# **Student Handbook**

For students earning a

Bachelor of Science in Family & Consumer Sciences

Majoring in Human Nutrition and Dietetic Science

**Pre-Dietetics/Dietetics Option** 

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# Foreword

### Welcome!

On behalf of the faculty in Human Nutrition and Dietetic Science (HNDS) of the Department of Family and Consumer Sciences, we wish to extend you a heartfelt welcome. It is our sincere wish that you find personal and career satisfaction and growth as an HNDS student at New Mexico State University (NMSU).

The HNDS Pre-Dietetic/Dietetic Student Handbook is a guide that provides information about the program and the educational process. The information presented here outlines the regulations and policies above and beyond those presented in the NMSU Undergraduate Catalog, NMSU Schedule of Classes and the NMSU Academic Calendar.

Please do not hesitate to consult with any Human Nutrition and Dietetic Science faculty member for further clarification and information. The faculty and staff of the department are here to help you attain your goals throughout your academic career.

# **Department Overview**

The HNDS major in the Department of Family and Consumer Sciences (FCSC) of the College of Agricultural, Consumer, and Environmental Sciences (ACES) at NMSU provides educational opportunities for individuals who seek careers as nutrition educators and dietitians. Consistent with the mission of the university, the department serves the educational needs of a diverse student body.

The Pre-Dietetics/Dietetics option is a program of study within Human Nutrition and Dietetic Science major in the Department of Family and Consumer Sciences. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) which is located at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60660-6995. Find more information and contact resources at <a href="http://www.eatrightacend.org/ACEND/">http://www.eatrightacend.org/ACEND/</a>. The program is accredited for 100 students total: 35 third year students, 60 fourth year students, and 5 post grad students (not Master Degree students).

Students completing the Pre-Dietetics courses and requirements will apply for admission to the Dietetics program.

Students completing the NMSU HNDS Dietetics program will earn:

- 1) a verification statement of completion recognized by ACEND as well as
- 2) a Bachelor of Science degree in Family and Consumer Sciences with a major in Human Nutrition and Dietetics Science

# **Mission Statement**

The mission of the New Mexico State University (NMSU) Didactic Program in Dietetics (DPD) is to provide an educational experience that will enable program graduates to be competent in dietetic sciences and prepare students for supervised practice leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a Registered Dietitian Nutritionist. We aspire to provide our regional and national communities with competent nutrition professionals that apply and communicate up-to-date, evidence-based nutrition information. We are committed to providing our students an educational experience of the highest quality that emphasizes resourcefulness, professionalism, and cultural competence. We engage in fair and open conduct that enhances student and faculty morale. We aspire to continually complete and involve students in progressive nutrition research that informs and serves our community.

# **Program Goals and Objectives**

### <u>Program Goal 1</u>

• To prepare competent candidates for dietetic internships/supervised practices.

### **Objectives:**

- 1. At least 80% of program students complete program/degree requirements within 6 years (150% of the program length).
- 2. 55% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 3. 50% of program graduates are admitted to a supervised practice program within 12 months of graduation.
- 4. 75% of program graduates who have been admitted into supervised practice programs respond that they were adequately prepared for the supervised practice.

### Program Goal 2

• To prepare graduates to become competent registered dietitians.

### **Objectives:**

- 1. 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%.
- 2. 80% of returned supervised practice program director surveys will rate graduates as competent for entry into supervised practice.

# **Program Learning Objectives**

Program Learning Objectives (PLOs) for the Human Nutrition & Dietetic Science were developed to encompass the ACEND Core Knowledge Standards for Didactic Programs in Nutrition & Dietetics. Students are to demonstrate mastery of each of these learning objectives prior to completion of the program. Please refer to the Curriculum Map.

The following are the HNDS PLOs. Students who complete the HNDS program will be able to:

- 1. Evaluate research literature that supports evidence-based dietetic practices.
- 2. Apply principles and techniques of effective counseling methods to nutrition interventions.
- 3. Devise strategies to effectively communicate nutrition interventions to diverse individuals and groups.
- 4. Develop nutrition interventions using appropriate education and behavior change theories and techniques.
- 5. Evaluate the influence of public policy and health care systems on the provision of food and nutrition services.
- 6. Apply the processes and governance of dietetic practices to case scenarios.
- 7. Evaluate the physical, environmental, social, behavioral, and psychological factors that affect nutrition status and nutrition interventions.
- 8. Apply management theories and principles to the development of food and nutrition service systems.
- 9. Analyze the ethical considerations surrounding food and nutrition services.
- 10. Appraise cultural competency of nutrition and dietetic practices.
- 11. Evaluate food systems and food safety practices.

The HNDS Program is designed to address each of the core areas/requirements a minimum of three times: introductory, reinforcement, and mastery of the learning objective. Students demonstrate their achievement of these learning objectives through their grades on learning assessments within program courses. For example:

To demonstrate achievement of PLO 1: Evaluate research literature that supports evidence-based dietetic practices., students will earn passing grades on the following learning assessments:

*NUTR 3110 Nutrition Throughout the Life Cycle* – (Introductory) Summarize three research articles on a nutrition lifecycle topic within the Evidence-Based Communication Project.

*NUTR 4210 Community Nutrition* - (Reinforcement) Provide research justification for nutrition intervention in the Community Nutrition Program Plan.

*NUTR 3750 Applied Nutrition Research* – (Reinforcement) Compare two meta-analyses on a nutrition topic in the Research Comparison Paper.

*NUTR 4230 Medical Nutrition Therapy I*: (Mastery) Summarize and evaluate nutrition research related to a diet therapy strategy in the Annotated Bibliographies assignment.

# Becoming a Dietetic Professional: RD and DTR

There are two dietetic professionals: the registered dietitian (RD) and the dietetic technician, registered (DTR). These credentials can also be displayed as registered dietitian nutritionist (RDN) and nutrition and dietetic technician, registered (NDTR). The NMSU HNDS DPD program prepares students to pursue the RD credential.

Dietetic professionals are credentialed, and the root word "diet" is included in their title.

All RDNs are nutritionists, but not all nutritionists are RDNs.

Credentialing includes registration with the Commission on Dietetic Registration (CDR) after learning professional competencies within accredited dietetic programs and passing a national exam. Registered dietetic professionals must maintain their credential by continually completing professional education in efforts to maintain their professional competence.

### Becoming a Registered Dietitian Nutritionist (RDN)

Successful completion of the Pre-Dietetics/Dietetics Option at NMSU will fulfill the first two requirements within Pathway 1 (see below).

Pathway 1 – Traditional Pathway (NMSU Dietetic Programs)

- **Bachelor's Degree:** Completion of a minimum of a bachelor's degree in dietetics or a related field from an accredited college or university.
- **DPD Verification Statement:** Completion of DPD requirements in an ACEND-accredited DPD as evidenced by a DPD verification statement.
- **Supervised Practice Verification Statement:** Completion of an ACEND-accredited dietetic internship (DI)/supervised practice program as evidenced by another verification statement. *Many supervised practice programs are paired with master's degree programs (ex. The NMSU MS/DI).*
- Pass the national RDN Exam. The Commission on Dietetic Registration (CDR) provides a national exam at various testing centers throughout the nation. Note: a master's degree will be required in order to take the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist after January 1, 2024.
- **Obtain a State License.** Some states, including New Mexico and Texas, require RDN's to obtain and maintain a state license in order to practice within the state.

### Pathway 2 – Future Education Model (FEM) Pathway

- **Bachelor's Degree:** Completion of a minimum of a bachelor's degree in dietetics or any field from an accredited college or university.
- Earn a Verification Statement and a Graduate Degree: Completion of an ACENDaccredited FEM graduate program (a.k.a. FG program) as evidenced by a graduate degree and verification statement. (Some FG programs require applicants to have a DPD verification statement from an ACEND-accredited DPD program.)
- **Pass the national RDN Exam**. The Commission on Dietetic Registration (CDR) provides a national exam at various testing centers throughout the nation.
- **Obtain a State License.** Some states, including New Mexico and Texas, require RDN's to obtain and maintain a state license in order to practice within the state. For more information, visit: <u>https://www.cdrnet.org/state-licensure</u>.

For more information, please visit the A.N.D. website (<u>www.eatright.org</u>). Go to <u>https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students</u>.

# Becoming a Nutrition and Dietetic Technician, Registered (NDTR)

There are two pathways to become a NDTR. Successful completion of the Pre-Dietetics/Dietetics Option at NMSU will fulfill the first two requirements of the first pathway. For more information, visit: <u>https://www.eatrightpro.org/acend/students-</u> <u>and-advancing-education/information-for-students/nutrition-and-dietetic-technician-</u> <u>registered-fact-sheet</u>

### Pathway 1 to NDTR – using the NMSU DPD Program

- **Bachelor's Degree:** Completion of a minimum of a bachelor's degree in dietetics or a related field from an accredited college or university.
- **DPD Verification Statement:** Completion of DPD requirements in an ACEND-accredited DPD as evidenced by a DPD verification statement.
- **Pass the national NDTR Exam:** Use the DPD verification statement to apply for candidacy to take the NDTR exam. The Commission on Dietetic Registration (CDR) provides a national exam at various testing centers throughout the nation.

### Pathway 2 – Associate Degree Program Pathway

- Associate Degree and NDTR Verification Statement: Complete an ACENDaccredited NDTR Associate degree program
- Pass the national NDTR Exam

### Pathway 3 – Future Education Model (FEM) Pathway

- **Bachelor's Degree and NDTR Verification Statement:** Completion an ACEND-accredited FEM Bachelor Program.
- Pass the national NDTR Exam

For more information, visit: <u>https://www.eatrightpro.org/about-us/what-is-an-rdn-and-dtr/what-is-a-nutrition-and-dietetics-technician-registered/becoming-a-nutrition-dietetics-technician-registered and https://www.cdrnet.org/certifications/dietetic-technician-registered-dtr-certification</u>

To learn about any of the ACEND-accredited dietetic programs, visit the Accredited Programs Directory at <u>https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory</u>.

# Applying to the Dietetics Program

Once you are enrolled in the last of the Pre-Dietetic courses indicated in the catalog and on the road map, you will be able to apply for admission into the Dietetics program.

### Admission Criteria

- Completion (or in progress) of the Pre-Dietetics courses (on your roadmap)
- Overall GPA 3.0 or higher in all Pre-Dietetic courses as shown on the GPA calculator form (Appendix B)
  - admission will be contingent upon maintaining your GPA at 3.0 or above if applying while concurrently enrolled in Pre-Dietetics courses
- TEAS Exam score of proficient range or higher (TEAS AH) see description below
- Average score of 70% or higher on HNDS DPD Application Essay see the instructions and rubric below
- Academy of Nutrition & Dietetics (AND) Student Membership
- CPR Certification
- Immunization Records
  - COVID-19 vaccination
  - Negative Tb Skin test (annual)
  - Td or Tdap vaccine (within last 10 years)
  - Hepatitis B series
  - o Positive titer for Rubeola, Rubella, Varicella
- \$50 Application Fee

#### **Application Process**

Review the list above and determine if you are eligible to apply. Please use the "GPA Calculator Worksheet" in Appendix B to determine your Pre-Dietetics GPA. If you are able to fulfill each of the above criteria, request application information and deadlines from the DPD Director.

Proficiency Exam-Test of Essential Academic Skills for Allied Health (TEAS AH)

This test measures basic essential skills in the academic content domains of reading, mathematics, science, English, and language usage. You will have 209 minutes to complete 4 sections with a total of 170 multiple-choice questions. This online test is distributed by the Assessment Technologies Institute<sup>®</sup>, LLC (ATI) and proctored by the HNDS DPD Director on the NMSU campus. Please contact the DPD Director for scheduling purposes and/or to receive an exam outline. An exam registration fee (approximately \$65) must be paid by credit card on the day of the scheduled exam.

To prepare for the TEAS AH, you may purchase study materials from ATI at: <u>https://atitesting.com/teas-prep</u>

**Testing Policy:** All applicants will be provided one attempt to complete the TEAS-AH exam. A request for a second attempt for circumstances beyond the applicant's control will be considered on a case-by-case basis by the DPD Director. If provided clearance from the DPD Director, an applicant may take the TEAS AH exam up to two times in a single semester. A score within the proficiency range or greater is required. If the minimum score is not achieved in two attempts, the applicant will not be eligible to apply for admission into the Dietetics program and must meet with the DPD Director to determine the best course of action.

**Testing Accommodations:** Should you need accommodations such as extended testing time, provide the DPD Director with documentation from SAS (<u>https://sas.nmsu.edu/accommodations/</u>) outlining the accommodations at least 10 days before the first scheduled testing date. This will allow the DPD Director to set your accommodations or make alternate testing arrangements (testing date, time, location) if necessary. If this information is not provided in advance, as specified above, you may not be able to take the exam in the semester you plan to apply into the Dietetics program, thus delaying your application.

### Candidacy for the DPD Verification Statement

Maintenance of a GPA of 3.0 or better is required to remain within the Dietetics portion of the program. Students whose GPA falls below a 3.0 after being admitted into the Dietetics program will be placed on probation for one semester. A remediation plan will be developed as outlined in the section "Remediation Plans" on page 15 of this handbook. If the GPA does not return to 3.0 or higher, then the student will be removed from the Dietetics program and the degree option classification will default to Nutrition Education.

### Non-Eligible Students

Students who are not eligible to apply or do not gain acceptance into the Dietetics program should schedule an appointment with the DPD Director to discuss options and alternatives, as your degree option classification will default to Nutrition Education. You may be counseled to 1) retake courses for a better grade and/or to improve GPA, or 2) pursue a non-dietetics option such as Nutrition Education, Food Science and Technology, or Public Health.

# **Communication Within the Program**

The HNDS listserv/group email list is the main mode of program-wide communication between the Director and students within the program. Student email addresses will be collected in NUTR 2120 Seminar I: Becoming a Nutrition Professional; however, students should request their email address be added prior to taking this course. All HNDS students must verify their email address has been added to the HNDS listserv.

The director will send emails regarding the program application process, experiential opportunities, dietetic internships, field-related job opportunities, professional organization events, academic seminars, and the Student Association of Nutrition and Dietetics.

# **Rights and Responsibilities**

As members of the university and the Department of Family and Consumer Sciences community, students acquire rights and responsibilities. Specific university-wide student rights and responsibilities are contained in the New Mexico State University Student Handbook (<u>http://studenthandbook.nmsu.edu/</u>). Every student is responsible for being knowledgeable about the university policies and procedures contained in the NMSU Student Handbook and Undergraduate Catalog (<u>http://catalog.nmsu.edu/</u>) and those of the Department of Family and Consumer Sciences and the Baccalaureate degree in Family and Consumer Sciences with a major in Human Nutrition and Dietetic Science. Changes in policies and procedures will be made available to students and each student shall be responsible for being aware of and abiding by the changes. Students have:

- a right to a sound education;
- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality instructors available;

- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for participating in interdisciplinary activities;
- a right to due process;
- a right to and a responsibility for insuring peer review and self-evaluation;
- all the rights and privileges of internal governance;
- a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- a right to and a responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within dietetics and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between dietetics education and practice.

# **Code of Ethics**

Human Nutrition and Dietetic Science students in the Pre-Dietetics/Dietetics option have a special concern with ethical standards because of the unique demands of dietetic practice. To guide the students along the path of ethical dietetic practice, the <u>AND Code</u> <u>of Ethics</u> (AND, 2018) are as follows:

### 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 interprofessional 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

Use this link for the pdf copy: (<u>https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-</u>

ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12 A0D6004A28CDAC0CE99A032)

For more information, visit: <u>https://www.eatrightpro.org/practice/code-of-ethics/what-</u> <u>is-the-code-of-ethics</u>

# **Policies and Procedures**

### **University Policies & Procedures**

Please refer to the <u>NMSU catalog</u> for information about standard policies and procedures in relation to student conduct, confidentiality, plagiarism, admission, enrollment, grades, graduation, etc. All students within the HNDS program must adhere to the University policies unless otherwise stated.

### **HNDS Program Policies & Procedures**

#### Advising

All HNDS students are assigned a full-time HNDS academic advisor. Students completing their first or second year of the program are advised in the Center for Academic Advising and Student Support (CAASS). Third and fourth year HNDS students receive academic and career advising/mentoring from HNDS faculty. See below for a list of HNDS advisors and their contact information.

Students considering selecting HNDS as their major are required to schedule a meeting with an HNDS advisor. Students must be advised <u>once per semester</u> to ensure proper progression through the program and prepare for the next registration period. During this meeting, provide your advisor with an <u>updated roadmap</u> (see Appendix A), a plan of action, and specific questions. Your advisor will provide guidance and input as to the accuracy of these materials. *Students who do not follow the recommendations of their advisors may fall into a course progression that requires an additional semester to finish coursework.* <u>Students who come to advising sessions unprepared will be rescheduled</u>.

It is imperative that the students understand that program policies will be enforced. This includes the fulfillment of course prerequisites, course requirements, and program requirements. *Students should not approach their advisor about exceptions to these policies and requirements*.

#### What to discuss with your HNDS advisor:

Students are encouraged to contact/meet with their advisor to discuss the HNDS program, HNDS course curriculum, SAND/HNDS student activities, and professional activities.

#### What to discuss with other University advisors:

Students are to direct all questions regarding course scheduling and registration, complying with the program road map, and following the course catalog to the University Advisor. The University Advisor will determine if it is necessary to refer to the HNDS faculty advisor.

Students are to direct personal, emotional, and/or psychological issues/concerns to the University counseling service office. Questions and concerns about financial aid, tuition, and fees must be directed to the financial aid or registrar's office. The HNDS faculty advisors are not qualified to provide these services. Please see the course catalog for more information.

**HNDS advisors are mandatory reporters.** They are required, by law, to report any observation or discussion indicating a threat to the students, the faculty, the staff, or any other aspect of the University. You do not need to ask for help before your advisor reports any conversation, email, or rumor to be investigated by the University.

Current advisors are:

Karen L. Plawecki, PhD, RD Interim Director, Didactic Program in Dietetics Food and Nutrition Extension Specialist, Extension Family and Consumer Sciences plawecki@nmsu.edu

Devon Golem, PhD, RD, LDN Interim Program Manager and Program Advisor dgolem@nmsu.edu

Shadai Martin, PhD, RDN Assistant Professor, Human Nutrition and Dietetic Science <a href="mailto:ssmartin@nmsu.edu">ssmartin@nmsu.edu</a>

Deborah Burns, PhD Lead Academic Advisor, Applied and Clinical Health Sciences<u>drburns@nmsu.edu</u>

Center for Academic Advising and Student Support Book your appointment online: <u>https://nmsu.navigate.eab.com</u> Center for Academic Advising and Student Support: 575-646-2941

#### Grades

Each course syllabus contains specific information about course grading procedures. It is policy of NMSU's DPD program that students earn a C or better in all Pre-Dietetics and Dietetics coursework in order to receive a Verification Statement upon graduation. **Please note a C- is does <u>not</u> meet this requirement.** Students who earn a C- or lower in a Pre-Dietetics or Dietetics course must retake the course for a better grade.

Students earning lower than a C grade in the specified courses will be counseled to either 1) pursue free tutoring from the Student Success Center or meet with their professor for help with course content, 2) withdraw from the course if performance cannot be improved, 3) retake the course for a better grade, or 4) meet with the program Director to discuss a course of action.

Faculty of upper-division HNDS courses may meet with students making poor progress as indicated by multiple absences, poor quality work, low grades, etc. The need for tutoring or other student support services will be assessed and a plan for improvement will be discussed. Faculty may refer struggling students to Quick Connect, a system which alerts trained responders to contact the student and assist with securing resources to meet the student's needs.

Students who wish to appeal a grade are advised to utilize the student grievance procedure outlined in the New Mexico State University Student Handbook.

### **Remediation Plans**

HNDS Faculty and the DPD Director will meet with students making poor progress as indicated by multiple absences, poor quality work, low grades, etc. The need for tutoring or other student support services will be assessed and a remediation plan will be developed. The remediation plan will be signed by the student, DPD Director, and Department Chair. Additionally, faculty may refer struggling students to Quick Connect, a system which alerts trained responders to contact the student and assist with securing resources to meet the student's needs.

#### Progression

To prepare students for success, the HNDS program has been developed as a cohesive set of courses enabling progressive learning. For example, students must learn the foundation sciences prior to learning dietetic sciences.

The course numbering system at NMSU indicates the difficulty level of the course through the thousandths position. Students should complete 1000- and 2000- level courses (lower division) before enrolling in 3000- and 4000- level courses (upper division). The 4000- level courses are the last set of courses that students should complete.

There are two reasons that students are required to progress using the course level and road map:

- 1) Students are to accumulate learning skills in a progressive fashion.
  - a. For example, 2000- level courses may require students to summarize one research article in a one-page report. Students will learn how to read the article, how to structure a one-page report, and how to cite and reference the article in their paper.
  - b. Compared to a 4000-level course where the same students are required to compose a 10-page report on a topic while citing and referencing a minimum of 10 research articles. In this course, the instructor will

assume that the students have learned how to find articles, write papers, as well as cite and reference sources.

2) Students are to accumulate content information in a progressive fashion. For example, the information learned in NUTR 2110: Human Nutrition will be referred to as common knowledge in all upper division HNDS courses (NUTR 3110, 3710, 3750, 4110, 4210, 4220, 4230, 4233, 4235,, etc.). While the information in NUTR 3110: Nutrition Throughout the Life Cycle will be referred to as common knowledge in the HNDS courses with higher numbers.

Students are to use the road maps provided on the HNDS website as a guide along with the NMSU course catalog to determine their progression through the program.

### Dedicated Catalog Year

Students are to adhere to the curriculum requirements published within their catalog year (the year in which they were admitted to NMSU). For example, if a student first registers for classes in the Fall of 2019, their dedicated catalog will be the 2019-2020 catalog. Unless a course is no longer offered, course substitutions will not be permitted. Students may submit a formal request to the Program Director and Department Chair to change their catalog year. This formal request must include a convincing case with detailed reasoning for the desired change.

### Recency of Education

Academic course credit will be granted for pre-dietetics science courses, such as Chemistry and Biology, that were completed within the past 10 years from date of admission. Dietetics courses (i.e. nutrition major courses) must have been completed in an ACEND-accredited program no more than 5 years prior to date of admission in order to receive credit toward the HNDS Dietetics degree.

### Transferring Credits

Students wishing to transfer credits from previously attended institutions may do so through the Registrar's Office. Official transcripts must be ordered from previous institution and sent to the Registrar's Office per stated protocol of the NMSU Transfer Center (<u>http://admissions.nmsu.edu/apply/transfer-students/</u>).

### Transferring Nutrition Course Credits

All previous transcripts submitted to NMSU are sent to the HNDS faculty for nutrition course review after general course review has been completed by the Registrar's Office.

The HNDS faculty member/program director advises the Academic Office regarding which previous nutrition course credits will transfer to fulfill HNDS program requirements.

**Upper division nutrition course credit will not be transferred from a non-ACENDaccredited institution.** In other words, if the upper-division nutrition course (3000- and 4000 level) was completed in a program that was not an ACEND-accredited dietetics program, the credits will <u>not</u> be transferred. All ACEND-accredited programs are held to the same standards and are likely to have similar course content and competencies. The same cannot be said for non-accredited programs.

For example, if a transfer student completed a community nutrition course at UTEP (which does not have an accredited dietetics program), they will not receive credit for NUTR 4210 Community Nutrition at NMSU. The course at UTEP does not include necessary dietetic components such as needs assessment, evidence analysis, and program planning. Students who do not learn these necessary components will not only likely miss these items on the RDN exam but will not be competent in this area of dietetics.

Students who wish to transfer into NMSU's DPD from an accredited DPD program during their junior or senior year must have a GPA of 3.0 or better in order to continue taking upper division Dietetics courses.

Students transferring from an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts and/or degrees. An evaluation must be completed even if the foreign course work has been accepted by another university in the United States. Below is a list of approved foreign transcript evaluation organizations. These organizations are private enterprises that charge a fee for their services. Such fees are the student's responsibility.

#### Agencies approved by the Commission for Foreign Transcription Evaluation

Educational Credential Evaluators, Inc.	International Education Research Foundation, Inc.		
PO Box 514070	Credentials Evaluation Service		
Milwaukee, WI 53203-3470	PO Box 3665		
Phone: 414/289-3400 Fax: 414/289-3411	Culver City, CA 90231		
e-mail: mailto:EVAL@ece.org	Phone: 310/342-9451 Fax: 310/342-7086		
Web Site: <u>http://www.ece.org</u>	E-mail: <u>info@ierf.org</u>		
	Web Site: <u>http://www.ierf.org</u>		

Educational Records Evaluation Service	World Education Services			
601 University Avenue, Suite 127	Application for Evaluation of Foreign Educational			
Sacramento, CA 95825-6738	Credentials			
Phone: 916-921-0790	Bowling Green Station			
Fax: 916-921-0793	P.O. Box 5087			
E-mail: <u>edu@eres.com</u>	New York, NY 10274-5087			
Website: <u>http://www.eres.com/</u>	Phone: 212-966-6311			
	Fax: 212-739-6100			
	E-mail: <u>INFO@wes.org</u>			
	Web Site: <u>http://www.wes.org</u>			
	(Note: WES is not authorized to evaluate			
	coursework from Spain)			
Institute for International Credentials	Verifications also accepted from:			
Evaluations at California State University,	Private Educational Credentialing Agencies that are			
Fresno	members of NACES			
5150 North Maple Avenue, M/S 56				
Joyal Administration, Room 211				
California State University, Fresno	Website: <u>http://www.naces.org/members.htm</u>			
Fresno, CA 93740-8026	E-mail: <u>naces@ierf.org</u>			
(559) 278-7622				
Fax: (559) 278-7879				
E-mail: mailto:iicecsufresno@cvip.net				

#### Grievance Procedure

Students who have a grievance related to any NMSU course should first consult the course instructor to find a resolution. If the issue is not resolved, the student may consult the following NMSU administrators in order. (Do not skip ahead on the list as it will waste your time and you will be referred to the first position that you skipped).

- 1) Course instructor (if the issues is course-related)
- 2) HNDS Program Director (for course, program, and professional grievances)
- 3) FCSC Department Chair
- 4) ACES Associate Dean of Academics
- 5) ACES Dean
- 6) NMSU Provost
- 7) NMSU President

The course instructor and/or the HNDS program director are the first two staff members for all grievance reports. They should only be skipped if you are not comfortable reporting to them.

Refer to the NMSU Discrimination Policy for the reporting procedure of all grievances related to discrimination or sexual misconduct. Report to the HNDS program director and the Office of Institutional Equity (<u>http://eeo.nmsu.edu</u>).

For grievances related to the HNDS Dietetics Program, students should report to the HNDS program director. If the issue is not resolved, students should file a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) by following the instructions on the ACEND website: <u>https://www.eatrightpro.org/acend</u> under the "Students" tab at '<u>Procedures for Filing Complaints Against Accredited Programs</u>'

ACEND 120 Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 Phone: (312) 899-0040 (ext. 5400) Email: <u>acend@eatright.org</u>

# **Field Experience and Volunteering**

To gain hands-on experience and exposure to the field, students are required to complete a field experiences within their courses in their final year of the program. Additionally, those students who want to increase their chances of being accepted into a dietetic internship or supervised practice program will seek volunteer experiences throughout the entire program. It is the student's responsibility to locate and contact potential Field Experience sites. A list of example sites will be provided by the instructor of the field experience-based courses.

The following are a list of possible requirements students may need to fulfill prior to observing/volunteering outside of NMSU.

### Liability Insurance

Students are strongly urged to purchase Liability Insurance to cover the period during which they are performing their field experience. Students must sign a statement indicating that they have been advised to carry both liability and health insurance. Students are also required to sign a form releasing the university from liability.

#### HIPAA and Human Subjects Trainings

Students should be aware that some facilities that allow students to complete field experience hours require completion of HIPAA (Health Insurance Portability and Accountability Act) and/or Human Subject's (Human Subjects Research or HRSA) training. Proof of such training will be required in these facilities. Training and certificates related to human subjects can be obtained from <u>HRSA</u> (<u>http://www.hrsa.gov/humansubjects/</u>). HIPAA information is available at <u>HIPAA</u> (<u>http://www.hhs.gov/ocr/hipaa/</u>).

#### Tests and Immunizations

Students should be aware that some facilities will require that they show proof of testing for Tuberculosis and completion of the Hepatitis B series of shots before starting a field experience. Proof of having a Tetanus shot within a defined period of time may also be required. Information related to various kinds of immunizations that may be needed can be found at the following CDC sites:

http://www.cdc.gov/ncidod/diseases/hepatitis/b/factvax.htm and

http://www.cdc.gov/vaccines/recs/schedules/downloads/adult/06-07/adult-schedule-11x17.pdf. Some facilities may also require a Food Handler's Permit.

Many facilities also require completion of a drug test prior to starting a field experience. Some will do random drug testing.

#### Background Checks

Students in facilities with youth may be asked to complete a criminal background check. Background checks can be obtained through the police department. Facilities requiring such checks may also have avenues for completion of this requirement.

### **Student & Professional Organizations**

Student Organizations

Student Association of Nutrition and Dietetics (SAND)

#### Professional Organizations

Academy of Nutrition and Dietetics (AND) New Mexico Academy of Nutrition and Dietetics (NMAND) El Paso Academy of Nutrition and Dietetics (EPAND) American Society of Nutrition (ASN) <u>http://www.nutrition.org/</u> American Society of Parenteral and Enteral Nutrition (ASPEN) <u>https://www.nutritioncare.org/</u> Society for Nutrition Education and Behavior (SNEB) <u>https://www.sneb.org/</u>

# **Verification Statement**

Upon the completion of the HNDS Dietetics program, students earn a verification statement that indicates to the ACEND, CDR, and the Academy their successful completion. This form will be needed in order to: 1) take the Dietetic Technician Registration Exam; and 2) to be formally accepted into a dietetic internship.

### Declaration of Intent

Prior to the completion of the program, many students apply for dietetic internship/supervised practice programs. The application requires evidence that the students are intending to successfully complete the program. This evidence is the 'Declaration of Intent' which is a digital form that the HNDS director completes. Students must request this form from the HNDS program director through the Dietetic Internship Computerized Application System (DICAS). (DICAS and internship application processes are taught in NUTR 4235 Seminar II – Entering the Field of Dietetics.) Students who send Declaration of Intent form requests to the HNDS program director must send an accompanying email with an updated roadmap that indicates their grades on all courses completed as well as the courses they are currently enrolled in and will be enrolled in the following semester. (Students cannot use the Declaration of Intent to apply to take the DTR Exam.)

### Forms of Verification Statement

Upon graduation, the transcripts of all HNDS Dietetic graduates will be sent to the HNDS program director for final approval. Once fulfillment of all HNDS requirements has been confirmed by the HNDS program director, she will be able to produce verification statements. She will request the specific personal information that must be included on these forms (e.g. full name, mother's maiden name, date of birth, address, etc.).

Each graduate will receive 5 original paper copies of the verification statement with the original signature of the HNDS program director. The HNDS program director will keep an original copy in the student file along with an unsigned copy.

The graduate may also request a digital copy be submitted to DICAS by the HNDS Program Director. Graduates will <u>not</u> receive a digital copy of their verification statement, only the directors of dietetic internships to which they apply.

# **Statement of Equal Opportunity**

The dietetic program at New Mexico State University operates in strict accordance with the New Mexico State University "Equal Employment Opportunity and Prohibition of Unlawful Discrimination" (https://rpm.nmsu.edu/3-25/).

# **Protection of Privacy of Information**

Student's privacy of information is protected in accordance with the specifications of the Family Educational Rights and Privacy Act of 1974 (https://rpm.nmsu.edu/5-40/?highlight=FERPA) as described in the New Mexico State University Student Handbook (https://studenthandbook.nmsu.edu/).

The following information has been designated as Directory Information, which is subject to release to the public under the Buckley Amendment (PL 93-380), "The Family Educational Rights and Privacy Act of 1974":

Student's name, address, telephone and E-mail listing, date and place of birth, classification, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The student may revoke permission to release the above information by completing the No Release of Information Form, which is available each term in the back cover of the New Mexico State University Schedule of Classes or simply by writing to the Office of the Registrar, Box 30001, New Mexico State University, Las Cruces, NM 88003-0001.

### Access to Personal Files

Student's academic files are maintained in the Department of Family and Consumer Sciences central office. Faculty and department secretaries/staff are the only personnel who have access to these files. Applications and transcripts are on file in the Registrar's Office. After giving notice and supplying proof of identification, students have access to those files maintained in the Registrar's office.

# **Student Support Services**

University-wide academic and support services are listed in the New Mexico State University Course Catalog (<u>http://catalog.nmsu.edu/</u>). Below are a few services which may be most helpful for any Human Nutrition and Dietetic Science student. For further information about each service, please contact the agencies at the phone number listed in the New Mexico State University Course Catalog (<u>http://catalog.nmsu.edu/</u>).

Alumni Association American Indian Program Associated Students of New Mexico State University (ASNMSU) **Black Student Programs Book Store** Office of Student Success Chicano Programs Counseling and Student Development **Financial Aid** Honors Program Information and Communication Technologies Library (Branson Hall and Zuhl Library) (http://lib.nmsu.edu/index.shtml) Office of Student Success (http://banner51.nmsu.edu:8080/) Services for Students with Disabilities (http://www.nmsu.edu/~ssd/) 505-646-6840 TDD 575-646-1918 Special Student Services Speech and Hearing Center Student Affairs Student Health Center

#### Publications

In addition to the support services, the following publications are useful in obtaining needed information:

1. New Mexico State University Student Handbook can be accessed online at https://studenthandbook.nmsu.edu/ This handbook covers university-wide student services, organizations, regulations, and policies.

#### Library and Audiovisual Services

The university library at Branson Hall and the Zuhl Library contain Human Nutrition and Food Science books and related materials, indexes and periodicals. Students are also encouraged to take advantage of the multitude of services the library provides, including an orientation to the library facilities and services. Other services of interest to the Human Nutrition and Food Science student include interlibrary loan (a means for obtaining reference materials not held by the library at little or no charge).

The Department of Family and Consumer Sciences has a departmental Resource Room in Room W311E of Gerald Thomas Hall (Agriculture and Home Economics Building). It is

currently open to students at times posted on the door. Faculty advisors can also assist students in using this resource. Students may sign out books and journals. These resources are to be used only on the third floor of the Agriculture and Home Economics Building, unless the student has special permission to use them elsewhere.

#### **Computer Networking Services**

Students enrolled at NMSU may obtain an Email account through Information and Communication Technologies. The Help Line is at 505-646-1840. Accounts are provided as a part of the activity fee paid as a part of tuition. Information can be obtained in the Information and Communications Technology Building or it can be accessed through the Internet at <u>http://www.nmsu.edu</u>. Students are strongly encouraged to get the account and start using computer services as soon as possible. Students should be aware that the university has established a policy that all emergency information will be disseminated via the NMSU Email system. They should also be aware that they can have their NMSU Email forwarded to an outside Email provider using the Forward setting. However, it is critical that students realize that some messages that are forwarded may be blocked by the outside provider.

### **Sources of Information**

Policies and procedures beyond this handbook and specific to being a student at NMSU are available in the following publications/websites:

- New Mexico State University Undergraduate Catalog can be accessed online at <u>https://catalogs.nmsu.edu/nmsu/</u>. They are also available at the Admissions Office in the Educational Services Building. The undergraduate catalog contains essential information about university policy, procedures, and regulations; program curricula and course descriptions.
- 2. New Mexico State University Schedule of Classes -- published each semester and available at the Department of Family and Consumer Sciences main office (GT 308). This publication contains essential information about registration procedures, dates, and deadlines; fees and class schedules. An online version can be obtained by going to <a href="http://my.nmsu.edu">http://my.nmsu.edu</a> and then clicking on the Student and Financial Aid tab and then on the Look up Classes link. Once on the Display Dynamic Schedule page, click on the dropdown menu and select the semester for which you wish to obtain class information and click on the Submit button.
- 3. Financial Aid Handbook -- available in Suite F of the Educational Services Building or online at: <a href="https://fa.nmsu.edu/work-study/handbook/">https://fa.nmsu.edu/work-study/handbook/</a>

- 4. Round-Up -- (The University student newspaper) -- published daily and available throughout the campus. It is online at <a href="https://nmsuroundup.com/">https://nmsuroundup.com/</a>
- 5. Family and Consumer Sciences Field Experience Manual provides the student with information related to completing a field experience. Forms that must be submitted prior to starting a field experience are also included. It is located online at: <u>http://fcs.nmsu.edu</u>
- Student Accessibility Services Located in Corbett Center, Rm 208 Phone 575-646-6840 TDD 575-646-1918 FAX 575-646-5222. It is located online at <u>https://sas.nmsu.edu/</u>

### **Program Fees/Costs**

The following table outlines costs students can expect to pay while completing HNDS programs. Please note the costs are estimates and may vary from semester to semester.

Item	Cost/Fee		
In-state Tuition & Out-of-State Tuition	See http://uar.nmsu.edu/tuition-		
	fees/tuition-rates/		
Campus Housing	Varies based on location. See		
	http://housing.nmsu.edu/rates/		
Online Course Delivery Fee	\$35.00 per credit hour		
Books	~\$350 per semester		
Dietetics Program Application Fee	\$50		
CPR Certification	\$20-40		
TEAS AH Exam Fee	\$65		
Drug Test (Field Experience – may not be	\$75		
required)			
Background Check (Field Experience-	\$44		
may not be required)			
Liability Insurance (Field Experience)-	\$35 and up, depending on agency		
may not be required			

# **Institutional Scholarships**

All students who receive merit-based institutional scholarships must enroll in 15 new credit hours at the Las Cruces Main Campus. If you have to retake a course for a better grade, it will not be counted toward the 15 credits. Similarly, courses taken at a community college campus will not count toward the 15 credits. For detailed information on this policy, please contact the Financial Aid and Scholarship Services Department at 575-646-4105 or <u>financialaid@nmsu.edu</u>.

# References

2018 Code of Ethics for the Nutrition and Dietetics Profession. AND 2018. https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics/

Standards of Practice in Nutrition Care and Updated Standards of Professional Performance. JADA. 105(4):641-645, 2005.

New Mexico State Course Catalog website: <u>http://catalog.nmsu.edu/</u>

# Human Nutrition & Dietetic Science (HNDS) Student Contract

Please read and initial in the blanks next to each statement to confirm understanding of HNDS program policies and procedures. A copy of this signed contract will be kept in your student file.

I (*print name*) \_\_\_\_\_\_, have read and understand the policies and procedures outlined in the HNDS Student Handbook related to:

_ Program Learning Objectives (PLOs) and knowledge competencies associated
with the program's accreditation

\_\_\_\_\_ Requirements of becoming a Registered Dietitian Nutritionist or Nutrition and Dietetic Technician, Registered

- The Dietetics Program application process, including eligibility criteria, TEAS AH testing procedures, continued admission in the program, and steps to take if I'm not eligible
- \_\_\_\_\_ Communication within the program via the HNDS listserv
- \_\_\_\_\_ Academic advising procedures
- \_\_\_\_\_ Grade requirements and remediation plans
- \_\_\_\_\_ Course progression and use of program roadmaps
- \_\_\_\_\_ Transfer credits from other institutions
- \_\_\_\_\_ Grievance procedures
- \_\_\_\_\_ Field experience and volunteer experience, including potential requirements of each
- \_\_\_\_\_ How to earn the Verification Statement
- \_\_\_\_\_ Services available to support my success

\_ Program-related fees

I understand that my success in this program is dependent upon following the policies and procedures in the Student Handbook and by taking an active role in my learning.

Student Signature

Date

Student Banner ID

**DPD** Director Signature

Date

# Appendix A: Link to HNDS Pre-Dietetics/Dietetics Roadmap

To view and download the roadmap for your catalog year, visit this link: https://aces.nmsu.edu/academics/FCS/human\_nutrition\_dietetic.html

# Appendix B: GPA Calculator Worksheet

Pre-Dietetics students must complete and submit this worksheet when applying to the Dietetics program.

You must have a minimum GPA of 3.0 in all completed Pre-Dietetics courses. You can calculate your GPA by using the following sheet. Below are the instructions. You will submit this form with your application materials. You will need your NMSU student audit report (STAR) and any transcripts from the previous schools from which you earned transfer credit.

Calculate your Pre-Dietetics GPA using the following GPA Calculation Table.

- 1. Refer to the prepopulated course requirements for the HNDS Dietetics program.
  - a. Refer to your roadmap and review all the courses listed prior to the "Apply to HNDS Didactic Program in Dietetics" row in the Junior Fall Semester.
  - b. The courses in white background are optional for those with an overall GPA of 3.0 or higher.
    - i. These are "grade booster" courses that may be included at the discretion of the student to boost the pre-dietetics GPA.
  - c. At the bottom of the course list, you may add any additional courses from the roadmap that you have completed. For example, if you completed NURS 150 Medical Terminology (or an approved medical terminology equivalent), then include it in the space provided at the end of the table.
  - d. You may adjust the course number and title as appropriate for your catalog year.
    - i. For example, *ENGL 1110G Composition* may have been *ENGL 111G Rhetoric/Composition* at the time that you completed it.
  - e. You may provide the pre-approved course substitution in the "Course Subject and Title" column as course availability differs from year to year.
    - i. For example, *BIOL 111G/L Natural History of Life* was the required biology course but is no longer offered and *BIOL 2110G/L Principles of Biology: Cellular & Molecular Biology* is the approved substitute.
- 2. Place an "X" in the "X if transfer credit" column for each course in which you earned transfer credit.
  - a. You will need to refer to your transcripts to record the grade you earned for each of these transferred courses.
- 3. Identify the Semester and Year for each course in the "Semester/Year" column.
- 4. Include the number of credits each course was worth in the "Credit Hours" column.
- 5. Enter the letter grade you earned in course in the "Grade Earned" column.
- 6. Refer to the 'NMSU Grade Point Values' Table below to determine the value to be entered in the "Grade Point Value" column.
  - a. For example, if you earned a "B+" in MATH 1220G College Algebra, you would enter 3.3 into the "Grade Point Value" column.
- 7. Calculate the grade points for each course in the "Total Grade Points" column.
  - a. Multiply the number of credits in the "Credit Hours" column by the grade point value in the "Grade Point Value" column.

### Dietetics Application GPA Calculation Sheet

- i. For example, MATH 1220G College Algebra is a 3-credit course. Earning a "B+" in this course would provide a 3.3 grade point value. So, 3 credits x 3.3 grade point value = 9.9 total grade points.
- ii. Check your math.

Course Subject and Title	X if transfer credit	Semester/ Year	Credit Hours	Grade Earned	Grade Point Value*	<b>Total Grade Points</b> (Credit Hours x Grade Point Value)
PRE-DIETETICS						
Example: EXP 101 Example Entry	X	Fall/15	3	В	3.0	$(3 \times 3.0) = 9$
ENGL 1110G Composition I			4			
MATH 1220G College Algebra			3			
CHEM 1215G General Chemistry I Lecture and Lab for STEM Majors			4			
Social/Behavioral Science Core Course Course # & Name:			3			
BIOL 2110G/2110L Principles of Biology: Cellular & Molecular Biology and Lab			4			
CHEM 1225G General Chemistry II w/Lab for STEM Majors			4			
ENGL 2210G, 2221G, 2130G or 2215G Course # & Name:			3			
NUTR 2110 Human Nutrition			3			
NUTR 2120 Seminar 1 – Becoming a Nutrition Professional			1			
CHEM 2115 Survey of Organic Chemistry & lab			4			
ACCT 2210 Principles of Accounting			3			
COMM 1115G or 1130G or AXED 2120G Course # & Name:			3			

# Dietetics Application GPA Calculation Sheet

FSTE 2110G Food Science I			4			
HRTM 2110 Safety. Sanitation, and Health in the			1			
Hospitality Industry						
Course Subject and Title	X if transfer credit	Semester/ Year	Credit Hours	Grade Earned	Grade Point Value*	Total Grade Points (Credit Hours x Grade Point Value)
PRE-DIETETICS						
HRTM 2120 Food Production and Service Fundamentals			3			
Humanities and Fine Arts Core Course Course # & Name:			3			
BIOL 353 Pre-Professional Human Anatomy			4			
BIOL 353L Pre-Professional Human Anatomy Lab			1			
BCHE 341 Survey of Biochemistry with lab			4			
MATH 1350G Introduction to Statistics			3			
BIOL 354 Physiology of Humans			3			
BIOL 354L Lab of Human Physiology			1			
FSTE 320 Food Microbiology or BIOL 311/311L or BIOL 219 + 311L			4			
FCSE 348 Teaching in Informal FCS Settings			3			
NUTR 3110 Nutrition Throughout the Life Cycle			3			
HRTM 363 Quantity Food Production			4			
*Course # & Name:						
*Course # & Name:						
Total (at time of application)						

### Dietetics Application GPA Calculation Sheet

Letter Grade	Description	Grade Point Value
A+	Excellent	4.0
А	Excellent	4.0
A-	Excellent	3.7
B+	Better than Average	3.3
В		3.0
B-		2.7
C+	Average	2.3
С		2.0
C-		2.0
D+	Below Average	1.0
D		1.0
D-		1.0
F	Failing	0

### NMSU Grade Point Values

### To calculate your GPA:

Divide the total grade points for <u>all</u> courses required in the pre-dietetics portion of the road map (listed above), whether you transferred them or not, by the total number of credits earned in those courses. Use the calculation below. Submit this form to the director with your application to the Dietetics program.

Grade Point Average (GPA) = Total Grade Points ÷ Total Credit Hours

Name: \_\_\_\_\_

Pre-Dietetics GPA: \_\_\_\_\_

Appendix C: Viewing a Wider World Suggested Classes

#### Viewing a Wider World

https://catalogs.nmsu.edu/nmsu/general-education-viewing-widerworld/#viewingawiderworldtext

Prior to graduating, NMSU students are required to take two courses, in separate colleges, from the Viewing a Wider World list in the Catalog. These courses must be in a different department from their major (no courses from FCSC). The following is a modified list of courses that are relevant to the nutrition profession and will contribute to your skill set/knowledge as future nutrition professionals.

#### College of Agricultural, Consumer and Environmental Sciences

AEEC 315V. World Agriculture and Food Problems AG E 337V. Natural Resource Economics AG E 384V. Water Resource Economics AG E 445V. Agricultural Policy AGRO 303V. Genetics and Society ANSC 351V. Agricultural Animals of the World EPWS 325V. Insects, Humans, and the Environment EPWS 380V. Science & Society

#### College of Arts and Sciences

ANTH 357V. Medical Anthropology ANTH 360V. Food and Culture Around the World GEOG 363V. Cultural Geography HIST 302V. Science in Modern Society JOUR 377V. Mass Media Ethics PSY 417V. Intercultural Relations SOC 360V. Introduction to Population Studies SOC 374V. Comparative Family Systems SOC 465V. Environmental Sociology

#### College of Business

ECON 335V. Business and Government ECON 432V. Economics of Health Care FIN 303V. Personal Financial Planning and Investing in a Global Economy MGT 315V. Human Relations in Organizations MGT 345V. Quality and Competitiveness: An International Perspective MGT 375V. Global Environmental Assessment and Management MGT 388V. Leadership and Society

#### College of Education

C EP 300V. Human Relations Training C EP 451V. Introduction to Counseling EDUC 317V. Multicultural Issues in Society

#### College of Engineering

#### CHME 395V. Brewing Science and Society

#### College of Health and Social Services

PHLS 305V. Global Environmental Health Issues PHLS 380V. Women's Health Issues PHLS 464V. Cross-Cultural Aspects of Health

University Library

LIB 311V. Information Literacy

### Honors - Viewing a Wider World

College of Agricultural, Consumer and Environmental Sciences

HON 321V. Agriculture in an Interconnected World

College of Arts and Sciences

HON 305V. Global Environment HON 306V. Science, Ethics and Society HON 351V. Interpersonal Relations and the Self HON 353V. Justice without Prejudice

College of Business

HON 335V. Legal Issues in Modern Society HON 380V. Comparative Economic Systems HON 384V. Ethical Decisions in Organizations

College of Education

HON 388V. Leadership and Society

College of Engineering

HON 378V. Technology and Policy

Honors College

HON 450V. The Sundt Honors Seminar