutrition and Education (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext5400. <http://www.eatright.org/ACEND>

PROGRAM DESCRIPTION

The Food Science and Nutrition Program Concentration (FSN) is housed in the Department of Nursing and Allied Health, in the College of Science, Engineering, and Technology. The FSN Concentration is available for students who seek a Bachelor of Science Degree in Health Services Management or for students who already have an undergraduate degree and seeking to complete the FSN requirements. Students who plan to become registered dietitians will be eligible to apply for supervised practice upon completion of program's requirements. Students who plan to become a nutrition and dietetics technician registered will be eligible to take the national examination administered by the Commission on Dietetics Registration (CDR). The program director issues a verification statement to each student who completes the program's requirements.

PROGRAM MISSION STATEMENT

The mission of the Food Science and Nutrition (FSN) Program Concentration is aligned with the mission of the University. Offering a supportive academic and culturally diverse environment, the FSN Program Concentration prepares students for either supervised practice or to become a Nutrition and Dietetics Technician, Registered. Both pathways lead to eligibility for a verification statement and for the Commission for Dietetics Registration (CDR) credentialing examinations. The FSN Program Concentration prepares students to meet the Didactic requirements as defined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in order to be successful food science and nutrition professionals in diverse communities and a variety of workplace settings for the 21st century.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Program graduates will be prepared to become a Nutrition and Dietetics Technician, Registered; or will be prepared for acceptance into an ACEND accredited supervised practice program to become a Registered Dietitian Nutritionist.

Objective 1: At least 80% of students complete program requirements within 1.5 years (150% of the program concentration length).

Objective 2: At least 50% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.

Objective 3: Of program graduates who apply to a supervised practice program, at least 60% are admitted within 12 months of graduation.

Objective 4: The programs one year pass rate on the CDR credentialing examination for Nutrition and Dietetics Technicians, Registered is at least 80%.

Objective 5: Of graduates who complete a supervised practice program, 80% will be scored satisfactory or better as a successful dietetic intern.

Goal 2: Program graduates will be competent for employment in food science and nutrition related fields.

Objective 1: The programs one year pass rate on the CDR credentialing examination for dietitian nutritionists is at least 80%.

Objective 2: Of graduates who seek employment, at least 60% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Program outcome data are available upon request.

REQUIREMENTS AND PROCESS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST

- Enroll in an ACEND[®]-accredited Coordinated Program in Dietetics (CP), Future Education Model Graduate Program in Nutrition and Dietetics (GP) or International Dietitian Education Program (IDE). These programs combine classroom and supervised practical experience and are accredited by ACEND[®]. Graduates are then eligible to write CDR's Registration Examination for Dietitians to become credentialed as registered dietitian nutritionists.
Or:
- Enroll in an ACEND[®]-accredited Didactic Program in Dietetics academic program. This program, which is accredited by ACEND[®], grants at least a bachelor's degree. After you receive your degree, you will then need to apply for and complete supervised practice experience in an ACEND[®]-accredited Dietetic Internship Program. You will then be eligible to write CDR's Registration Examination for Dietitians to become credentialed as a registered dietitian nutritionist.

Note: *Effective January 1, 2024, the minimum degree requirement for eligibility to take the registration examination for dietitians will change from a bachelor's degree to a graduate degree.*

Visit the Website: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/faqs-about-careers-in-dietetics#rdnNeed>

REQUIREMENTS AND PROCESS TO BECOME A NUTRITION AND DIETETICS TECHNICIAN REGISTERED

To become a nutrition and dietetics technician, registered, you will need to:

- Complete an associate degree and curriculum requirements of a Dietetic Technician Program (DT) accredited by ACEND[®]. You will then be eligible to write CDR's Registration Examination for Dietetic Technicians to become credentialed as a nutrition and dietetics technician, registered.
Or:
- Complete an ACEND[®]-accredited Didactic Program in Dietetics (DPD). You will then be eligible to write CDR's Registration Examination for Dietetic Technicians to become credentialed as a nutrition and dietetics technician, registered.

Visit the Website: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/faqs-about-careers-in-dietetics#rdnNeed>

ESTIMATED TUITION AND FEES COST TO STUDENTS

Tuition and fees are established annually by the University's Board of Visitors. Textbooks, uniforms, supplies, professional dues, and examination expenses are paid separately from university charges. Students should consult their academic department for an estimate of these costs. Additional costs for students enrolled in the Food Science and Nutrition Program Concentration may include the following:

- Academy of Nutrition and Dietetics student membership (\$58/year)
- Student Membership for the Tidewater Academy of Nutrition and Dietetics Association (\$15/year)

Visit the Website: <http://www.nsu.edu/studentaccounts/tuition.html>

APPLICATION AND ADMISSION REQUIREMENTS

Students who are interested in entering the Food Science and Nutrition (FSN) Program Concentration to become a Nutrition and Dietetics Technician, Registered or to enter a supervised practice program to become a Registered Dietitian must:

- Have BS.HSM/FSN listed as program major on their academic evaluation report.
- Complete all the courses in the pre-professional phase of the HSM/FSN Concentration curriculum.
- Have a minimum GPA of 2.7 on a scale of 4.0 on all courses taken in the pre-professional phase and a C or better in all science courses.
- Submit an application either by October 15 for the fall semester or by March 15 for the spring semester after students have met the admission criteria listed above.

Students who have already completed an undergraduate degree and have interest in the FSN Program Concentration must:

- Be admitted to the University as a non-degree seeking student.
- Submit all transcripts from colleges and universities attended to the FSN program director for evaluation.
- Complete all pre-requisite courses with a C or better.
- Submit an application either by October 15 for the fall semester or March 15 for the spring semester after students have met the admission criteria listed above.

ACADEMIC AND PROGRAM CALENDAR

The academic calendar has important dates such as graduation application date, last day to drop a course, fall convocation, graduation dates, holidays, and final examination period for each semester. The FSN program follows the university's academic calendar.

Visit the website: <https://www.nsu.edu/enrollment-management/registrar/calendars>

CORE KNOWLEDGE REQUIREMENTS FOR DIETITIAN NUTRITIONISTS (KRDN'S)

Students taking FSN professional and pre-professional courses will have assessments that are knowledge requirements for registered dietitian nutritionist (KRDN's). When an assessment has a KRDN, students will need to earn at least a "B" (83) greater on these assessments to evaluate their performance on core knowledge requirements for registered dietitian nutritionists (KRDN's). If a student does not meet the requirement, remedial action will be taken.

GRADUATION AND PROGRAM COMPLETION REQUIREMENTS

There is no limit on the amount of time required to complete the program requirements applicable at the time student enrolls.

The Office of the Registrar processes all applications for graduation. Any student expecting to complete academic requirements at the end of a semester must complete and file an application for graduation through the academic department chair office by the designated due date for the applicable semester. It is the responsibility of the department chair to submit the necessary forms and documentation to the Registrar's Office in compliance with established deadlines. A graduation application fee will be assessed in accordance with the University Fee Schedule. Students must resolve deficiencies and/or discrepancies in the academic record with the department chair within prescribed guidelines. Failure to do so may result in deferring graduation.

Visit the Website: <https://www.nsu.edu/registrar/graduation-requirements>

FINANCIAL AID

The Financial Aid Office staff at Norfolk State University works diligently to assist students as they pursue their educational endeavors. NSU offers a wide variety of financial aid programs, including scholarships, grants, student employment opportunities and loans. The goal of the office is to provide equitable financial assistance options to prospective and current students.

Visit the Website: <https://www.nsu.edu/Admissions-Aid/Apply-to-NSU/Tuition-and-Financial-Aid/Types-of-Aid/Financial-Aid>

TECHNOLOGY REQUIREMENTS FOR DISTANCE EDUCATION

For the best online learning experience, make sure your computer hardware and software meet minimum requirements to navigate your Blackboard course.

- Macintosh OS X (10.13 or higher) or Windows 10 (version 1809 or higher).
- 4 GB RAM (8GB RAM or more is highly recommended).
- 20GB of available hard-drive space Screen resolution set to 1280 x 1024.
- Dedicated broadband/high-speed Internet access (if web conferencing or online exams will be used, hard wired Ethernet connection is preferred over the wireless network for the best experience).
- Webcam, sound card with microphone, headphones, and speakers (a wearable headset is highly recommended if web conferencing will be used).
- Ability to install and update software. Some exams require Respondus Lockdown Browser and Respondus Monitor. The browser is used for exam purposes only.
- Google Chromebook computers are NOT supported on some applications.

Note: While mobile devices, especially smartphones, are convenient and may be utilized for some course functions, they cannot be the primary device for posting assignments in Blackboard. Your instructor may recommend the use of a laptop or desk top computer.

TRANSFER CREDITS

The Office of Admissions makes the final determination concerning acceptance of transfer credits, after all transcripts from each college attended have been received and reviewed. Transfer credit is accepted for coursework with a grade of “C” or better from regionally accredited institutions of higher learning. Two copies of the Certificate of Advanced Standing will be generated for all accepted transfer students. The Certificate must be submitted to the academic advisor for review and approval during the transfer orientation session. Academic departments will make the final determination of credits accepted toward the chosen curriculum. If you apply to NSU as a transfer student and are interested in getting a BS degree in Health Services Management with the Food Science and Nutrition Program Concentration, the FSN program director must evaluate your transcript(s). You can call (757) 823-8216 to schedule an appointment. Please note that even if you have your transcripts evaluated by the FSN Program Director, you still need to apply through the NSU Admissions Office.

STUDENT PERFORMANCE MONITORING

Each course syllabus must include a statement that clearly communicates the student learning outcomes as delineated by the University and the Food Science and Nutrition Program Concentration. The learning outcomes are in accordance with the knowledge requirements mandated by ACEND. In the 5th week and 10th week of every semester, students’ performances are monitored in their courses for early detection of academic difficulty. These grades are posted in the University grading system. The program director will contact students with grades lower than a C to identify reason(s) for low performance and discuss ways for improvement.

STUDENT REMEDIATION AND RETENTION

Remediation and retention strategies are addressed based on the factors influencing low performance and retention. For example, low performance may be due to missed course work because of personal extenuating circumstance that warrants an excuse. The student will have the opportunity to discuss the matter with the Dean of Students. The Dean of Students will contact faculty members regarding an excused absence and to request for the student to make-up the work. It is the responsibility of the student to maintain contact with faculty members. The due date to submit the course work is at the discretion of faculty members. If the student submits the course work by the set deadline, faculty members will grade and post the earned grade. If the student does not submit the course work by the set deadline, the faculty members will post a grade of zero. Another example would be a student who performed well in some but not all areas required for passing the course with a C or better. To improve learning, faculty members will follow the student’s performances in future assessments, while engaging the student in the appropriate intervention such as tutoring sessions and re-teaching course material.

If progress or resolution does not occur by the end of the course despite interventions, the program director, faculty advisor, and faculty members will encourage the student to seek additional help, or the student may initiate the need for further assistance. Norfolk State University provides other student support services that could positively influence the performances of students. If necessary, students have the option to seek the assistance of the Office of Accessibility Services/International Student Services (O.A.S.I.S), and Counseling Services. For example, O.A.S.I.S and the Assistive Technology Laboratory promote the academic success of students with disabilities and international students through high quality educational assistance, while eliminating learning barriers. Written documentation from a qualified professional is required before students can receive accommodations.

An instructor may assign a grade of incomplete in certain situations when a student is unable to complete all coursework. A grade of Incomplete will only be assigned if the student is currently passing the course, has completed at least 80% of the course work, and both the student and the faculty member agree to certain conditions set by the University. The Incomplete Grade Form documents those conditions.

Moreover, students have the option to repeat the course if the final grade is below a C. Another option is for the student to change major to a program that is appropriate to his/her ability. The program director and the student will engage in a discussion regarding the issue and the student will initiate the completion of the change of major form.

EQUITABLE TREATMENT

The Food Science and Nutrition Program Concentration adopts the following NSU statement: “The campus community at Norfolk State University is committed to ensuring an inclusive and welcoming environment for students, staff, and faculty, and strives to provide an accepting place for all to work and learn. NSU is a university that welcomes all ideas and a place where people can be themselves. The students, staff, and faculty appreciate the diversity of humanity and reject prejudice and discrimination.”

“The Board of Visitors of Norfolk State University (“NSU” or “University”) is committed to fostering a culture of inclusion, diversity and mutual respect for all members of the University community. The Board of Visitors is equally committed to maintaining and promoting equal access and opportunity in employment, admissions, programs and facilities for all members of the University community without regard to factors such as race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities. BOV Policy # 05.02 (2016) Preventing and Addressing Discrimination and Harassment specifically prohibits discrimination based on any or all of these factors and retaliation consistent with the policies of the Commonwealth of Virginia, Governor’s Executive Order No. 1 (2018) Equal Opportunity, and in compliance with relevant Federal and State statutes.”

Visit the Website: <https://www.nsu.edu/About/Administrative-Offices-Services/Human-Resources/EEO-Statement>

As of April 1, 2022, Norfolk State University went live with an incident reporting system for harassment and discrimination to be used internally or externally. The system design was a major collaboration with Campus Safety, Residential Life, Student Conduct, and the Office of Institutional Equity & Title IX.”

Visit the Website: <https://www.nsu.edu/office-of-Institutional-Equity/departments>

PAID COMPENSATION

Opportunities exist for work study for students. Eligible students are awarded either federal or institutional work study. Students awarded work study can view job announcements via the web.

Visit the Website: www.nsu.edu/work-study

FILING AND HANDLING COMPLAINTS

The process for filing and handling complaints about the program from students are delineated in the NSU Student handbook.

Visit the Website: <https://www.nsu.edu/student-handbook.aspx> page 18, 37-38.

PROCESS FOR SUBMISSION OF WRITTEN COMPLAINTS TO ACEND

Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND

Visit the Website: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

PROCEDURE FOR ASSESSING PRIOR LEARNING

The Transfer Office at Norfolk State University makes the final determination concerning acceptance of transfer credits, after all transcripts from each college attended have been received and reviewed. Two copies of the Certificate of Advanced Standing will be generated for all accepted transfer students. The Certificate of Advanced Standing must be submitted to the academic advisor for review and approval during the transfer orientation session. Academic departments will make the final determination of credits accepted toward the chosen curriculum.

Additional transfer credits may be obtained in the following ways:

- Advanced Placement Examinations
- College Level Examination Program (CLEP)
- Credit for Military Service
- International Baccalaureate Exams

PROCESS FOR ASSESSMENT OF STUDENT LEARNING

Formative evaluation will occur through quizzes, assignments, and informal observation and will be used for guiding student learning and monitoring their progress toward meeting the expected learning outcomes. Formative evaluation will occur while each course is being taught and will be used to plan corrective actions for helping students to overcome learning difficulties, to help facilitate student learning, or to increase the retention of information and skills.

Summative evaluation will be a comprehensive appraisal of student achievement which will occur during the end of the semester a course is taught. It often will also occur at points during the course, such as 5th and 10th advisory grades, and mid-semester, for the purpose of formally informing students of their progress, assigning grades, and improving our program's teaching and learning methods. Summative assessment will occur in all courses throughout the curriculum and a sample of summative assessment activities are documented in the RDN Core Knowledge Assessment Table. The table is used to show that the program has an established assessment plan to evaluate each of the expected learning outcomes in each specific domain. The written plan includes core knowledge statement, the course(s) in which the assessment will occur, and specific assessment method(s) to measure student achievement of core knowledge.

DISCIPLINARY/TERMINATION PROCEDURES

All students attending Norfolk State University are required to abide by the laws of the Commonwealth of Virginia and the rules and regulations of this University. A student who violates the general standards of conduct may be subject to administrative actions or to one or more disciplinary sanctions whether or not civil authorities choose to prosecute. Norfolk State University is governed by its Board of Visitors and supported by the Commonwealth of Virginia. The Board is specifically authorized to regulate student conduct by state statute and chooses to exercise its authority through this policy.

Visit the website: <https://www.nsu.edu/Campus-Life/Services-Resources/Dean-of-Students/Student-Conduct/Policies>

VERIFICATION STATEMENT REQUIREMENTS AND PROCEDURES

Professional and pre-professional courses that have KRDN assessments must be completed, and students must earn a "B" (83) or greater on these assessments. If a "B" (83) or better is not received, then remedial work will

be given for these assessments. Students will need to earn a “C” (73) or better on their final course grade to earn a verification statement. Students must pass all the courses required for the B.S. in Health Services Management /Food Science and Nutrition Program Concentration with a final grade of “C” (73) or better in pre-professional and professional courses.

A Verification Statement is issued to all students who have successfully completed all curriculum requirements and have graduated with an undergraduate degree. Verification statements are provided as soon as final transcript verifying all grades and degree confirmation has been entered.

Non-degree seeking students will receive their verification statements once they complete all curriculum requirements. Non-degree students must complete all KRDN assessments in professional and pre-professional courses with a “B” (83) or better. If a “B” (83) or better is not received on the KRDN assessments, then remedial work will be given. Students must obtain a final grade of “C” (73) or better in all pre-professional and professional courses. Students will need to show a verification statement when preparing for supervised practice applications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes. Each student who satisfies all the curriculum requirements is given seven verification statements from Norfolk State University.

The Verification Statement form(s) are signed and completed by the Program Director. The form should be signed on or following the date of program completion. Statements that are predated or pre-issued are invalid. Program completion date and signature date must include month, day, and year.

A Declaration of Intent to Complete is issued to students prior to the completion of curriculum requirements so students can apply to Dietetic Internship Programs.

STRATEGIES TO VERIFY STUDENT IDENTITY IN DISTANCE INSTRUCTION

Each student must present an official, current University picture ID or another approved University ID prior to completing proctored assessments online. Each student is responsible for all associated costs incurred for arranging and scheduling of proctored examinations that are not administered by an official University faculty member or designee for the distance education course.

The faculty member may require any one or more of the following choices for completing proctored assessments. Check with your instructor or review the course syllabus for details.

- The instructor may schedule a specific campus classroom or NSU Testing Center for a specific date and time for individuals who are available to come to campus to complete scheduled online assessments.
- The instructor may require that you find an appropriate proctor and complete and submit the NSU Online Proctoring Application Approval form. The proctor must be approved by the instructor prior to taking the assessment.
- The instructor may require you to complete the assessment by using Respondus LockDown Browser and/or Respondus Monitor. These online proctoring tools protect the integrity of online assessments. Using a webcam and a reliable high-speed internet connection, you can complete your assessments anywhere. The system verifies your identity via photo identification and uses the webcam to scan the physical environment.

WITHDRAWAL AND REFUND OF TUITION FEES

Tuition are adjusted on a pro-rata basis for students who withdraw during the first nine weeks of the fall and spring semesters and the first three weeks of the summer session. Withdrawal from the University may result in a reduction or cancellation of financial aid awards. Students receiving financial aid should contact the Financial Aid Office for complete information about their individual situations.

Visit the website for pro-rata refund policy: <https://catalog.nsu.edu/undergraduate/academic-policies/>

PROGRAM SCHEDULE, VACATIONS, HOLIDAYS, UNIVERSITY CALENDAR

The Food Science and Nutrition Program Concentration follows the university's academic calendar of the university. The academic calendar dates are subject to change.

Visit the NSU website for the most recent updates.

Go to NSU.edu, then click on "A-Z Index," select "A" and find Academic Calendars.

<https://www.nsu.edu/About/Administrative-Offices-Services/Registrar>

PROTECTION OF PRIVACY OF STUDENT INFORMATION

Any educational institution or agency that receives funds under any program administered by the U.S. Secretary of Education must comply with requirements outlined in FERPA of 1974.

Visit the Website: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Visit the Website: <https://www.nsu.edu/enrollment-management/student-right-to-know>

STUDENTS ACCESS TO FILE

Access to personal records and files is guaranteed to every student and subject only to regulations to time, place, and supervision. Students' files are kept in a locked cabinet in the program director's office.

ACCESS TO STUDENT SUPPORT SERVICES

The Office of Extended Learning works with the academic and administrative units of the University. It offers coursework through online, blended and video conferencing and provides Blackboard instructional training for faculty and students.

Visit the Website: <https://www.nsu.edu/Academics/Academic-Programs/Online-Learning>

The Office of Housing and Residence Life is committed to providing a safe, inclusive and well-maintained residential community that promotes student empowerment, academic success and transformational development.

Visit the Website: <https://www.nsu.edu/Campus-Life/Our-Campus,-Our-Home/Housing>

International Student Services provide individualized quality-enhanced services and accurate information for international students in order to sustain an ethnically and culturally diverse campus, while minimizing legal risk to the customer and the University.

Visit the Website: <https://www.nsu.edu/Campus-Life/Services-Resources/International-Student-Services>

The Spartan Health Center provides confidential, accessible, comprehensive and progressive services with a caring and individualized approach. The Center is staffed with highly skilled health care professionals including physicians, nurse practitioners, and nurses.

Visit the Website: <https://nsuhealthcenter.com/>

The NSU Counseling Center help students achieve their fullest potential by providing culturally sensitive individual counseling and crisis intervention. Please call 823-8173 if you would like to discuss their services and/or make an appointment.

Visit the Website: <https://www.nsu.edu/Campus-Life/Services-Resources/Counseling-Center>

The **Dr. Patricia Lynch Stith Student Success Center's (PLSSSC)** leadership, staff, and student leaders strive to be the Ideal Spartan Unit and achieve excellence in operations, programs and services aimed at student success. The Center is located in the Nursing and General Education Building, Suite 100 (757) 823-8507.

Visit the Website: <https://www.nsu.edu/Academics/Academic-Resources/PLSSSC>

The Office of Accessibility Services/International Student Services (O.A.S.I.S) serves persons eligible for assistance under Section 504 of the Rehabilitation Act of 1973, as well as persons with temporary disabilities acquired as a result of illness or injury. Written documentation from a qualified professional is required before accommodations are implemented. The office is in the James Bowser Building, Suite 121 (757) 823-8325.

Visit the Website: <https://www.nsu.edu/Campus-Life/Services-Resources/Disability-Services>

Career Services is a department in the Division of Student Affairs that is open to all students and alumni without regard to age, ancestry, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, genetic information, spousal affiliation, or protected veteran status as outlined in federal and state anti-discrimination statutes.

Visit the Website: <https://www.nsu.edu/Campus-Life/Services-Resources/Career-Services>

The Dean of Students Office advocates for and empowers students to achieve their goals by providing exemplary services that educate our students on their rights and responsibilities as a member of the University community

The Dean of Students Office is located in the Student Services Center, Suite 307 (757) 823-2152.

Visit the Website: <https://www.nsu.edu/Campus-Life/Services-Resources/Dean-of-Students>

DIETETIC INTERNSHIPS OR SUPERVISED PRACTICE

Dietetic Internships (DIs) are **not** guaranteed and competition for Dietetic Internships is fierce. Students will need to apply to a Dietetic Internships to become a Registered Dietitian/ Registered Dietitian Nutritionist. The Dietetic Internship Central Application (DICAS) is an electronic application for the internship along with D& D Digital to operate the Dietetic Internship match process; you match with only one DI program. Dietetic Internship programs are competitive and most require a **minimum** of a 3.0 grade point average and many require over 1000 hours of volunteer or work experience prior to applying.

If you are an existing student and intend to apply to a dietetics program to become a Registered Dietitian/Registered Dietitian Nutritionist, try to get as much information as possible from the DI site that you are interested in to improve your chances of getting the internship experiences required to sit for the RD examination:

- The first place to go for a wealth of information is your FSN program director and faculty members. They are on the front line, helping students decide where to apply and deal with the dietetic internship centralized application system (DICAS).
- Learn about as many DI programs as you can to understand what is available and to refine your area of interest. Some DI programs schedule open houses for students, so be sure to ask them if this is an option.

STATE LICENSURE

Licensure is a state policy that provides consumers an assurance that a professional is competent to provide certain services and is used by professionals to exclude the non-licensed from providing those services for a fee. To protect the public, the majority of states have enacted laws that regulate the practice of dietetics. State licensure and state certification are entirely separate and distinct from the registration or credentialing RDNs and NDTRs obtain from the Commission on Dietetic Registration (CDR). Licensure is recognized by each individual state. The state of Virginia does not have licensure. It is important that students check the CDR list to find out about the status of licensure in the state where you plan on living and starting your career.

Visit the Website: <https://www.eatrightpro.org/advocacy/licensure/licensure-map>

**CURRICULUM: B.S. HEALTH SERVICES MANAGEMENT
FOOD SCIENCE AND NUTRITION PROGRAM CONCENTRATION**

PRE-PROFESSIONAL PHASE

Semester I

| Course | Course Title | Hours |
|---------------|----------------------------------|--------------|
| SEM 101 | Spartan Seminar | 1 |
| ENG 101 | Communication Skills I | 3 |
| MTH 153 | College Algebra and Trigonometry | 3 |
| CHM 221 | General Chemistry | 3 |
| CHM 221L | General Chemistry Lab | 1 |
| BIO 165 | Human Anatomy and Physiology | 3 |
| BIO 165L | Human Anatomy and Physiology Lab | 1 |
| HED 100 | Personal and Community Health | 2 |
| | Total Semester Hours | 17 |

Semester II

| | | |
|----------|-----------------------------------|-----------|
| SEM 102 | Spartan Seminar | 1 |
| PED 100 | Fundamentals of Fitness for Life | 1 |
| ENG 102 | Communication Skills II | 3 |
| CSC 150 | Computer Concepts and Application | 3 |
| BIO 166 | Human Anatomy and Physiology | 3 |
| BIO 166L | Human Anatomy and Physiology Lab | 1 |
| CHM 222 | General Chemistry | 3 |
| CHM 222L | General Chemistry Lab | 1 |
| | Total Semester Hours | 16 |

| Course | Course Title | Hours |
|----------------------------|--|--------------|
| <u>Semester III</u> | | |
| SEM 201 | Spartan Seminar | 1 |
| SOC 101 | Introduction to Social Sciences | 3 |
| SCM 285 | Principles of Speech | 3 |
| BIO 310 | General Microbiology | 3 |
| BIO 310L | General Microbiology Lab | 1 |
| MTH 250 | Elementary Statistics | 3 |
| FSN 101 | Introduction to Dietetics and Food Science | 2 |
| | Total Semester Hours | 16 |
| <u>Semester IV</u> | | |
| FSN 110 | Science of Human Nutrition | 3 |
| ENG 207 | Introduction to World Literature | 3 |
| HSM 300 | Health Services Management | 3 |
| HRP 320 | African American Health | 3 |
| CHM 312 | Introduction to Organic Chemistry | 3 |
| CHM 312L | Introduction to Organic Chemistry Lab | 1 |
| | Total Semester Hours | 16 |
| <u>Semester V</u> | | |
| BIO 469 | Biochemistry | 3 |
| BIO 469L | Biochemistry Lab | 1 |
| HSM 310 | Health Personnel Management | 3 |
| HSM 311 | Legal Aspects and Ethics of Health Care Delivery | 3 |
| HSM 331 | Health Financial Management | 4 |
| | Total Semester Hours | 14 |

| Course | Course Title | Hours |
|---------------------------|--------------------------------|--------------|
| <u>Semester VI</u> | | |
| HSM 368 | Healthcare Marketing | 3 |
| HSM 387 | Population Health | 3 |
| HSM 397 | Healthcare Information Systems | 3 |
| ENG 383 | African American Literature | 3 |
| HSM 454 | Long Term Care Administration | 3 |
| | Total Semester Hours | 15 |

PROFESSIONAL PHASE
Semester VII

| | | |
|----------|---|-----------|
| FSN 312 | Physiological & Chemical Foundations of Nutrition | 3 |
| FSN 320 | Food Service Administration | 3 |
| FSN 330 | Scientific Food Development | 3 |
| FSN 330L | Scientific Food Development Lab | 1 |
| FSN 340 | Nutrition Education | 3 |
| | Total Semester Hours | 13 |

Semester VIII

| | | |
|----------|--|-----------|
| FSN 356 | Advanced Nutrition and Human Metabolism | 3 |
| FSN 426 | Nutrition and Disease | 3 |
| FSN 426L | Nutrition and Disease Lab | 1 |
| FSN 460 | Quantity Food Production | 3 |
| FSN 484 | Rural/Urban Nutrition | 3 |
| HSM 497 | Health Services Management Problems and Research | 3 |
| | Total Semester Hours | 16 |

| SUBJECT AREA | HOURS |
|---------------------------|------------|
| General Education Core | 40 |
| Major Requirements | 83 |
| Electives | 0 |
| Total Degree Hours | 123 |

PROFESSIONAL ORGANIZATIONS

Academy of Nutrition and Dietetics Student Membership

The Academy of Nutrition and Dietetics (AND) is the world's largest organization of nutrition and dietetics practitioners. The AND represents more than 112,000 credentialed practitioners: registered dietitian nutritionists, nutrition and dietetic technicians, registered, and other food and nutrition professionals holding undergraduate and advanced degrees in nutrition and dietetics, and students. Students are highly encouraged to join AND as a student member. Student members represent the future of the dietetics profession. Currently, there are close to 20,000 student members which offer many opportunities to get involved. Annual dues for a student member is \$58.

Tidewater Academy of Nutrition and Dietetics

The Tidewater Academy of Nutrition and Dietetics (TAND) is a professional dietetic organization that meets locally. It is an affiliate of the Academy of Nutrition and Dietetics. TAND members are Registered Dietitians (RD) or Registered Dietitian Nutritionist (RDN) or Nutrition and Dietetic Technicians Registered (NDTR) but may include non-registered professionals and students in dietetics programs. The Tidewater Academy of Nutrition and Dietetics is proud to represent members of a diverse group, all of whom are here to provide expert food and nutrition resources. One needs to be a member of the AND to seek membership in TAND. Student membership rates are available to join TAND. It is highly suggested that students join TAND to participate in the local organization and to take advantage of networking opportunities.

STUDENT ACKNOWLEDGMENT FORM

FOOD SCIENCE AND NUTRITION PROGRAM CONCENTRATION HANDBOOK

_____ I understand that if I am enrolled in the Bachelor of Science Degree in Health Services Management/Food Science and Nutrition (FSN) Program Concentration, I must complete all curriculum requirements before I can receive a verification statement.

_____ I understand that if I already have an undergraduate degree, I must complete all the curriculum requirements before I can receive a verification statement.

_____ I understand that If I finish the curriculum requirements and the dietetic internship before December 31, 2023, I can take the RD/RDN credentialing examination.

_____ I understand that If I do not finish the curriculum requirements and the Dietetic Internship by December 31, 2023, the minimum degree requirement for eligibility to take the registration examination for dietitians will change from a bachelor's degree to a graduate degree, effective January 1, 2024.

_____ I have read, fully understand, and agree to comply with the policies and procedures contained in the FSN Handbook. I understand that I should seek information from the program director if I have questions or concerns. I understand that the handbook may undergo changes annually and I am expected to comply with the current handbook.

My signature indicates my understanding and acceptance of the above statements.

Please Print Name

Signature

Date