Table of Contents

Why Become a Registered Dietitian, the Food and Nutrition Expert?  3
The SDSU DPD Accreditation Status       6
Steps to Becoming a Registered Dietitian      7
Mission of the SDSU Didactic Program in Dietetics     8
Compliance with 2008 Academy of Nutrition and Dietetics
   Standards for Professional Performance for RDs  9
Foundation Knowledge Requirements and Learning Outcomes for DPDs  10
SDSU DPD Program Goals        13
Applying to the SDSU DPD
   Information for students with bachelor's degrees wishing to complete the SDSU DPD  18
   Assessment of Prior Learning Credit  18
   Application Form  19
The Foods and Nutrition Major at SDSU
   Impaction Criteria for the Foods and Nutrition Major  21
   Foods and Nutrition Curriculum  21
   General Education Checklist  22
   Model Program Schedule  23
   Program Description and Additional Information 24
Procedures for Handling Student Grievances against Members of the Faculty 26
Course descriptions         27
University graduation requirements for the bachelors degree  27
DPD-related costs         27
Current Academic Calendar        27
Code of Ethics for the Dietetics Professional  27
DPD Portfolio Requirement  28
University Policies        40
Become a Registered Dietitian, the Food and Nutrition Expert?
Source: [http://www.eatright.org](http://www.eatright.org)

**EDUCATIONAL AND PROFESSIONAL REQUIREMENTS:**
Registered Dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

1. **Completed a minimum of a bachelor's degree** at a U.S. regionally accredited university or college and course work approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

2. **Completed an ACEND-accredited supervised practice program** at a healthcare facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to twelve months in length.

3. **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR’s Web site at [www.cdrnet.org](http://www.cdrnet.org).

4. **Completed continuing professional educational requirements** to maintain registration.

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy of Nutrition and Dietetics and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, nutrition support and diabetes education.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

**COLLEGE COURSE WORK**
Dietitians study a variety of subjects, ranging from food and nutrition sciences, foodservice systems management, business, economics, computer science, culinary arts, sociology and communication to science courses such as biochemistry, physiology, microbiology, anatomy and chemistry.
EMPLOYMENT OPPORTUNITIES
Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice. Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD.

- **Hospitals, HMO’s or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, overseeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Universities and medical centers**, teaching physician’s assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.
- **Community and public health settings** teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.

WHERE TO START IF YOU ALREADY HAVE A DEGREE:
If you already have a bachelor’s degree that is not in dietetics and are interested in becoming a registered dietitian, you should have your college transcript evaluated by a director of a dietetics program accredited or approved by ACEND. Because the policies, procedures and costs for the transcript evaluation may vary from one institution to another, you may want to contact more than one dietetics program for further information.

The program director will evaluate your previous academic preparation and identify the courses that you will need to complete at that school to meet the educational requirements for dietetic registration. It may be possible to complete the required dietetics coursework while enrolled in a graduate program. The dietetics program director can advise you of your options.
Once the required coursework is completed, you are eligible to apply to a CADE-accredited supervised practice program.

**SALARIES AND JOB OUTLOOK**

According to the Academy’s 2000 Dietetics Compensation and Benefits Survey, half of all RDs in the U.S. who have been working in the field for five years or less earn between $51,100 and $62,200 per year. As with any profession, salaries and fees vary by region of the country, employment settings, scope of responsibility and supply of RDs. Salaries increase with years of experience and many RDs particularly those in management, business and consulting earn incomes above $85,000 to $88,000.

According to the U.S. Bureau of Labor Statistics, employment of dietitians is expected to grow as fast as the average for all occupations through the year 2014 because of increased emphasis on disease prevention, a growing and aging population and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay. Faster growth, however is anticipated in nursing homes, residential care facilities and physician clinics.

**FINANCIAL AID**

There are many resources to help students in need pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the school or college you are interested in attending. Federal grants and low-interest loans may also be available.

The Academy of Nutrition and Dietetics Foundation offers scholarships to encourage eligible students to enter the field of dietetics. Student members of the Academy enrolled in their junior year in an ACEND-accredited or approved program may apply for a Foundation scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Contact the Academy’s Accreditation and Education Programs Team (800/877-1600, ext. 5400 or education@eatright.org) for ADAF scholarship information.

**NEED MORE INFORMATION?**

For other career guidance information, contact Academy’s Accreditation and Education Programs Team:

Academy of Nutrition and Dietetics
Accreditation and Education Programs Team
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-6995
Phone: 800/877-1600, ext. 5400
Fax: 312/899-4817
E-mail: education@eatright.org
The SDSU Didactic Program in Dietetics

The Didactic Program in Dietetics (DPD) at San Diego State University strives to produce graduates who are going to be competitive in the Dietetic internship application process, be successful in completion of a dietetic internship program, will pass the RD registration exam, and be a dietitian who makes valuable contributions to the profession.

The San Diego State University Didactic Program in Dietetics is Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND was set up independently of the Academy of Nutrition and Dietetics to develop, implement and enforce standards for both undergraduate programs and for dietetic internships.

For more information about ACEND:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000.
Chicago, IL 60606-6995
Phone: (312) 899-0040 X5400
Fax: (312) 899-4772
E-mail: acend@eatright.org
Website: www.eatright.org/ACEND

Nondiscrimination Policy

In compliance with national, state and university requirements, the SDSU Didactic Program in Dietetics does not discriminate on the basis of race, color, national origin, disability, sex, gender, gender identity or expression or sexual orientation.

For more specifics about the SDSU DPD nondiscrimination policy, refer to the University Policy section on page of this handbook.
The Steps to Becoming a Registered Dietitian

1. Complete a baccalaureate degree at an accredited institution.
2. Complete the DPD required courses. The DPD Curriculum at SDSU requires a student to complete these courses in order to be verified by the DPD Director before he or she can enroll in a dietetic internship.
3. Apply for, be accepted into and complete an accredited dietetic internship.
4. Complete and pass the registration (RD) examination.

Verification Statement:
Students successfully completing the Didactic Program in Dietetics are eligible to receive a Verification Statement from the DPD Director. The Verification Statement containing the DPD Director’s original signature documents that the student has successfully met all of the requirements for a DPD and that students are eligible to enroll in an accredited dietetic internship to complete their education to become a registered dietitian.

In order to receive a Verification Statement from the DPD Director, the student must graduate with an overall GPA of at least 3.1, a DPD GPA of at least 3.1 and no DPD grade lower than a C. The student must provide the DPD Director with official transcripts from all colleges and universities where they completed coursework that was applied to both the undergraduate degree and the DPD. A final official transcript from SDSU that shows the degree awarded and the date it was awarded must be sent to the DPD Director after graduation before a Verification Statement will be provided to the student.

The DPD Director needs an updated mailing address in order to send out completed Verification Statements.

Upon meeting the above requirements, the DPD Director will provide the student with 6 copies of the Verification Statement. Notify the DPD Director in advance if additional copies will be required.

For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will submit the Verification Statements online when requested by the applicants.

Declaration of Intent Form
Students who apply to dietetic internships before they complete their DPD requirements may request a Declaration of Intent Form signed by the DPD Director. This form is included with internship applications and lists the coursework the student intends to complete before the start of an internship. Students requesting Declaration of Intent forms will receive 6 signed copies at their internship advising appointment.

For students applying to dietetic internships using the Dietetic Internship Centralized Application System (DICAS), the DPD Director will submit the Declaration of Intent online when requested by the applicants.
The mission of the Didactic Program in Dietetics (DPD) of San Diego State University is to provide high quality academic training and career guidance to students in preparation for entry into the profession of dietetics. To this end, the DPD will integrate the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Foundation Knowledge Requirements and Learning Outcomes for the Didactic Program in Dietetics and the Academy of Nutrition and Dietetics Standards of Practice. The DPD promotes the School of Exercise and Nutritional Sciences’ (ENS) philosophy and emphasis on training students for careers in fields related to improvement, maintenance or rehabilitation of physical health through sound exercise and/or nutritional practices. The DPD faculty will strive to recruit and graduate ethnically diverse students to serve the needs of the region’s population.
Compliance with 2008 Academy of Nutrition and Dietetics
Standards for Professional Performance for Registered Dietitians

The SDSU DPD strives to prepare students to work within the Academy of Nutrition and Dietetics 2008 Standards for Professional Performance for Registered Dietitians as future dietetic interns and entry-level dietitians. Students gain knowledge and experience through course work, laboratory experiences and community service.

Standard 1: Provision of Services – Registered dietitians (RDs) provide quality service based on customer expectations and needs:
Students are expected to provide quality service in laboratory experiences as well as to the patients, clients, and institutions with which they work and/or volunteer.

Standard 2: Application of Research - RDs apply, participate in, or generate research to enhance practice.
Students integrate current research findings into their reports, projects and other coursework. Students conduct quality measures and document outcomes in their advanced nutrition, medical nutrition therapy and experimental food science courses.

Standard 3: Communication and Application of Knowledge - RDs effectively apply knowledge and communicate with others
Students utilize the knowledge they have gained from their DPD coursework and put it into practice in their laboratory, work and/or volunteer experiences. Effective communication of this knowledge is important and students learn to communicate effectively verbally and in writing in their course work and in their internship and employment applications.

Standard 4: Utilization and Management of Resources – RDs use resources effectively and efficiently.
Students learn to utilize and manage limited resources effectively and efficiently in our foodservice management, advanced nutrition laboratory and community nutrition courses.

Standard 5 – Quality in Practice – RDs systematically evaluate the quality of services and improve practice-based on evaluation results
Student performance is evaluated and critiqued for continuous improvement. Clear standards for success are presented to students and rubrics are utilized to compare performance with expected outcomes.

Standard 6 – Competency and Accountability - RDs engage in lifelong learning
The program promotes lifelong learning by promoting critical thinking and encouraging students to integrate their classroom experiences with their laboratory, work and volunteer experiences.
Foundation Knowledge Requirements and Learning Outcomes for Didactic Programs in Dietetics

The San Diego State University DPD curriculum is planned to provide learning activities to attain all the Foundation Knowledge and Learning Outcomes defined for entering a Dietetic Internship for eligibility for the RD examination.

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

KR 1.1 The curriculum must reflect the scientific basis of the dietetics profession and must include research methodology, interpretation of research literature and integration of research principles into evidence-based practice.

   KR 1.1.a Learning Outcome: Students are able to demonstrate how to locate, interpret, evaluate and use professional literature to make ethical evidence-based practice decisions.

   KR 1.1.b Learning Outcome: Students are able to use current information technologies to locate and apply evidence-based guidelines and protocols, such as the Academy of Nutrition and Dietetics Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guidelines Clearinghouse Web sites.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

KR 2.1 The curriculum must include opportunities to develop a variety of communication skills sufficient for entry into pre-professional practice.

   KR 2.1.a Learning Outcome: Students are able to demonstrate effective and professional oral and written communication and documentation and use of current information technologies when communicating with individuals, groups and the public.

   KR 2.1.b Learning Outcome: Students are able to demonstrate assertiveness, advocacy and negotiation skills appropriate to the situation.

KR 2.2 The curriculum must provide principles and techniques of effective counseling methods.

   KR 2.2.a Learning Outcome: Students are able to demonstrate counseling techniques to facilitate behavior change.

KR 2.3 The curriculum must include opportunities to understand governance of dietetics practice, such as the Academy of Nutrition and Dietetics Scope of Dietetics Practice Framework, the Standards of Professional Performance and the Code of Ethics for the Profession of Dietetics; and interdisciplinary relationships in various practice settings.
KR 2.3.a Learning Outcome: Students are able to locate, understand and apply established guidelines to a professional practice scenario.

KR 2.3.b Learning Outcome: Students are able to identify and describe the roles of others with whom the Registered Dietitian collaborates in the delivery of food and nutrition services.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

KR 3.1 The curriculum must reflect the nutrition care process and include the principles and methods of assessment, diagnosis, identification and implementation of interventions and strategies for monitoring and evaluation.

KR 3.1.a Learning Outcome: Students are able to use the nutrition care process to make decisions, to identify nutrition-related problems and determine and evaluate nutrition interventions, including medical nutrition therapy, disease prevention and health promotion.

KR 3.2 The curriculum must include the role of environment, food, nutrition and lifestyle choices in health promotion and disease prevention.

KR 3.2.a Learning Outcome: Students are able to apply knowledge of the role of environment, food and lifestyle choices to develop interventions to affect change and enhance wellness in diverse individuals and groups

KR 3.3 The curriculum must include education and behavior change theories and techniques.

KR 3.3.a Learning Outcome: Students are able to develop an educational session or program/educational strategy for a target population.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

KR 4.1 The curriculum must include management and business theories and principles required to deliver programs and services.

KR 4.1.a Learning Outcome: Students are able to apply management and business theories and principles to the development, marketing and delivery of programs or services.

KR 4.1.b Learning Outcome: Students are able to determine costs of services or operations prepare a budget and interpret financial data.

KR 4.1.c Learning Outcome: Students are able to apply the principles of human resource management to different situations

KR 4.2 The curriculum must include content related to quality management of food and nutrition services.
KR 4.2.a Learning Outcome: Students are able to apply safety principles related to food, personnel and consumers.

KR 4.2.b Learning Outcome: Students are able to develop outcome measures, use informatics principles and technology to collect and analyze data for assessment and evaluate data to use in decision-making.

KR 4.3 The curriculum must include the fundamentals of public policy, including the legislative and regulatory basis of dietetics practice.

KR 4.3.a Learning Outcome: Students are able to explain the impact of a public policy position on dietetics practice.

KR 4.4 The curriculum must include content related to health care systems.

KR 4.4.a Learning Outcome: Students are able to explain the impact of health care policy and administration, different health care delivery systems and current reimbursement issues, policies and regulations on food and nutrition services.

5. Support Knowledge: knowledge underlying the requirements specified above.

SK 5.1 The food and food systems foundation of the dietetics profession must be evident in the curriculum. Course content must include the principles of food science and food systems, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.

SK 5.2 The physical and biological science foundation of the dietetics profession must be evident in the curriculum. Course content must include organic chemistry, biochemistry, physiology, genetics, microbiology, pharmacology, statistics, nutrient metabolism, and nutrition across the lifespan.

SK 5.3 The behavioral and social science foundation of the dietetics profession must be evident in the curriculum. Course content must include concepts of human behavior and diversity, such as psychology, sociology or anthropology.
SDSU DPD Program Goals

Program Goal 1 - The program will prepare graduates to enter an accredited dietetic internship and become competent entry-level dietitians.

Outcome measures

1. The curriculum design will ensure that one hundred percent (100%) of the FKLO are met.
2. 80% of the students will receive a satisfactory rating for all the FKLO.
3. The mean rating of knowledge and skills that dietetic internship (DI) directors who respond to the DI director survey give SDSU graduates will be “3” (Satisfactory) or higher on a 5-point scale on surveys.
4. Graduates achieve over a 5-year period a first time pass rate of at least eighty percent (80%) on the RD exam. (Pass rate for first-time test takers on the Registration Exam)
5. 80% of alumni who respond to the exit interview will give a 3 (Prepared) or above rating for all categories of preparedness for work in the field of dietetics.
6. At least seventy percent (70%) of the students who enter the DPD their junior year will complete the program within 3 years (150% of the time planned for completion). (Program completion rate)
7. Over a five year period, sixty percent (60%) of students in the DPD will submit an application to a dietetic internship the academic year they complete the program. (Postgraduate supervised practice application rate)
8. Over a five year period, eighty percent (80%) of students applying to dietetic internships the academic year they complete the program will receive an appointment. (Postgraduate supervised practice acceptance rate)
9. Students will rate adequacy of counseling guidance during the internship application process a “3” (Adequate” or higher on a 5-point scale on surveys.

Program Goal 2 – Support School of Exercise and Nutritional Science’s philosophy related to improvement, maintenance or rehabilitation of physical health through exercise and/or nutritional practices.

Outcome Measures

1. Within four months of graduation, eighty percent of graduates who respond to the exit survey are working in fields related to nutrition and fitness or are in a dietetic internship or have applied to graduate school. (Postgraduate performance for students not accepted to supervised practice programs)
2. 80% of alumni who respond to the alumni survey indicate a score of 3 (Prepared) or higher about their perception of preparation for professional work in the fields related to nutrition and fitness.
Program Goal 3 – Retain an ethnically diverse student body to provide dietetic professionals with the cultural understanding needed to meet the needs of the region’s population.

Outcome Measures

1. Over a 5 year period the ethnic diversity of students enrolled in the DPD meets University diversity goals.
2. Ninety percent of alumni who respond to the alumni survey indicate a score of 3 (Prepared) or higher about their perception of preparation to work with ethnically diverse populations in the region.
Applying to the DPD at SDSU

Once you have been advanced to major status in the Foods and Nutrition degree program, you are eligible to apply to the DPD.

If you plan to graduate at the end of Spring semester, the deadline for applying to the DPD is the prior July 1.

If you plan to graduate at the end of Fall semester, the deadline to apply to the DPD is January 1 of that year.

This allows the faculty to plan for an adequate number of sections of DPD-only classes.

Instructions and the application form are available on the following pages and on the DPD website at

http://ens.sdsu.edu/dietetics.php

Turn in your application form and transcripts to the ENS office where they will be put into the DPD Director’s mailbox. The review process may take up to two weeks during the academic year and up to one month over breaks. You will receive a letter via standard mail regarding your acceptance status.
REQUIREMENTS FOR REVIEW OF TRANSCRIPTS &
VERIFICATION OF COMPLETING
THE DIDACTIC PROGRAM IN DIETETICS [DPD] REQUIREMENTS
AT
SAN DIEGO STATE UNIVERSITY

The Didactic Program in Dietetics at San Diego State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL., 60606-6995, 800/877-1600 Ext 5400

1. An official transcript from each of the colleges/universities you attended must be included. An unofficial transcript from SDSU is acceptable for your initial DPD application.

2. A catalog description of ALL coursework or a course syllabus must accompany all transcripts from colleges/universities other than SDSU or California community colleges.

3. Students with degrees from institutions not located in the United States of America, must have their transcripts reviewed by one of the services approved by the Academy of Nutrition and Dietetics and listed on www.eatright.org/ACEND/content.aspx?id=5966. An Official Review Document must be obtained before Verification review will commence.

4. A letter grade of "C" or better must be attained in each and every DPD required course. No DPD course may be taken for Credit/No Credit.

5. A minimum of sixteen semester hours must be taken in Foods and Nutrition courses from the SDSU Didactic Program in Dietetics before a verification statement will be awarded.

Please note that SDSU is the institution verifying and recommending you to the Academy of Nutrition and Dietetics. Therefore, we need to feel confident in your academic preparation. This requirement is independent of whether or not you need to take additional courses to meet DPD requirements. Should you feel it unnecessary to take additional courses at SDSU, the Foods and Nutrition faculty recommend that you contact the institution where you earned your previous degrees for a "Verification Statement".

6. An overall GPA of 3.1 and a GPA of at least 3.1 in DPD courses is required. Your file must contain Official Transcripts from all institutions you attended to document that you meet the GPA requirements. Verification Statements will not be released without receipt of Official Transcripts. You must have earned a bachelor's degree at SDSU or at another institution before an official Verification Statement will be issued.
APPLYING TO THE SDSU DIDACTIC PROGRAM IN DIETETICS

General Information:
The Didactic Program in Dietetics at San Diego State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 216 W. Jackson Blvd., Chicago, Il. 60606-6995, 312/899-4876. All individuals wishing to receive a “Verification Statement” from SDSU must meet current DPD academic requirements. To receive a "Verification Statement" from SDSU, all required coursework must be successfully completed with a letter grade of "C" or better. A minimum of twelve semester units must be completed in the Foods and Nutrition programs at SDSU to receive a "Verification Statement" through SDSU. You must be Verified to apply for Dietetic Internships.

When to apply to the SDSU DPD:
Apply to the DPD after you have been advanced to the major, and no later than two full semesters before you graduate. Send in your grades no later than the end of your third to last semester. If you are graduating at the end of Spring, apply at the end of the previous Spring semester after your Spring grades have been posted. If you are graduating at the end of Fall semester, apply at the end of the previous Fall semester after your Fall grades have been posted.

The deadline to apply to the DPD for Spring graduation is July 1 of the prior year.
The deadline to apply to the DPD for Fall graduation is January 1 of that year

Return your completed packet to the address below. Include the REQUEST FOR ADMISSION TO THE DPD FORM found on the last page of this document and all transcripts. Allow at least four weeks for processing, during the academic year [September-May]. Processing over winter break [January] and in the summer [June-August] may take longer. If the information you provide is incomplete or transcripts are not available, your evaluation will be delayed.

When the initial evaluation is complete, you will receive a letter stating what additional course work you need to complete for verification. If you wish to discuss the Verification evaluation, contact Joan Rupp. Voice mail: (619) 594-3916; email: rupp@mail.sdsu.edu.

Reciprocity
The Academy of Nutrition and Dietetics has reciprocity agreements with some countries that allow graduates with appropriate credentials to take the American Registration Examination and conversely American Registered Dietitians may sit for similar examinations in those countries. As reciprocity agreements are constantly being established, please check with the DPD Director for current information, if you have a degree in Foods and Nutrition from a foreign country.

Send your packet of materials for review to:

Joan W. Rupp, MS, RD
Didactic Program in Dietetics
Department of Exercise and Nutritional Sciences
San Diego State University
5500 Campanile Drive
San Diego, CA  92182-7251
Information for students with bachelor's degrees wishing to complete the SDSU DPD

Students must be enrolled in a degree program in order to take any of the DPD classes at SDSU. The university does not allow students to earn a second undergraduate degree, so the only way to take SDSU DPD classes is to apply to the graduate program in Nutrition. Once accepted, students would then take the undergraduate DPD classes along with the required graduate classes.

In order to be granted permission to pursue the course work leading to completion of the Didactic Program in Dietetics (accredited by the Accreditation Council for Education in Nutrition and Dietetics) students admitted to the Master of Science degree program in nutritional sciences must have completed the following: Human Anatomy (BIOL 212), General Chemistry (CHEM 100), Organic Chemistry (CHEM 130), Biochemistry (CHEM 160), General Biology plus lab (BIOL 100 and 100L), Microbiology (BIOL 210), Human Physiology (BIOL 336), and Statistics (e.g., PSY 270).

Policy for prior learning credit

Assessment of prior learning and credit toward program requirements:

Students who wish to request assessment of prior learning for exemption from DPD courses defined in the major curriculum are required to contact the DPD Director for evaluation. Documentation may include academic transcripts, course descriptions, course syllabi, certificates, position descriptions, projects, and other such materials to sufficiently establish that DPD competencies for a specific course or specific courses have been fully met.

If it is determined that such competencies have been met, a course waiver will be completed by the undergraduate or graduate advisor as needed in accordance with university policy. Copies of documentation will be retained to substantiate eligibility for issuance of DPD Verification Statement at program completion.
REQUEST FOR ADMISSION TO SDSU DPD

[Please print or type]

DATE OF REQUEST_______________ DATE OF BIRTH____/____/______

NAME

____________________________

LAST FIRST MIDDLE/MAIDEN

MOTHER’S MAIDEN NAME______________________________

RED ID# ______________________________________________

ADDRESS ______________________________________________

________________________________________

CITY STATE ZIP

TELEPHONENUMBERS______________________________

HOME WORK CELL

EMAIL ADDRESS_______________________________________

ETHNICITY

☐ White, non Hispanic ☐ Asian or Pacific Islander

☐ Black, non Hispanic ☐ Hispanic

☐ American Indian, Alaskan Native or Hawaiian Native

☐ Other (specify)_____________________________________

COLLEGES/UNIVERSITIES ATTENDED

In the space below, please list ALL colleges/universities you attended. Begin with most recent.

<table>
<thead>
<tr>
<th>College</th>
<th>City/State</th>
<th>Major Attended</th>
<th>Years Attended</th>
<th>Month/Year Graduated</th>
<th>Degree</th>
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Impaction Criteria for the SDSU Foods and Nutrition Major

Requirements for Application to Foods and Nutrition Majors Status from Pre-Major Status:

The application for status change can be made during the semester in which all of the following requirements are fulfilled (please note that any course with a * cannot be in progress during the semester you are changing from pre-major to major status):

- Overall GPA of at least 2.9
- Earn a grade of C or better in Chemistry 100, Chemistry 130 and ENS 200
- Complete a minimum of 60 semester units, including all Preparation for the Major: (CHEM 100*, 130*, 160; BIOL 100 &100L, 211; 212; ECON 201 or STAT 250; PSYCH 101; SOC 101; NUTR 101*, 201, 203, 205 and any general education courses to make-up remaining units.

You cannot take any upper division Nutrition classes until you have major status.

To change to major status, bring a current degree audit to the ENS Advisor
School of Exercise and Nutritional Sciences
2015-2016
(Requirements for students entering the major effective Fall 2015)

ENS Advising Office: ENS 353  Email: ensugrad@mail.sdsu.edu
Telephone: (619) 594-5161  Web: http://ens.sdsu.edu/

Students majoring in Nutrition are required to:
Meet all University graduation requirements as listed in the General Catalog
2) Complete all Major requirements as listed in this document and in the General Catalog

DPD Program Director: Joan Rupp, MS, RD  DPD Website: http://ens.sdsu.edu/dietetics.php
Office: ENS 130  Telephone: (619) 594-3916  Email: rupp@mail.sdsu.edu

Foods and Nutrition B.S. Degree
(Note: Black dot [•] for Academy of Nutrition & Dietetics (AND) DPD course requirements.
Additional GE DPD requirements on page 2)

<table>
<thead>
<tr>
<th>Preparation for Major</th>
<th>Units</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>CHEM 100</td>
<td>4</td>
<td>Introduction to General Chemistry</td>
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<tr>
<td>CHEM 130</td>
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<td>CHEM 160</td>
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<td>ECON 201</td>
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<td>Statistical Methods, ELM &amp; Course in Interim. Algebra</td>
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<td>or STAT 250</td>
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<td>Basic Statistical Methods, ELM &amp; Math Plac. Part IA</td>
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<td>ENS 200</td>
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<td>Introduction to ENS, Premajor in Foods and Nutrition or Kinesiology</td>
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<td>PSYCH 101</td>
<td>3</td>
<td>Introductory Psychology</td>
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<tr>
<td>SOC 101</td>
<td>3</td>
<td>Introductory Sociology</td>
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<tr>
<td>NUTR 203</td>
<td>2</td>
<td>Cultural Aspects of Foods &amp; Nutrition</td>
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<tr>
<td>NUTR 201</td>
<td>3</td>
<td>Fundamentals of Nutrition, BIOL 100 or 203, CHEM 100 or 200</td>
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<tr>
<td>NUTR 205#</td>
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<td>Intro to Science of Food, ENS 200, CHEM 100 or 200</td>
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Upper Division Major (Total:40 units) Required 33 units as core:

| BIOL 336*            | 3     | Principles of Human Physiology, GE. Foundations IIA.2 |
| ENS 304#             | 3     | Physiology of Exercise, Biol. 336 |
| ENS 434              | 3     | Promoting Health Behavior |
| NUTR 301             | 3     | Science of Foods, NUTR 205 and Biol. 211 & 211L |
| NUTR 302             | 3     | Advanced Nutrition, NUTR 201; Biol. 336 & CHEM160 |
| NUTR 302L            | 2     | Advanced Nutrition Lab, Concurrent in NUTR 302 |
| NUTR 303             | 2     | Quantity Food Production, NUTR 205 |
| NUTR 304             | 3     | Nutrition Throughout Life Cycle, NUTR 201 |
| NUTR 404             | 3     | Food Systems Management, NUTR 303 |
| NUTR 405             | 2     | Experimental Food Science, NUTR 301 |
| NUTR 406             | 3     | Medical Nutrition Therapy I, NUTR 302 & 302L |
| NUTR 408             | 3     | Medical Nutrition Therapy II, NUTR 406 |

Select 7 UNITS:

| PSY 319              | 3     | Industrial & Organizational Psychology, Psych 101 |
| NUTR 312             | 3     | Nutrition for Athletes, NUTR 201 |
| NUTR 407             | 1     | Medical Nutrition Therapy Lab I, NUTR 302, 302L, concurrent in NUTR 406, consent of instructor |
| NUTR 409             | 1     | Medical Nutrition Therapy Lab II, NUTR406; concurrent in NUTR 408 |
| NUTR 499             | 1     | Special Study, See page 4 of this advising document |
| NUTR 510             | 3     | Nutrition and Community Health, Grade of C or better in NUTR 302, 302L, 203, 304, consent of instructor |
| PH 302               | 3     | Communicable & Noncommunicable Diseases, courses related to career goals (see UG advisor) |

# C or better grades in prerequisite courses required to register for NUTR 205 and ENS 304
+ G.E. and electives to total 120 units for graduation
* C or better in BIOL 336  Impaction GPA Requirement: 2.7 or higher
SDSU General Education Requirements
Checklist for Foods & Nutrition Majors

(Note: G.E. courses under sections I. and II. below are also prerequisites to the major)

___ Math and Writing Requirements- See General Catalog
___ American Institutions Requirement- See General Catalog
___ General Education Requirements- See General Catalog

I. Communications and Critical Thinking See General Catalog
   1. Oral Communications- COMM 103—DPD requirement
   ___ 2. Composition- Rhetoric and Writing 100—DPD requirement
   ___ 3. Intermediate Composition and Critical Thinking- select one

II. Foundations

   A. Natural Sciences & Quantitative Reasoning
      ___ 1. Physical Sciences- CHEM 100
      ___ 2. Life Sciences- BIOL 100
      ___ 3. Laboratory- CHEM 100
      ___ 4. Math/Quant. Reasoning- statistics course (see prep for major choices)

   B. Social And Behavioral Sciences
      ___ PSYCH 101
      ___ SOC 101

   C. Humanities: must complete 4 of 5 areas, see General Catalog
      ___ 1. Literature
      ___ 2. Arts, Dance, Drama, Humanities, and Music
      ___ 3. History
      ___ 4. Philosophy and Religious Studies
      ___ 5. Foreign Language

III. American Institutions (3 units)
Can be any one of two courses from American Institution Requirement (see General Catalog)

IV. Explorations (see listings in General Catalog)
   ___ A. Natural Sciences- BIOL 336*
   ___ B. Soc. & Behavioral Sci.- Select one course†
   ___ C. Humanities- Select one course†

* Biology 336 must be taken no sooner than the semester in which you achieve upper division standing (60 units passed). Biology 336 not open to students with credit in lower division human physiology (see dept. advisor).
† One of the two courses (IV B or C) must be a cross-cultural course
<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Units</th>
<th>Pre Reqs</th>
<th>Semester 2</th>
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*Writing proficiency assessment required

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<tr>
<td><strong>TOTAL</strong></td>
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</table>

**GRAND TOTAL = 120 UNITS**

# C or better in prerequisite courses required to register for NUTR 205 and ENS 304
@Courses normally offered fall semester only.
^Courses normally offered spring semester only.
* Note: For GE credit under Explorations, BIOL 336 must be taken no sooner than the semester in which you achieve upper division standing (60 units passed). BIOL 336 not open to students with credit in lower division human physiology.
^ Students interested in the DPD program should apply at the end of the third semester prior to expected graduation
*** DPD Students: Take NUTR 407, 409, 510 plus 2 units of major electives
*ENS 200 can be concurrent with NUTR 205
Effective Fall 2012 all students must complete study abroad. Go to www.chhs/sdsu/edu/international for more information
SDSU FOODS AND NUTRITION PROGRAM

I. Program Description

This major is a comprehensive multi-disciplinary program that addresses the impact of the nature and quality of the food supply and nutritional requirements and dietary status on human health and wellness. Students take core sequences of course work in the areas of nutrition, food science, and food management founded on prerequisite courses in chemistry, biochemistry, biology, human physiology, human anatomy, management, and the social and behavioral sciences. The program of study emphasizes the composition, properties, quality and safety of foods and food ingredients; the relationships of metabolism and utilization of nutrients to health and disease; the physiological basis for diet therapy; nutritional problems in the community including ethnic and cultural aspects of food selection and nutritional needs during various stages of the life cycle; and organization, management and operation of food service facilities.

Students are trained for diverse professional careers in the fields of dietetics, food service, and food industries. Students who meet minimum qualifications may choose to apply for entry into the Didactic Program in Dietetics (DPD), which is currently granted Accreditation by the Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 200, Chicago, IL 60606-6995, 800-877-1600. Students completing the DPD are eligible to take the registration examination to become a Registered Diet Technician (DTR). Graduates completing the DPD are eligible to apply to accredited post-baccalaureate dietetic internships throughout the U.S. Students successfully completing internships qualify to sit for the national Registration Examination to become Registered Dietitians (R.D.). Professional careers in dietetics include administrative, therapeutic, teaching, research, and public service positions in hospitals, clinics, long-term care facilities, wellness and fitness centers, and other public and private organizations. Graduates may also qualify as food science technical specialists with food companies and laboratories, as food service managers in the food service industry, and as specialists in sales, advertising, or marketing of foods and nutritional products and services.

II. C or Better Grade Requirements for Selected Courses:

Students in the Foods and Nutrition major must meet minimum standards of C or better grades in prerequisite courses in order to register for either Nutrition 205 or Exercise and Nutritional Sciences 304. The prerequisite courses are as follows: Chemistry 100 and 130 for NUTR 205; ENS 200 and Biology 336 for ENS 304. Students who have received a grade of C- or below in any of the prerequisite courses must retake the course and receive a grade of C or better in order to take NUTR 205 and/or ENS 304. Without these courses, students will be unable to progress normally and graduate in the major.

III. Advice for Selecting Major Courses

A. Chemistry Course Sequences: Most students in the Foods and Nutrition major will select the Chemistry series of Chemistry 100 (General), 130 (Organic), and 160 (Biochemistry), since these courses will satisfy Academy of Nutrition and Dietetics DPD requirements for dietetic internship programs, and most career opportunities. However, a few students will select Chemistry 200 and 201 (General), 231 (Organic), and 361A and 361B (Biochemistry), if they have a high interest or aptitude for the basic sciences, or are definitely interested in a career in research or in a small number of dietetic internship programs which are combined with a Master’s degree requiring two semesters of biochemistry.

B. Course Equivalencies: For students wishing to transfer Nutrition courses from another institution, course equivalencies will only be accepted if equivalent in subject matter and requiring the same course prerequisites. For example, an introductory nutrition course taken elsewhere will not be an acceptable substitute for NUTR 201 (Fundamentals of Nutrition) unless it was taught with chemistry and biology as course prerequisites. The same rationale is used for course substitution of introductory foods (NUTR 205).

IV. Special Considerations For Foods and Nutrition Majors

A. Foods and Nutrition Major/Dietetic Internship Information: Students who plan to complete the DPD must undergo pre-verification screening no later than the end of the third-to-last semester prior to graduation, attend a mandatory workshop on the dietetic internship application process, and prepare application documents in consultation with the DPD Director (619-594-3916). Announcement of mandatory workshops will be made in classes and posted on the DPD Facebook page.

B. Financial Aid and Scholarship Information: A $2000 scholarship available only to Foods and Nutrition majors is the Mary Quam Hawkins Memorial Scholarship (approximately four awarded each year). Applications are available at the Main Office at the beginning of each semester.
C. Lab Fees: Fees are required for several science laboratories, including the following courses in Foods and Nutrition: NUTR 205, 302L, and 405.

IMPORTANT INFORMATION

- Always bring a current degree audit (not a transcript) when you meet with an ENS advisor.

- You must see an ENS advisor to change from Pre-major to Major status.

- If you are interested in the DPD program, you must apply no later than the end of your third semester prior to graduation.

- Only students who are accepted into the DPD program can take NUTR 407, 409 and 510.

- You cannot take any preparation for the major or upper division major courses CR/NCR unless only offered credit/no credit

- ENS 330, Biol 341, NUTR313 cannot be used for the Exploration requirement for Kinesiology or Foods and Nutrition majors

- Do not take upper division GE courses (Exploration courses) until you have 60 units.

- Be sure to take at least one Exploration course with a “+” or “*”. This indicates that the course meets the cultural diversity requirement.

- Do not take more than 7 units in any one department for your GE requirements. For example, if you take SOC 201 for your statistics, you cannot take SOC 355 for your Social and Behavioral Sciences Exploration because you will have 9 units in Sociology including SOC 101.

- If you have credit for Biol 261 (Human Physiology) you cannot take Biol 336 or Biol 436. See an advisor for a substitute course.

- Keep this advising sheet as it reflects your catalog year. Changes may be made annually and would not reflect your catalog requirements.
Procedures for Handling Student Grievances against Members of the Faculty

If you have an issue with a professor, the Ombudsman will suggest steps for you to take toward resolving any conflict quickly and informally. Depending on the situation, these steps may feel inappropriate or uncomfortable. If that is a case, do not hesitate to speak with the Ombudsman about trying a different route.

At any point during this process, you are more than welcome to meet with the Ombudsman and discuss your concerns.

Step 1: Talk to the Professor
Often conflicts are results of misunderstandings or miscommunications and can be resolved with a simple conversation. Approach the situation with an open mind and a positive attitude.
If the professor is unresponsive or you do not feel satisfied with the results of your efforts, then . . .

Step 2: Talk to the Department Chair
The Department Chair of the particular department in which you are experiencing a conflict can be very helpful. Department Chairs know the professors within their departments well and have a strong understanding of the policies within that department.
Additionally, other students may be experiencing problems similar to yours, and it is helpful for the Department Chair to be fully aware of the extent of student concerns.
If you are feeling unsatisfied after speaking with the Department Chair, then . . .

Step 3: Talk to the Assistant Dean for Student Affairs (see list below)
Each College within San Diego State University has an Assistant Dean for Student Affairs. The Assistant Deans have a broad knowledge of the policies within their respective colleges, and they work specifically to enhance students’ college experiences.
If you feel the Assistant Dean for Student Affairs is unable to help you to your satisfaction, then...

Step 4: Meet with the Ombudsman
The Ombudsman will work with you directly to help you figure out your options and the appropriate next steps.
Again, you are always welcome to contact the Ombudsman for guidance at any point.
This process exists, not to give students the run-around, but to help students resolve concerns on the most informal level possible – often salvaging student/faculty relationships and saving students’ time in the long run. Additionally, students must exhaust informal levels of redress before filing a formal grievance with the Student Grievance Committee (for more information please see SDSU Student Grievance Code and SDSU Student Grievance Committee Procedures).
Links to Other Important Information about the DPD

For course descriptions of Nutrition classes, refer to the General Catalog at http://arweb.sdsu.edu/es/catalog/webfolder/curricula_and_courses/nutr.pdf

For university graduation requirements for the bachelors degree, refer to the General Catalog at http://arweb.sdsu.edu/es/catalog/0910/webfolder/Graduation%20Requirements%20for%20the%20Bachelors%20Degree.pdf

For DPD-related costs, refer to the Student Account Services website at http://bfa.sdsu.edu/fm/co/sfs/

For the current Academic Calendar, refer to the SDSU website at http://arweb.sdsu.edu/es/registrar/academiccalendar.html

For the Code of Ethics for the Dietetic Practitioner refer to the Academy of Nutrition and Dietetics website at http://www.eatright.org/codeofethics
Your Student Portfolio can be used for both planning learning/training needs and assessment.

1. Your portfolio will allow you to assess your own learning and training needs by having you:

   - Think about and plan your future
   - Evaluate your progress toward your goals
   - Identify learning experiences that will help you reach your goals
   - Reflect about what you have learned and what you will apply from your educational, professional and volunteer experiences
   - Demonstrate what you know and can do
   - Learn to use a progressive tool which will be carried forward from year-to-year to recognize vital pieces of your personal, academic and career development process
   - Record ongoing work and accomplishments
   - Provide a sense of accomplishment

2. Your portfolio will allow the faculty to assess student learning and achievement of AND-required Foundation Knowledge and Skills for the Didactic Component of Entry-Level Dietitian Education Programs. The AND requires that each program prepare entry-level dietitians in eight areas.

   - Communication
   - Physical and Biological Sciences
   - Social Sciences
   - Research
   - Food
   - Nutrition
   - Management
   - Health Care Systems

By including select projects from your coursework and outside activities, we will be able to measure the effectiveness of the curriculum in preparing students to be dietetic practitioners. The specific required coursework projects are included on the “DPD Portfolio Grading Sheet”
Required Components of Your Student/Professional Portfolio

I. Welcome Page

II. Table of Contents

III. Brief Biosketch

IV. Resume

V. Professional Goals

VI. Demonstration of Academic Competency Achievement – PASSWORD PROTECTED
   A. Include requirements from Course Work divided into sections by course
   B. Include reflection statement from each course

VII. Professional Experience and Leadership
   A. Include employment and volunteer experience

VIII. Honors, Awards, Scholarships, Special Recognitions

IX. Hobbies or “Special Things About Me”
Putting your Portfolio Together

- Use an online portfolio program of your choice. Many students find that weebly.com, squarespace.com or wiz.com work well.
- Table of contents
- Every item should have a caption
- Each section should have a reflective statement
- Grammatically correct
- Free from spelling errors
- Consistent in font, margins, tabs
- Use bullet points and have some white space on each page
- Logical organization and sequencing
- Be sure to password protect the Demonstration of Competency of Academic Achievement section. Otherwise future students will have access to your work.
I. Welcome Page

The Career Portfolio

Of

[Type your name here]

This portfolio is the work of [Your name]. Please do not copy without permission. Some of the exhibits, work samples, and/or community service samples are the proprietary property of the organization whose name appears on the document. Each has granted permission for this product to be used as a demonstration of my work
III. **Biography (Biosketch)**

Write this from a third person perspective as though you are being introduced by someone before giving a presentation.

- Often used when you are working with the media or giving presentations
- Short summary of your qualities and qualifications
- Overview of your
  - Education
  - Work experiences
  - Memberships
  - Community Service Activities
  - Leadership Roles
  - Volunteer Activities
  - Professional Interests
- Optional at the end
  - Family
  - Hobbies
- Should be interesting to read, pleasant and conversational in tone
- Place just before your resume

**Sample biosketch:**

Jennifer Jones grew up in Stockton, California. She attended Pacific University on a soccer scholarship and played for two years. Her second year, the team qualified for the NCAA Tournament.

After her sophomore year Pacific University, she transferred to San Francisco State University where she graduated with a Bachelor of Arts degree in Communication. Realizing that she wanted to practice dietetics, she enrolled in the Master's program at San Diego State University to complete the classes needed to begin an internship and also complete the requirements for a Master's degree in Nutrition. "I am glad I went ahead and completed my Master's because it gave me the opportunity to explore various avenues of dietetics that I do not think I would have been able to experience otherwise."

Her interest in nutrition began while working in a pharmacy and learning the importance of nutrition on many different disease states. She finds working in the nutrition field to be very rewarding and hopes to use her degree in dietetics to be able to educate clients about the values of good nutrition and provide programs to help underserved populations.

In her last semester of graduate school, Jennifer was awarded the 2007 Outstanding Graduate Student of Excellence. She was nominated by several professors in the School of Exercise and Nutritional Sciences.

In her spare time, Jennifer enjoys traveling and spending time with her family and friends. Ms. Jones plans to stay in California after her internship and begin working in the field of dietetics.
V. Professional Goals

Your Professional Goals

- Plan for 2 to 5 years from now
- Make sure your goals are measurable
- Make sure they are specific
- Write 3 to 5 goals
- Don't make your career goals too personal

How to Start Developing Professional Goals

Step 1: Reflection

- What are your strengths, weaknesses and interests?
- What do you enjoy most in your coursework, work experience, volunteer service?
- What are your short and long term professional and personal goals?

Step 2: Assessment

- Based on your short and long term goals and perceived weaknesses, what are your learning needs?
- Prioritize these needs based on their level of importance in reaching your goals

Step 3: Planning

- What is needed to accomplish your learning needs?
- Each learning need should relate to at least one goal and that learning need should be accomplished with a proposed plan

Step 4: Implementation

- Put the plan into motion.
- Document what you are doing or have done to accomplish your plans.
- A valuable addition to a portfolio is “work in progress”

Step 5: Evaluation

- Review your progress over the past few years.
- Evaluate what you have learned and how you have applied the new knowledge
- Revise your goals as they are accomplished, writing new goals as some are achieved and as your needs change
VI. Demonstration of Academic Competency Achievement

Reflection Statement from each Nutrition course
This statement should be approximately one page long and is to include a thoughtful discussion about what you are taking away from this class. Some points to consider:

1. What did you learn in this class and how can you see yourself applying it in the future as it relates to your personal and/or career goals.
2. Was there an individual activity or assignment that particularly stood out for you?
3. Was there anything about the way the course was taught that facilitated your learning the material?

Requirements from Course Work – Your grade needs to appear with the item

Nutr 201
- Test scores on nutrient standards and guidelines
- Test scores on sources of nutrients

Nutr 203
- Cultural Foods Report

Nutr 205
- Laboratory Report on Sensory Evaluation

Nutr 302
- Test Score #2
- Test Score #4

Nutr 302L
- Case Study Composite (average score of all NCP notes)
- Animal or Human Study Project

Nutr 303
- Food Service System Project

Nutr 304
- Meal Planning Project – Dietary guidelines, FGP, DRI, budget

Nutr 404
- Business Plan for food service facility

Nutr 405
- New Food Product Report

Nutr 406/408
- Test Score Upper and Lower GI
- Test Score on Diabetes
- Test Score on Renal Disease
- Test Score on Enteral/Prenteral Nutrition

Nutr 407
- Meal Planning Project
- Celiac or Crohns Disease Case Study

Nutr 409
- Renal Disease Case Study
- Reflection for one Field Trip

Nutr 510
- Interviewing Report Grading Rubric
- Counseling Self Evaluation
- Lesson Plan/Brochure/Evaluation
- Legislative letter
VII. **Professional Experience and Leadership**

A. *Include both employed and volunteer experience*

VIII. **Honors, Awards, Scholarships, Special Recognitions**

IX. **Hobbies or “Special Things About Me”**

A. *What separates you from others? If you are an athlete, pianist, writer, show your unique talents here.*

Possible Items to Include in a Student Portfolio

**Community/Club Activities**

- Certificate of participation in a program
- Evaluation written by a supervisor or other individual
- Outline of a lesson plan you designed to lead a program or presentation
- Pictures of members participating in an event you helped to plan
- Special note or feedback for your help with a project
- Invitations/program/poster designed for a special event
- Agenda describing items discussed in a committee in which you were involved
- Sketch of a layout used to set-up equipment and facilities for an event
- Record of your sales achieved for fund raising

**Classroom/School Experiences**

- Examples of assignments with special comments from faculty member
- Examples of works in progress or various stages of a major project
- Actual item created through a class project or a picture of the item
- Report on a topic of special interest
- Outline of a memorable presentation to a class
- Transcripts of grades highlighting those classes you particularly enjoyed
- Certificate of completion of class or assignment or special training
- Letter written to individual you were required to contact for a class assignment
- Pictures or souvenirs from a field trip or study abroad
- Positive evaluation received from faculty member or field placement supervisor
- Summary of a research project you designed
- Abstract of presentation made a professional meeting or research competition
Academic Recognition

- Letter or certificate which recognizes you as a scholarship recipient
- Letter or certificate which designates you as a Dean’s List member
- Graduation program highlighting designation as Valedictorian, Salutatorian or special honors
- Summary of scholarly research projects and/or results
- Newspaper article noting recognition of special honors
- Special awards for participation in an event
- Pictures of trophies/ribbons for winning or placing in a competition
- Newspaper clippings of individual or team accomplishments
- Pictures of team or individual participation in an event
- Letters of commendation from coach, advisor, or other individuals associated with athletic or academic achievement

Special Skills

- Examples of handouts, letters, memos, reports, charts, graphs, brochures designed using computer software
- Correspondence written in a foreign language
- Documentation of study abroad
- Evidence of a hobby, craft or topic of special interest, certification of skill level such as CPR, First Aid

Work Related

- Letter of recommendation from present or former employers
- Performance evaluations
- Special recognitions from supervisor of customer for work performed
- Employee of the month award
- Clippings from employee newsletter about you

Other

- Philosophy statements
  - A brief description of your beliefs about yourself and the profession
- Academic plan of study
  - Your plan of study that lists courses you have taken to fulfill your degree
- Your resume and cover letter
- Personal statement/reflective autobiography
- Career summary and goals
- List of awards and honors
- List of conferences, workshops in which you have participated
- List of presentations
- Academic transcripts, degrees, qualifications
- References and contact details for references
Examples of Skills to Highlight in Your Portfolio

(Source: Creating Your Career Portfolio, Williams, et al, Prentice-Hall, 2005

These are skills that employers will look for in an employee:

A Sampling of Hard Skills

Food Preparation

- Menu formulation
- Food preparation
- Purchasing
- Budgeting

Food Safety

- Knowledge of health, safety and issues related to food consumption trends
- Nutrient composition of foods, food additives, food allergies
- Naturally occurring toxins, pathogens, pesticides, bio-tech foods
- Irradiated foods
- Food laws and regulations

Assessment

- Assessment and screening techniques
- Medical record reviews
- Patient care plan development
- Documentation techniques

Nutrition in Disease

- Physiological and biochemical aspects of nutrient metabolism
- Biochemical and physiological principles of nutrition for sport, obesity, eating disorders, respiration, alcohol metabolism, inborn errors, immunity, cancer
- The nervous system and trauma
A Sampling of Soft Skills

Teamwork

• Putting the good of the team ahead of yourself
• Respecting others’ opinions
• Hearing people out
• Involving everyone in finding solutions to problems

Presentation Skills

• Leading a meeting
• Promoting an idea to the boss
• Giving your thoughts in a meeting

Communication Skills

• Answering the phone
• Writing e-mails
• Putting together a proposal
• Interacting with co-workers and customers
• Being a good listener
• Giving and receiving feedback
• Writing in medical records

Leadership

• Heading up a project
• Training others
• Delegating
• Negotiating
• Managing conflict
• Planning
• Setting priorities
• Organizing skills

Problem solving
• Multi-tasking
• Thinking quickly
• Ability to make decisions
• Customer service
• Courtesy
• Ability to work with multiethnic population
• Work ethic
• Self-discipline

Transferable Skills

• Verbal communication
• Nonverbal communication
• Plan and organize
• Counsel and serve
• Create and innovate
• Written communication
• Train/consult
• Interpersonal relations
• Leadership
• Management
• Financial
• Administrative
• Analyze
• Construct and operate
• Research

Other Soft Skills
# DPD STUDENT PORTFOLIO ASSESSMENT RUBRIC

Name_________________________________  Semester_________________

<table>
<thead>
<tr>
<th>Organization</th>
<th>Does Not Meet Expectations = 0</th>
<th>Meets Expectations = 1</th>
<th>Exceeds Expectations = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio is organized according to guidelines</td>
<td>Lacks organization or does not adhere to guidelines. Appears chaotic. Not reader friendly.</td>
<td>May be somewhat organized or lack complete adherence to guidelines. Somewhat reader friendly.</td>
<td>Very well organized and meets all outlined expectations and guidelines. Aesthetically pleasing. Very reader friendly.</td>
</tr>
</tbody>
</table>

Score ____

<table>
<thead>
<tr>
<th>Written communication skills</th>
<th>Does Not Meet Expectations = 0</th>
<th>Meets Expectations = 1</th>
<th>Exceeds Expectations = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio reflects use of appropriate written communication skills.</td>
<td>Numerous spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.</td>
<td>A few spelling, grammatical, word choice, sentence structure, capitalization and punctuation errors.</td>
<td>No evident spelling, grammatical, word choice, sentence structure, capitalization or punctuation errors.</td>
</tr>
</tbody>
</table>

Score ____

<table>
<thead>
<tr>
<th>Appropriateness of selected materials</th>
<th>Does Not Meet Expectations = 0</th>
<th>Meets Expectations = 1</th>
<th>Exceeds Expectations = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio contains adequate and appropriately selected items in the designated sections</td>
<td>An inadequate number of items or inappropriate items in designated sections.</td>
<td>Barely adequate number and some difficulty associating a few items with designated sections.</td>
<td>Completely adequate number and each item is clearly representative of the designated section.</td>
</tr>
</tbody>
</table>

Score ____

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Does Not Meet Expectations = 0</th>
<th>Meets Expectations = 1</th>
<th>Exceeds Expectations = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio contains reflective statements that demonstrate critical thinking skills</td>
<td>Ignores or superficially evaluates experiences/dis not justify results or explain reasons.</td>
<td>Offers some analyses and evaluations of experiences and some explanation of results and reasons.</td>
<td>Thoughtfully analyzes and evaluates the experiences and thoroughly explains results and reasons.</td>
</tr>
</tbody>
</table>

Score ____

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Does Not Meet Expectations = 0</th>
<th>Meets Expectations = 1</th>
<th>Exceeds Expectations = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio is appropriate for use in a professional setting</td>
<td>Not appropriate for use in a professional setting</td>
<td>With some editing and/or modifications, the portfolio would be appropriate for use in a professional setting</td>
<td>As presented, the portfolio is appropriate for use in a professional setting</td>
</tr>
</tbody>
</table>

Score ____

TOTAL SCORE: 

Evaluator’s Comments:

39 | Page
San Diego State University
University Policies

Student Responsibility for Catalog Information
Students are held individually responsible for the information contained in this catalog. The requirements listed in the “Graduation Requirements” section of the catalog are those requirements which the university will make every effort to preserve for students subject to this catalog. All other parts of the catalog, including this “University Policies” section, are subject to change from year to year as university rules, policies, and curricula change. Failure to keep informed of such changes will not exempt students from whatever penalties they may incur.

Changes in Rules and Policies
Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Changes may come in the form of statutes enacted by the legislature, rules and policies adopted by the board of trustees of the California State University, by the chancellor or designee of the California State University, or by the president or designee of San Diego State University. It is not possible in this publication to include all of the rules, policies, and other information that pertain to students, San Diego State University, and the California State University. More current or complete information may be obtained from the appropriate department, school, or administrative office. Each semester, the Class Schedule outlines changes in academic policy and procedure and current deadlines which are of importance to students.

Nothing in this catalog shall be construed as, operate as, or have the effect of an abridgment or a limitation of any rights, powers, or privileges of the board of trustees of the California State University, the chancellor of the California State University, or the president of San Diego State University. The trustees, the chancellor, and the president are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This catalog does not constitute a contract or the terms and conditions of a contract between the student and San Diego State University or the California State University. The relationship of the student to San Diego State University is one governed by statute, rules, and policy adopted by the legislature, the trustees, the chancellor, the president and their duly authorized designees.

Privacy Rights of Students in Education Records
The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect students’ privacy in their records maintained by the campus. The
statute and regulations govern access to certain student records maintained by the campus and the release of such records. The law provides that the campus must give students access to most records directly related to the student, and must also provide opportunity for a hearing to challenge the records if the student claims they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under this law does not include any right to challenge the appropriateness of a grade determined by the instructor. The law generally requires the institution to receive a student’s written consent before releasing personally identifiable data about the student. The institution has adopted a set of policies and procedures governing implementation of the statutes and the regulations. Copies of these policies and procedures may be obtained through the SDSU Office of the Registrar’s Web site at http://arweb.sdsu.edu/es/registrar/privacy.html.

Among the types of information included in the campus statement of policies and procedures are: (1) the types of student records maintained and the information they contain; (2) the official responsible for maintaining each type of record; (3) the location of access lists indicating persons requesting or receiving information from the record; (4) policies for reviewing and expunging records; (5) student access rights to their records; (6) the procedures for challenging the content of student records; (7) the cost to be charged for reproducing copies of records; and (8) the right of the student to file a complaint with the Department of Education. The Department of Education has established an office and review board to investigate complaints and adjudicate violations. The designated office is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920.

The campus is authorized under the Act to release “directory information” concerning students. The Office of the Registrar releases the following: student’s name, major field of study, dates of attendance, degrees, honors, and awards received. Although federal law allows for the release of address, telephone listing, electronic mail address, photograph, place and date of birth, grade level, enrollment status, previous educational institution attended, and information related to participation in athletics, San Diego State University has a practice of not routinely releasing this information. The above designated information is subject to release by the campus at any time unless the campus has received prior written objection from the student specifying what information the student requests not be released. Students are given an opportunity to restrict the release of “directory information” about themselves by accessing http://www.sdsu.edu/portal.

The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons have responsibilities in the campus’ academic, administrative or service functions and have reason for accessing student records associated with their campus or other related academic responsibilities. Student records may also be disclosed to other persons or organizations under such conditions as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; or to other institutions to which the student is transferring.
Nondiscrimination Policy

The Office of the Ombudsman, 619-594-6578, and the Office of Employee Relations and Compliance, 619-594-6464, have been designated to coordinate the efforts to comply with the following acts and their implementing regulations.

Race, Color, and National Origin

San Diego State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability

San Diego State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. Students should address inquiries concerning San Diego State University’s compliance with all relevant disability laws to the director of Student Disability Services (SDS), Calpulli Center, Room 3101, San Diego State University, CA 92182, or call 619-594-6473 (TDD: 619-594-2929).

Sex/Gender

San Diego State University does not discriminate on the basis of sex, gender, gender identity or expression, or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases, in education programs and activities. Such programs and activities include admission of students and employment. Inquiries concerning the application of these laws to programs and activities can be directed to the director, Office of Employee Relations and Compliance, 619-594-6464, or to the SDSU athletic director of compliance, 619-594-3395, or to the regional director of the Office for Civil Rights, United States Department of Education, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

The California State University is committed to providing equal opportunities to all CSU students in all campus programs, including intercollegiate athletics.

Immigration Requirements for Licensure

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants.
as well as benefits for all illegal immigrants. Students who will require a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure.

Grades

Definition of Grades for Undergraduate Students
Grades and grade points per unit used in reporting are as follows:
Grade of **A** (outstanding achievement; available only for the highest accomplishment), 4 points; **B** (praiseworthy performance; definitely above average), 3 points; **C** (average; awarded for satisfactory performance; the most common undergraduate grade), 2 points; **D** (minimally passing; less than the typical undergraduate achievement), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (incomplete authorized), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an “F” for grade point average computation; **WU** (withdrawal unauthorized), will count as an “F” for grade point average computation.

Definition of Grades for Graduate Students
Grades and grade points per unit used in reporting are as follows: Grade of **A** (outstanding achievement; available for the highest accomplishment), 4 points; **B** (average; awarded for satisfactory performance), 3 points; **C** (minimally passing), 2 points; **D** (unacceptable for graduate credit; course must be repeated), 1 point; **F** (failing), 0 points; **RP** (report in progress), not counted in the grade point average; **W** (withdrawal), not counted in the grade point average; **AU** (audit), no credit earned and not counted in the grade point average; **Cr** (credit), signifying units earned, but not counted in the grade point average; **NC** (no credit), no credit earned and not counted in the grade point average; **I** (incomplete authorized), no credit earned and not counted in the grade point average until one calendar year has expired at which time it will be changed to an **IC** (incomplete charged) and will count as an “F” for grade point average computation; **WU** (withdrawal unauthorized), will count as an “F” for grade point average computation.

Plus/Minus Grading
A plus/minus grading system is utilized at San Diego State University. Plus/minus grading is not mandatory but is utilized at the discretion of the individual instructor. The grades of A+, F+ and F– are not issued. The decimal values of plus and/or minus grades are utilized in the calculation of grade point averages as follows:
Faculty members use all grades from A through F to distinguish among levels of academic accomplishment. The grade for average undergraduate achievement is C.

**Report in Progress Grade –“RP”**

The “RP” symbol is used in connection with courses that extend beyond one academic term. It indicates that work is in progress and has been evaluated and found to be satisfactory to date, but that assignment of a precise grade must await completion of additional work. Work is to be completed within a stipulated time period not to exceed one year except for graduate thesis (799A) or dissertation (899). Graduate courses for which the “RP” symbol is appropriate are specifically designated in the departmental listings of the *Graduate Bulletin*.

Candidates for graduation whose record carries a grade of RP will be graduated provided they are otherwise eligible for graduation. However, the RP cannot be made up after the degree has been granted. If students do not wish to be graduated with the grade of RP on their record, they must officially cancel their application for graduation.

**Withdrawal Grade – “W”**

The symbol “W” indicates that you were permitted to drop a course after the first 15 class days of the semester because of a verified serious and compelling reason, and you have obtained the signature of the instructor and the approval of the dean or designee of the college in which the class is located. After the first 15 class days, the grade of "W" will appear on your permanent record for courses which an official drop has been approved.

Dropping a class is not permitted after 6:00 p.m. on the 15th class day of the semester, except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond your control, and the assignment of an incomplete I not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean or designee of the college of your major.

After the last day of the semester, if you wish to change assigned grades to “W” grades you must request to withdraw from the full semester’s work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control. Only those retroactive changes from an assigned grade to a “W” which are approved by the
instructor who assigned the original grade will be made, except that (a) the dean or
designee of the college of your major may authorize the change of “WU” to “W,” and
(b) department chairs shall act on behalf of instructors no longer affiliated with the
university.

Auditing – “AU”

Enrollment as an auditor is subject to permission of the instructor, provided that
enrollment in a course as an auditor shall be permitted only after students otherwise
eligible to enroll on a credit basis have had an opportunity to do so. Auditors are
subject to the same fee structure as credit students and regular class attendance is
expected. Failure to meet required class attendance may result in an administrative
drop of the course. Units taken for audit are not used in the calculation of enrollment
status. To enroll as an auditor, obtain the Change to Audit Grade form from the Office
of the Registrar. Obtain instructor approval and return the completed form by 6:00 p.m.
on or before th 15th class day of instruction to the Office of the Registrar. Once
enrolled as an auditor, you may not change to credit status unless such a change is
requested by 6:00 p.m. prior to the end of the 15th class day of instruction. If you are
enrolled for credit, you may not change to audit after 6:00 p.m. on the 15th class day of
instruction.

Credit/No Credit
(Undergraduate Student Option) – “Cr/NC”

An undergraduate student may elect to be graded credit/no credit in particular
courses, subject to the following conditions:

1. Upper division courses graded credit/no credit (Cr/NC), whether taken at this or
   at another institution, may not be used to satisfy requirements for your major or
   minor except for those courses identified in the course listing as graded “Cr/NC.”
2. Courses graded credit/no credit may not be used to satisfy I. Communication
   and Critical Thinking and II. Foundations of Learning A.4
   Mathematics/Quantitative Reasoning sections of General Education.
3. No more than 15 units graded credit/no credit may be offered in satisfaction of
   the total units required in a bachelor’s degree program, except that all units
   accepted as transfer credit from another institution at the time of your admission
   may be used. If 15 or more units graded credit/no credit are transferred, yo may
   not use additional courses graded credit/no credit to satisfy total units required
   for a bachelor’s degree. Exceptions to this rule will be made only if you are
   required to take an SDSU course on a credit/no credit basis.
4. Units for courses required for graduation which are offered for Cr/NC only will
   not be counted as part of the 15 elective units of Cr/NC allowed.
5. If for any reason (change of major or minor or transfer from another institution)
   upper division courses graded credit/ no credit are offered to satisfy
   requirements in the major, you may be required by the major department to
   pass competency examinations at an acceptable level or take prescribed
   alternate courses before being allowed to continue in the major.
6. Change in grading basis may be made through the SDSU WebPortal on or before the 15th day of instruction by 6:00 p.m. No changes in grading basis are permitted after that date.

7. A grade of “Credit” is awarded for work equivalent to all grades which earn 2.0 or more grade points (A through C). “No Credit” is awarded for work equivalent to all grades which earn less than 2.0 grade points (C– through F).

8. The only courses which may be repeated with a credit/no credit option are those in which you previously received a grade of “No Credit.” If a course previously taken for a grade is repeated for a grade of “Credit,” the original grade will continue to be used in computation of the grade point average.

NOTE: “NC” is not calculated in the grade point average at San Diego State University. However, some institutions, particularly for graduate admissions, calculate an “NC” as an “F.”

Incomplete Authorized Grade – “I”

The symbol “I” (incomplete authorized) indicates that a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is your responsibility to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. The conditions for removal of the Incomplete shall be reduced to writing by the instructor and given to you with a copy placed on file with the department chair until the Incomplete is removed or the time limit for removal has passed. A final grade is assigned when the work agreed upon has been completed and evaluated. An Incomplete shall not be assigned when the only way you could make up the work would be to attend a major portion of the class when it is next offered. Contract forms for Incompletes are available at department offices or the Office of the Registrar Web site at http://www.sdsu.edu/registrar.

An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not you maintain continuous enrollment. Failure to complete the assigned work within one calendar year will result in an Incomplete being converted to an “IC” symbol, which would replace the “I” in the student’s record at the end of the calendar year deadline. After one calendar year, the only way you may eliminate that grade from the grade point calculation is to repeat the course and file a petition for course “forgiveness” (see “Repeated Courses” below). In any case, because your record must provide an accurate and complete accounting of your academic history, the notation of “Incomplete” will remain on the record.

An incomplete may not be made up after you have graduated.

Incomplete Charged Grade – “IC”

The symbol “IC” (incomplete charged) may be used when a student who received an authorized incomplete “I” has not completed the required coursework within the allowed time limit. The “IC” is posted to the record at the end of the one year
time limit and is counted as a failing grade for grade point average and progress point computation.

**Withdrawal Unauthorized Grade – “WU”**

The symbol “WU” indicates that you enrolled in a course, did not withdraw from the course, but failed to complete course requirements. It is used when, in the opinion of the instructor, the number of completed assignments or course activities or both were insufficient to make possible a normal evaluation of academic performance. For purposes of grade point average computation, this symbol is equivalent to an “F.” If the student attended a portion of a course and then, after receiving failing grades, stopped attending without officially withdrawing, a final grade of “F” not “WU” should be assigned.

**Computation of Grade Point Average**

To compute the grade point average, the total number of grade points earned is divided by the number of units attempted. Units earned with a Cr (Credit) are not included in the computation. A grade of "I" (incomplete authorized) is not counted in the grade point computation until one calendar year has expired, at which time it will be charged as an IC (incomplete charged) grade and will count as an “F.” The minimum GPA for a bachelor’s degree is 2.0 (C); in other words, you must have earned at least twice as many grade points as units attempted.

**Good Standing**

Academic standing for undergraduate students at San Diego State University is determined by the grade point average a student earns in university areas. At the undergraduate level, good academic standing means that the student has an overall cumulative GPA and an SDSU cumulative GPA of 2.0 or better. (Students should note that in order to graduate, they also need a GPA of 2.0 in the major.)

**Repeated Courses**

Undergraduate students may repeat courses only if they earned grades lower than a C. A student who receives a grade of C- (fewer than 2.0 grade points per unit) or lower may request that the course repeat policy for grade forgiveness be applied to that course. *Students may request a maximum of 16 units for course forgiveness, with the constraint that no more than one course may be an upper division course. A course may be repeated once for course forgiveness. A 28 unit limit will be applied to repeated courses, including those in which course forgiveness has been approved.*

1. In the semester in which you are repeating a course for which you want an earlier grade “forgiven,” you must file a Course Forgiveness Form in the Office of the Registrar. While the original grade(s) will remain on your record, the grade earned in the repeat, whether higher or lower than the original grade, will be used in place of the earlier grade in the calculation of grade point averages.

2. The course forgiveness and course repeat policy applies only to repeats of the same course (same number, same title, and, for Experimental Topics courses,
same subtitle). Exceptions will be made only in those cases where the course number changes and the change is documented in the General Catalog.

3. In some cases, admission to courses may have become restricted due to impaction, limitation by major code, enforcement of prerequisites, or sequence requirements (e.g., mathematics and foreign language). In those cases, you are prohibited from repeating those course.

4. The only courses which may be repeated Credit/No Credit are those in which you previously received No Credit; if a course previously taken for a grade is repeated Credit/No Credit, the original grade will continue to be calculated in grade point averages. Repeating courses in which the original grade was No Credit (NC) does not require the filing of the Course Forgiveness form.

5. The course forgiveness policy may be extended to courses originally taken elsewhere and repeated at San Diego State University, in which case the original transfer grade will no longer be used in the calculation of the overall grade point average. However, the course forgiveness policy applies only to courses repeated at San Diego State University.

6. The course forgiveness policy applies to courses repeated at San Diego State University in summer terms and to courses repeated through Open University during the summer term, fall and/or spring semesters.

7. If courses with C- or lower grades are repeated without course forgiveness approval or in excess of course repeat limitations, all grades for those courses will be calculated in grade point averages. Units for a course will be counted only once toward graduation, regardless of the number of repeats.

8. Course forgiveness is only applicable to undergraduate students pursuing a first bachelor's degree.

9. Per University Senate policy, course forgiveness will not be granted if the Center for Student Rights and Responsibilities finds the student guilty of academic dishonesty in that particular course.

Assignment of Grades and Grade Appeals

1. Faculty have the right and responsibility to provide evaluation and timely assignment of appropriate grades.

2. There is a presumption that grades assigned are correct. It is the responsibility of anyone appealing an assigned grade to demonstrate otherwise.

3. If you believe that an appropriate grade has not been assigned you should first seek to resolve the matter with the instructor of record. If the matter cannot be resolved informally, you may present the case to the appropriate campus entity, have it reviewed and, where justified, receive a grade correction.

4. It is your responsibility to attempt to resolve grade disputes in a timely manner, typically during the semester following the semester the questioned grade was received. If twelve or more months have elapsed since the grade was issued, or you have graduated, no grade change will be considered.
Courses

Satisfaction of Requirements
Except as permitted in the Graduation Requirements section of the catalog, a course cannot be used to satisfy more than one requirement.

Numbering of Courses
Courses numbered 80 through 99 are nonbaccalaureate level and are not acceptable for a bachelor’s degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses.

Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the university with postbaccalaureate classified standing. Undergraduate students may enroll in these courses only if they are officially admitted to a blended or integrated program where undergraduate and credential coursework is included in the same program. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered 397 offered in regular sessions are professional advancement training or tutorial/discussion classes that accompany other credit courses and are not acceptable towards an undergraduate or graduate degree.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

Undergraduate Enrollment in 600-, 700-, and 800-Numbered Courses
1. You must obtain permission of the instructor.
2. You must be a senior in good standing and have a B (3.0) GPA average.
3. Undergraduate enrollments may not cause the exclusion of a qualified graduate student in a graduate course.
4. Undergraduate students must complete a petition for request to enroll which is available in the Division of Graduate Affairs.

Final Examinations
No final examination shall be given to individual students before the regular time. If you find it impossible to take a final examination on the date scheduled you must make arrangements with the instructor to have an incomplete grade reported and must take the deferred final examination within the time allowed for making up incomplete grades.

**Academic Credit Through Coursework**

**Credit for Upper Division Courses**

Normally, only juniors, seniors and graduate students enroll in upper division courses (numbered 300 through 599). However, a freshman or sophomore may enroll in an upper division course for upper division credit if the instructor consents. Article 40405.2 of Title 5, *California Code of Regulations* specifically limits upper division general education credit to students who have achieved upper division status.

**Community College Credit**

A maximum of 70 semester units earned in a community college may be applied toward the degree, with the following limitations: (a) no upper division credit may be allowed for courses taken in a community college; (b) no credit may be allowed for professional courses in education taken in a community college, other than an introduction to education course.

**Concurrent Master’s Degree Credit**

The bachelor’s degree must be completed at the end of the semester or term in which the concurrent credit is earned.

A senior who has met all of the required competencies in writing and mathematics and who is within 12 units of completing requirements for the bachelor's degree and whose grade point average in the last 60 semester units attempted is 3.0 or above may petition the Graduate Council to take for concurrent master’s degree credit 500- numbered courses listed in the *Graduate Bulletin* as acceptable for master’s degree programs, and certain 600- and 700-numbered courses approved by the department, with the remaining requirements for the bachelor’s degree. Petitions may be obtained from the Division of Graduate Affairs and must be submitted to the Office of the Registrar by the end of the third week of classes of the semester or term in which the concurrent credit is earned, and you must have on file a current graduation application for the bachelor’s degree. The maximum number of units which may be earned as concurrent master’s degree credit is determined by the difference between the number of units remaining for the bachelor’s degree and 15.

**Credit for Extension Courses**

The maximum amount of extension and correspondence credit which may be accepted toward the minimum requirements for the bachelor’s degree is 24 semester units. Extension and correspondence credit are not counted in satisfaction of the minimum residence requirement. A maximum of nine units in extension courses at San
Diego State University may be accepted as part of the requirements for the master’s degree, subject to limitations described in the Graduate Bulletin.

Continuing education courses offered by departments are of two kinds. The first includes regular courses listed in the General Catalog which are available for use by students in meeting college and university credit requirements of various kinds, and are usually at the upper division level. A second kind is offered by some departments at the X-01 through X-79 and X-397 level and serves to meet the needs of specific community groups.

Courses numbered 80 through 99 are nonbaccalaureate level and are not acceptable for a bachelor’s degree; those numbered 100 through 299 are in the lower division (freshman and sophomore years); those numbered 300 through 499 are in the upper division (junior and senior years) and intended for undergraduates; those numbered 500 through 599 are in the upper division and are also acceptable for advanced degrees when taken by students admitted to graduate standing; those numbered 600 through 799 are graduate courses; and those numbered 800 through 899 are doctoral courses. Courses numbered at the 900 level, except 997, are reserved for graduate courses in certain professional curricula as part of advanced certificate, credential, and licensure programs and are specifically intended for students admitted to the university with postbaccalaureate classified standing. Courses numbered at the 900 level are not applicable to other graduate programs.

Courses numbered X-01 through X-79 and X-397 are Extension professional development units offered only through Extension to meet specific academic needs of community groups and are not acceptable toward an undergraduate or graduate degree.

**Academic Credit Through Examination**

San Diego State University grants credit for passing scores on The College Board Advanced Placement Examinations, on certain tests in the College-Level Examination Program, and on Higher Level subjects in the International Baccalaureate program. It also grants credit for locally administered “credit-by-examination” tests. A total of 30 units will be allowed for credit earned through examination (excluding Advanced Placement).

**Credit for Advanced Placement Examinations**

San Diego State University grants credit toward its undergraduate degrees for successful completion of examinations of the Advanced Placement Program of the College Board. Students who present scores of 3 or better will be granted up to six semester units (nine quarter units) of college credit.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to San Diego State University. To obtain credit and advanced placement, you should contact the Office of Advising and Evaluations.
The Advanced Placement Credit table in this section of the catalog indicates the units granted for the score attained and the course equivalent for each of the examinations offered.

For a list of AP Examination scores and SDSU course and credit equivalents, refer to page 447 of the 2009 General Catalog

**Credit for College-Level Examination Program (CLEP)**

The university grants credit on 33 CLEP Subject Examinations. See the Academic Credit Through Examination table in this section of the catalog.

For a list of AP Examination scores and SDSU course and credit equivalents, refer to page 447 of the 2009 General Catalog

**Credit for International Baccalaureate Certificates or Diplomas**

San Diego State University normally grants six units of credit for each International Baccalaureate Higher Level subject examination passed with a score of 4 or better. To receive credit, you must request that your International Baccalaureate transcript of grades be sent to San Diego State University’s Office of Advising and Evaluations.

The International Baccalaureate Credit table identifies established course equivalencies. Subject examinations not listed in the table will be evaluated for appropriate course credit by the departmental adviser.

For a list of International Baccalaureate Credit examinations, scores and SDSU course and credit equivalents, refer to page 449 of the 2009 SDSU General Catalog.

**Credit-by-Examination**

Students may challenge courses by taking examinations developed at San Diego State University. Up to 30 units will be awarded to those who pass the examinations successfully, and the grade(s) earned, including “F,” will be used in San Diego State University grade point calculations. At the discretion of the department a grade of Cr/NC may be awarded instead of a letter grade; a maximum of 15 total Cr units may be applied toward an undergraduate degree.

If you are interested in applying for credit-by-examination you need to check with the appropriate department(s) since each department has the option of excluding any or all of its courses from credit by-examination or of setting special conditions on the student requesting this option.

Approval to receive undergraduate credit-by-examination is granted at the discretion of the appropriate college authorities and under the following conditions:
1. You must be matriculated, in good standing (not on probation), be registered in at least one regular course (not Extension) at the time credit-by-examination is authorized, and pay for additional units if cost exceeds fees already paid.
2. You must register in the course for which credit-by-examination is being requested within the time limits for filing a change of program as listed in the Academic Calendar each semester.
3. Approval of the department chair and the dean of the college concerned is required prior to taking the examination. Forms for approval may be obtained from the Office of the Registrar.

4. Credit-by-examination is restricted to regular undergraduate courses listed in the General Catalog, does not include 600- and 700-numbered or Extension courses, and does not count toward the 30-unit minimum residency requirement.

5. Credit-by-examination is not treated as part of your study load and, therefore, is not considered by the Veterans Administration in the application of their regulations; and is not always accepted as transfer credit between collegiate institutions.

6. Credit-by-examination is restricted to the regular summer, fall, or spring semester.

Credit for Non-Collegiate Instruction

San Diego State University grants undergraduate degree credit for successful completion of non-collegiate instruction, either military or civilian, appropriate to the baccalaureate degree, that has been recommended by the Commission on Educational Credit and Credentials of the American Council on Education. The number of units allowed are those recommended in the Guide to the Evaluation of Educational Experience in the Armed Services and the National Guide to Educational Credit for Training Programs.

Credit will be considered to be elective units in most cases. Petitions for acceptance of credits toward specific requirements are available in the Office of the Registrar. Applicability to specific degree requirements (General Education, major, minor, etc.) is subject to approval of the appropriate campus authority.

Academic Credit for Military Service

The university is guided by the recommendations of the American Council on Education in granting undergraduate credit toward the bachelor’s degree for military service. Postgraduate credit is not granted.

To obtain credit for military service, you must be fully matriculated, be enrolled at the university, and submit a SMARTS or AARTS transcript, Form DD-214 or DD-295.

Student Classification

A matriculated student is one who has complied with all requirements for admission to the university and has received an official Notice of Admission. All students taking courses in any regular semester must be matriculated students.

Freshman. A student who has earned a total of fewer than 30 semester units.
Sophomore. A student who has earned a total of 30 to 59 semester units, inclusive.
Junior. A student who has earned a total of 60 to 89 semester units, inclusive.
Senior. A student who has earned a total of 90 semester units or more.
Graduate. A student who has completed a four-year college course with an acceptable baccalaureate degree from an accredited institution and who has been admitted to the university with post-baccalaureate standing. For information on classification of graduate students, see the Graduate Bulletin.
Student Program and Records

Transcripts of Record

Official transcripts can be ordered online in your SDSU WebPortal by accessing http://www.sdsu.edu/portal and selecting “Official Transcript.” If all your coursework was completed prior to 1987 or if your transcript requires special handling (e.g. via FedEx, Priority Mail), you will need to order official transcripts by completing an Official Transcript Request form and submitting it to the University Cashiers Office. A fee is charged for all transcripts and must be paid in advance. An official transcript is usually sent within three to five business days after the request is processed by the Cashiers Office, unless a hold has been indicated. Transcripts from other schools or colleges become the property of this university and will not be released or copied.

Unofficial Transcripts

You may print an unofficial SDSU transcript by accessing http://www.sdsu.edu/portal. If all of your SDSU coursework has been taken since fall 1987, your entire record will be available on the Web. If you completed coursework at SDSU prior to fall 1987, you must contact the Office of the Registrar to obtain an unofficial transcript reflecting that portion of your record. Unofficial transcripts do not bear the seal of the university and are not suitable for transfer purposes.

Full-Time Student Status

Full-time student status for undergraduates at SDSU is 12 units per semester. Full-time enrollment for a graduate student is nine units of coursework numbered 500 through 999. Units taken for audit are not used in the calculation of enrollment status. You can obtain verification of your enrollment from the Office of the Registrar by either of the following methods: (1) in person with proper photo identification in Student Services, Room 1641; (2) by mailing the request with your authorization and signature, and a stamped, self-addressed envelope to Office of the Registrar, San Diego State University, San Diego, CA 92182-7453. You may also view your enrollment status and/or print a verification form by accessing your SDSU WebPortal at http://www.sdsu.edu/portal and selecting the “Enrollment Verification” option which will link you to the National Student Clearinghouse.

Prerequisites

Students must satisfy course prerequisites (or their equivalent) prior to beginning the course requiring the prerequisite. Faculty have the authority to enforce prerequisites listed in the catalog, to evaluate equivalent preparation, and to require proof that such prerequisites/ preparation have been completed.

If you do not meet the prerequisite requirements, you MAY BE DROPPED FROM THAT COURSE BY THE INSTRUCTOR within the first 12 class days of the semester OR the instructor may request that you personally take formal action to drop the class. Failure to comply will result in a failing grade.
Schedule Adjustment

Schedule adjustment includes: dropping a class, adding a class, adding or reducing units of a class for which the student is already registered, changing a section of the same class, withdrawing from the university, or changing grading options. Schedule adjustments are accepted until 6:00 p.m. on the 15th class day of the semester at [http://www.sdsu.edu/portal](http://www.sdsu.edu/portal).

You are responsible for every course in which you are registered. If you do not attend the first class meeting of the semester and you are not present at the start of the second meeting, the professor may give your place to another student. If this occurs, you have forfeited your place and the instructor may drop you from the course within the first 12 class days of the semester or request that you personally take formal action to drop the class. **Not all instructors will drop students who miss the first class session and the beginning of the second class session.** Students are responsible for all courses on their schedules. Students should check their online schedules regularly and take necessary action to add or drop during the first 15 class days of the semester by 6:00 p.m. If you do not attend a class and do not ensure that the course is dropped, you will receive a failing grade.

Students are not permitted to drop a class after the 15th class day of the semester at 6:00 p.m., except in cases such as accident or serious illness where the cause of dropping the class is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable. All such requests must be accompanied by appropriate verification. Ordinarily, withdrawals in this category will involve total withdrawal from the university, except that credit, or an Incomplete, may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests to withdraw under such circumstances must be signed by each instructor, who indicates your grade status in the class, and approved by the dean (or designee) of the college of the student’s major.

Deadlines

For the fall 2009 semester, the Schedule Adjustment Deadline is 6:00 p.m. on September 21, 2009. This includes adding a class, dropping a class, changing grading basis, or withdrawing from the university.

For the spring 2010 semester, the Schedule Adjustment Deadline is 6:00 p.m. on February 9, 2010. This includes adding a class, dropping a class, changing grading basis, or withdrawing from the university.

Change of Major

Based on your application for admission, you are admitted to a premajor, major, or designated as an undeclared major. If, after registration, you wish to change your major, you should check with the department of your intended major for requirements and filing periods.

Change of Major forms are available at the Office of the Registrar and require approval of the change by the new major department. After approval, return the form to the Office of the Registrar. You will be required to meet the major and minor
requirements stated in the General Catalog that are in effect when you submit your change or declaration.

If you are admitted to a premajor, you must complete specific requirements before you will be admitted to the major. Requirements are described in the section of this catalog on Courses and Curricula, or you may contact the major department for information. Requirements are also described on the SDSU Web site at http://www.sdsu.edu/impactedmajors. If you are a veteran using veteran benefits, you must obtain appropriate approval from the Veterans Administration for necessary changes in letters of eligibility.

Academic Renewal

Under certain circumstances the campus may disregard up to two semesters or three quarters of previous undergraduate coursework taken at any college from all considerations associated with requirements for the baccalaureate degree. These circumstances are:

1. All degree requirements, except the earning of at least a “C” (2.0) grade point average, have or will soon have been met;
2. The student has formally requested such action and has presented evidence that work completed in the term(s) under consideration is substandard and not representative of present scholastic ability and level of performance; and
3. The level of performance represented by the term(s) under consideration was due to extenuating circumstances.

Final determination that one or more terms shall be disregarded shall be based upon a careful review of evidence by a committee appointed by the president which shall include designee of the chief academic officer and consist of at least three members. Such final determination shall be made only when:

1. Five years have elapsed since the most recent work to be disregarded was completed; and
2. The student has earned in residence at the campus since the most recent work being considered was completed, 15 semester units with at least a 3.0 GPA, 30 semester units with at least a 2.5 GPA, or 45 semester units with at least a 2.0 GPA. Work completed at another institution cannot be used to satisfy this requirement.

When such action is taken, the student’s permanent academic record shall be annotated so that it is readily evident to all users of the record that NO work taken during the disregarded term(s), even if satisfactory, has been applied towards the meeting of degree requirements. However, all work must remain legible on the record ensuring a true and complete academic history.

The procedure for filing for Academic Renewal is as follows:

1. Discuss the situation with the Assistant Dean in the Division of Undergraduate Studies.
2. Write a letter to the Academic Renewal Committee describing the extenuating circumstances.
3. Obtain statements from doctors, lawyers, employers, parents, professors, or other appropriate persons to substantiate your claim that the request is justified.
4. Return all materials to the Division of Undergraduate Studies, AD-101. University policy regarding academic renewal is not intended to permit the improvement of a student’s grade point average beyond what is required for graduation.

Cancellation of Registration, Withdrawal, Leaves of Absence, Readmission, Evaluation, and Military Service

Cancellation of Registration or Withdrawal

Students who find it necessary to cancel their registration or to withdraw from the university after enrolling for any academic term must initiate action formally through the Office of the Registrar and follow the university’s official withdrawal procedures. Failure to follow formal university procedures may result in an obligation to pay fees as well as the assignment of failing grades in all courses and the need to apply for readmission before being permitted to enroll in another academic term. Information on canceling registration and withdrawal procedures is available from the Office of the Registrar.

A student who has not paid fees and is not enrolled in at least one class (other than for audit) by 6:00 p.m. on the 15th class day of the semester is no longer considered a continuing student and may be required to apply for readmission.

A course will not appear on the permanent record if withdrawal occurs before the end of the 15th class day of the semester by 6:00 p.m. After the 15th class day of the semester, withdrawals are not permitted except in cases where the cause of withdrawal is due to circumstances clearly beyond your control, such as accident or serious illness. All such requests must be accompanied by appropriate verification. Credit or an incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Refer to the Class Schedule for appropriate dates for the deadlines indicated above.

After the last day of the semester, if you wish to change assigned grades to “W” grades, you must request to withdraw from the full semester’s work; no requests for individual classes will be accepted. Such requests may be granted only in verified cases such as accident or serious illness where the cause for substandard performance was due to circumstances clearly beyond your control.

Students who receive financial aid funds must consult with the Office of Financial Aid and Scholarships prior to withdrawing from the university regarding any required return or repayments of grant or loan assistance received for that academic term or payment period. If a recipient of student financial aid funds withdraws from the institution during an academic term or a payment period, the amount of grant or loan assistance received may be subject to return and/or repayment provisions.

Unofficial Withdrawal
If you withdraw unofficially from classes or from the university, you will receive failing grades in all courses that you stop attending. An unofficial withdrawal is one in which you stop attending classes without filing official withdrawal forms within the established deadlines. Veterans unofficially withdrawing will have veteran’s allowances immediately suspended and will be subject to full repayment of allowances received after date of unofficial withdrawal.

Leaves of Absence

One-Semester Stop Out. With certain exceptions, matriculated undergraduate and graduate students may stop out of the university one semester in a calendar year and maintain their continuing student status. Continuing status includes the maintenance of catalog requirements for graduation. Disqualified students, students absent for more than one semester without an approved leave of absence, and those who attend another institution for more than one semester must apply for readmission should they wish to return to San Diego State University. Students who are disqualified are not eligible for a one semester stop out.

Educational Leave of Absence. Students are permitted to take up to four semesters of approved leave of absence. An educational leave of absence is appropriate in those cases where students will be engaged for the majority of the leave time in an activity, other than attending an accredited college or university, that is directly related to their formal academic careers or otherwise contributes to specific academic goals. Students must apply for the particular semester they wish to be absent from school. If they wish to take leave for additional semesters, they must do so on a semester-by-semester basis. Students may request a leave of absence at http://www.sdsu.edu/portal.

The Class Schedule lists specific deadlines. For students participating in the CSU visitors’ program, units completed at the visitor campus will be considered resident units; they will not, however, be calculated into the San Diego State University grade point average.

Approval for educational leaves of absence will be granted only to undergraduate students who have completed a minimum of one semester at San Diego State University, who are in good academic standing, and who are eligible to register. Leaves will not be granted to students on probation, students who are subject to disqualification or have been disqualified, students who qualify for a change from undergraduate to graduate status, or students who have a registration hold.

Readmission

Information on readmission is given in the section of the SDSU General Catalog catalog on Admission and Registration.
Evaluation

An evaluation is a summary of college work completed and of requirements to be completed for a bachelor’s degree. New transfer students will receive an evaluation prior to second semester registration. Transfer courses will be included, where applicable, to meet San Diego State University’s degree requirements. Students admitted as freshmen will receive an evaluation at the end of the second semester of attendance. Continuing students may request updates to the evaluation at the Academic Advising Center, located in Student Services, Room 1551 or on the SDSU WebPortal at http://www.sdsu.edu/portal.

Military Called to Compulsory Service

For further information about the policy for Military Called to Compulsory Service, contact the Veterans Center at 619-594-5813.

Credit and Study List Limits

A unit or credit hour represents 50 minutes of lecture or recitation combined with two hours of preparation per week throughout one semester of 16 weeks. Two hours of activity (as in exercise and nutritional sciences) or three hours of laboratory (as in the sciences) are equivalent to one hour of lecture.

During initial registration, students can enroll in a maximum of 18 units. During the add-drop period, this limit is removed. You are strongly advised to consider all aspects of your situation before adding additional courses. If you work or have family obligations that will limit the time you can devote to your studies, you are strongly urged to reduce the number of units you attempt each semester.

You should expect to spend a total of three hours per week, in class and study time, for each unit of college work attempted. A normal 16-unit load, therefore, represents a 48-hour week. You should also keep in mind that some courses require more than the average amount of time, and that your workload in all courses will vary throughout the semester as examinations and major papers or projects come due.

Graduation With Honors and Distinction

Graduation with honors is granted to undergraduate students who achieve high grade point averages. Excellence is recognized at three levels: *cum laude* (3.50-3.64), *magna cum laude* (3.65-3.79), and *summa cum laude* (3.80-4.00).

For determination of eligibility, two grade point averages are computed; *both* must satisfy the minimum grade point average for appropriate honors designation. They are the GPA calculated on all units taken at this institution (a minimum of 24 graded units), and the overall (cumulative) grade point average (including both SDSU and transfer units).

Grades for the final semester’s work are included in calculation of eligibility for graduation with honors. Students are tentatively designated as eligible for graduation with honors if both grade point averages meet required standards at the beginning of the fall semester for midyear graduates and at the end of the fall semester for May and summer term graduates. Notation of *cum laude, magna cum laude, or summa cum*
laude on transcripts and diplomas is based on achievement when all courses for graduation are completed.

Upon recommendation of their major department, students doing superior work in their major field may be graduated with distinction in that field. To qualify for Distinction in the Major, a student must have a minimum 3.50 grade point average in the major (upper division courses) by the beginning of the fall semester for midyear graduates and by the end of the fall semester for May and summer term graduates. Departments may set a higher GPA or additional criteria.

To be considered for computation of the major grade point average, grades for removal of Incomplete and all other grade changes must be received in the Office of the Registrar no later than the end of the fifth week of the semester in which the student plans to graduate. All changes for summer term graduates must be received by the end of the fifth week of the spring semester prior to graduation.

Dean’s List

The Dean’s List recognizes academic achievement within a single fall semester or spring semester.

To be eligible for the Dean’s List, students must be in good academic standing, matriculated, and have a grade point average of at least 3.50 based on a minimum of 12 units of credit for courses in which letter grades were assigned. The computation of grade points will be made six weeks after the end of the semester to include students who complete Incomplete grades promptly.

Students will be recognized by the dean of their respective college; undeclared, interdisciplinary studies in three departments, and liberal studies majors will be listed by the dean of undergraduate studies.

Academic Probation, Disqualification, and Readmission of Undergraduate Students

Academic Probation

The purpose of probation is to warn students that their academic performance is below the state minimum required for graduation and to indicate that improvement is required before a degree can be granted.

An undergraduate student whose grade point average falls below a C average (2.0) for either all baccalaureate level college work attempted or all work attempted at San Diego State University will be placed on academic probation at the end of the semester.

Provided a student earns a C average (2.0) or better in San Diego State University work during the semester while on academic probation, academic probation may be continued up to a maximum of three semesters.

Academic probation will be lifted when the student has attained a C (2.0) average or better on all baccalaureate level college work attempted and on all work attempted at San Diego State University. Summer term and Open University courses are included in the SDSU grade point average; Extension courses are calculated only in the overall grade point average.
Grade point average is computed by dividing the number of grade points accumulated by the number of graded units attempted (see chart under “Plus/Minus Grading” for number of grade points assigned per unit in each grade category.)

**Academic Disqualification**

Students who are admitted to SDSU in good standing will not be disqualified at the end of their first semester of coursework at San Diego State University. After the first semester, students will be disqualified at the end of the fall or spring semesters if the following conditions exist:

1. A student on probation fails to earn at least a 2.0 grade point average (C average) in San Diego State University work for any semester while on probation, or
2. A student on academic probation still has less than a 2.0 grade point average in all work attempted at San Diego State University at the end of the third semester on probation.

Students who have been disqualified from SDSU will not be allowed to attend regular or Open University classes, or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification. Students must also reapply for admission to the university and gain acceptance before resuming enrollment in regular SDSU classes after that one year.

**Readmission of Academically Disqualified Students**

Information on readmission is given in the section of the SDSU General Catalog on Admission and Registration.

**Administrative Probation and Disqualification**

**Administrative-Academic Probation**

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials for any of the following reasons:

1. Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms.
2. Repeated failure to progress toward the stated degree or objective or other program objective, including that resulting from assignment of 15 units of No Credit (when such failure appears to be due to circumstances within the control of the student).
3. Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to list all colleges attended on the
application for admission, failure to take placement tests, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

**Administrative-Academic Disqualification**
A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

1. The conditions for removal of administrative-academic probation are not met within the period specified.
2. The student becomes subject to administrative-academic probation while on administrative probation.
3. The student becomes subject to administrative-academic probation for same or similar reason for which the student has been placed on administrative academic probation previously, although not currently in such status.

In addition, an appropriate campus administrator may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the professional for which the student is preparing as to render him/her unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Students who have been disqualified from SDSU will not be allowed to attend regular, or Open University, or classes through the SDSU College of Extended Studies Special Sessions until one year from the date of their disqualification. Students must also reapply for admission to the university and gain acceptance before resuming enrollment in regular SDSU classes after that one year.

**Student-Athlete Satisfactory Academic Progress Requirement**
In order to remain eligible for intercollegiate competition, a student-athlete must be enrolled in an academic program leading to a recognized degree, and must be making satisfactory progress toward that degree under the rules of the institution and the NCAA.

**Student Conduct and Grievances**
Inappropriate conduct by students or by applicants for admission is subject to discipline on the San Diego State University campus. The Center for Student Rights and Responsibilities coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, *California Code of Regulations*. These sections are as follows:
41301. Standards for Student Conduct.
(a) Campus Community Values
San Diego State University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Grounds for Student Discipline
Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences. The following are grounds upon which student discipline can be based:

1. Dishonesty, including:
   (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
   (B) Furnishing false information to a university official, faculty member, or campus office.
   (C) Forgery, alteration, or misuse of a university document, key, or identification instrument.
   (D) Misrepresenting oneself to be an authorized agent of the university or one of its auxiliaries.

2. Unauthorized entry into, presence in, use of, or misuse of university property.

3. Willful, material and substantial disruption or obstruction of a university-related activity, or any on-campus activity.

4. Participating in an activity that substantially and materially disrupts the normal operations of the university, or infringes on the rights of members of the university community.

5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus university related activity.

6. Disorderly, lewd, indecent, or obscene behavior at a university related activity, or directed toward a member of the university community.

7. Conduct that threatens or endangers the health or safety of any person within or related to the university community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any
school, community college, college, university, or other educational institution.
The term “hazing” does not include customary athletic events or school
sanctioned events. **Neither the express or implied consent of a victim of
hazing, nor the lack of active participation in a particular hazing incident is
a defense. Apathy or acquiescence in the presence of hazing is not a
neutral act, and is also a violation of this section.**

(9) Use, possession, manufacture, or distribution of illegal drugs or drug-related
paraphernalia, (except as expressly permitted by law and university regulations)
or the misuse of legal pharmaceutical drugs.
(10) Use, possession, manufacture, or distribution of alcoholic beverages
(except as expressly permitted by law and university regulations), or public
intoxication while on campus or at a university related activity.
(11) Theft of property or services from the university community, or
misappropriation of university resources.
(12) Unauthorized destruction, or damage to university property or other
property in the university community.
(13) Possession or misuse of firearms or guns, replicas, ammunition, explosives,
fireworks, knives, other weapons, or dangerous chemicals (without the prior
authorization of the campus president) on campus or at a university related
activity.
(14) Unauthorized recording, dissemination, or publication of academic
presentations (including handwritten notes) for a commercial purpose.
(15) Misuse of computer facilities or resources, including:
   (A) Unauthorized entry into a file, for any purpose.
   (B) Unauthorized transfer of a file.
   (C) Use of another's identification or password.
   (D) Use of computing facilities, campus network, or other resources to
       interfere with the work of another member of the university community.
   (E) Use of computing facilities and resources to send obscene or
       intimidating and abusive messages.
   (F) Use of computing facilities and resources to interfere with normal
       university operations.
   (G) Use of computing facilities and resources in violation of copyright
       laws.
   (H) Violation of a campus computer use policy.
(16) Violation of any published university policy, rule, regulation or presidential
order.
(17) Failure to comply with directions of, or interference with, any university
official or any public safety officer while acting in the performance of his/her
duties.
(18) Any act chargeable as a violation of a federal, state, or local law that poses
a substantial threat to the safety or well-being of members of the university
community, to property within the university community or poses a significant
threat of disruption or interference with university operations.
(19) Violation of the Student Conduct Procedures, including:
(A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
(B) Disruption or interference with the orderly progress of a student discipline proceeding.
(C) Initiation of a student discipline proceeding in bad faith.
(D) Attempting to discourage another from participating in the student discipline matter.
(E) Attempting to influence the impartiality of any participant in a student discipline matter.
(F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
(G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.

(20) Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(c) Procedures for Enforcing this Code
The chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the university imposes any sanction for a violation of the Student Conduct Code.

41302. Disposition of Fees: Campus Emergency; Interim Suspension.

The president of the campus may place on probation, suspend, or expel a student for one or more of the causes enumerated in Section 41301. No fees or tuition paid by or for such student for the semester, quarter, or summer session in which he or she is suspended or expelled shall be refunded. If the student is readmitted before the close of the semester, quarter, or summer session in which he or she is suspended, no additional tuition or fees shall be required of the student on account of the suspension.

During periods of campus emergency, as determined by the president of the individual campus, the president may, after consultation with the chancellor, place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

The president may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 10 days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the president or designated representative, enter any campus of the California State University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

41303. Conduct by Applicants for Admission.

Notwithstanding any provision in this Chapter 1 to the contrary, admission or readmission may be qualified or denied to any person who, while not enrolled as a
student, commits acts which, were he enrolled as a student, would be the basis for disciplinary proceedings pursuant to Sections 41301 or 41302. Admission or readmission may be qualified or denied to any person who while a student, commits acts which are subject to disciplinary action pursuant to Section 41301 or Section 41302. Qualified admission or denial of admission in such cases shall be determined under procedures adopted pursuant to Section 41304.

41304. Student Disciplinary Procedures for the California State University.

The chancellor shall prescribe, and may from time to time revise, a code of student disciplinary procedures for the California State University. Subject to other applicable law, this code shall provide for determinations of fact and sanctions to be applied for conduct which is a ground of discipline under Sections 41301 or 41302; the authority of the campus president in such matters; conduct related determinations on financial aid eligibility and termination; alternative kinds of proceedings, including proceedings conducted by a hearing officer; time limitations; notice; conduct of hearings, including provisions governing evidence, a record, and review; and such other related matters as may be appropriate. The chancellor shall report to the board actions taken under this section.

Student Grievances

If a student believes that a professor’s treatment is grossly unfair or that a professor’s behavior is clearly unprofessional, the student may bring the complaint to the proper university authorities and official reviewing bodies by following the Procedures for Handling Student Grievances Against Members of the Faculty, adopted by the Faculty Senate. A copy of the procedures may be obtained from the Office of the Ombudsman in the Student Services building.

Plagiarism

Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one’s own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted.


San Diego State University is a publicly assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The president and faculty of this university are therefore obligated not only to society at large but to the citizenry of the State of California to guarantee honest and substantive knowledge in those to whom they assign grades and
whom they recommend for degrees. Wittingly or willfully to ignore or to allow students’ ascription of others’ work to themselves is to condone dishonesty, to deny the purpose of formal education, and to fail the public trust.

The objective of university endeavor is to advance humanity by increasing and refining knowledge and is, therefore, ill served by students who indulge in plagiarism. Accordingly, one who is suspected or accused of disregarding, concealing, aiding, or committing plagiarism must, because of the gravity of the offense, be assured of thorough, impartial, and conclusive investigation of any accusation. Likewise, one must be liable to an appropriate penalty, even severance from the university and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one’s general competence or accomplishments.

SDSU Alcohol and Substance Abuse Policies

In accordance with the California Information Practices Act, the Vice President for Student Affairs or designee of San Diego State University may notify a student’s parent(s) or legal guardian(s) in the event compelling circumstances exist affecting the student’s health or safety, including circumstances involving alcohol or controlled substances.

This statement is presented to students to provide information about (1) health risks associated with alcohol and other drugs, (2) prevention and treatment programs available on campus, and (3) applicable State laws and campus policies.

Risks

Use and abuse of alcohol and other drugs can lead to accidents, injury, and other medical emergencies. Alcohol, especially in high doses, or when combined with medications or illegal drugs continues to claim the lives of college students across the nation. If you see someone unconscious, call 9-1-1-; doing so may save his or her life.

Driving after consumption of even relatively small quantities of alcohol can substantially increase your risk of crash involvement. Even after just a drink or two, drinkers may experience some loss of their ability to think about complex problems or accomplish complex tasks. Drinkers may also lose some control over impulsive behavior.

To become dependent upon chemicals such as alcohol and/or illicit drugs is to put your health and life at risk. Chemical dependency is a condition in which the use of mood altering substances, such as drugs or alcohol, affect any area of life on a continuing basis. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. Many illicit drugs have also been demonstrated to lead to serious short and long-term health problems. There is clear evidence of serious negative effects on babies due to use of illicit drugs and alcohol by the mother during pregnancy.

Campus Resources
 Keeping yourself informed is an important step in developing a healthy lifestyle and in knowing how to cope with problems as they arise. SDSU provides useful and informative prevention education programs throughout the year. A variety of departments sponsor workshops and lectures on alcohol and drug related issues to support and encourage healthy, productive lifestyles. These programs are available through: Counseling and Psychological Services, 619-594-5220; Residential Education Office, 619-594-5742; Alcohol and Other Drug Initiatives, 619-594-4133; Athletic Department, 619-594-3019; Student Health Services, 619-594-5281; Department of Public Safety, 619-594-1991.

For students with substance abuse problems or concerns, assistance is available at SDSU’s Counseling and Psychological Services (CPS) located in Calpulli Center, Room 4401. Students who prefer an appointment with a health care provider (e.g. nurse or physician), may contact Student Health Services. If you are aware of problems with friends, roommates, or family members, we encourage you to act responsibly by consulting with Counseling and Psychological Services. Remaining silent or waiting until a situation has escalated is not responsible behavior. SDSU supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

Laws and Campus Policy

With few exceptions, it is illegal for anyone under the age of 21 to purchase or possess alcohol. If you violate these laws you may face a fine of $250 and suspension of your driving license. For more information about California laws visit the California State Bar Web site http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf or California Alcohol Beverage Control Web site http://www.abc.ca.gov/teencorner.html.

Federal and State laws define a number of substances as “drugs” with sanctions related to their manufacture, sale, possession, and use varying by type of substance and quantity. See California State Bar Web site http://www.calbar.ca.gov/calbar/pdfs/cbj/kids_and_the_law.pdf.

Campus standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on university property, in surrounding neighborhoods, or as any part of the university’s activities. Students who violate these standards of conduct may face suspension or expulsion from the university. In addition, the university will cooperate with governmental authorities in criminal and civil actions. The university does not accept alcohol or substance abuse as an excuse, reason, or rationale for any act of abuse, harassment, intimidation, violence, or vandalism.

Possession or consumption of distilled liquor on university property is prohibited at all times. Possession, consumption, or sale of beer or wine by those 21 years of age or older is permitted at designated campus locations and events only with prior approval of the vice president for student affairs.

On campus property, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. You are also forbidden by State and Federal laws to sell, distribute, possess, or use those drugs.
Student organizations, residence halls, athletics, and Greek Life have instituted additional policies regarding alcohol and drugs. Please contact relevant administration offices for more information. More information can also be found at http://aod.sdsu.edu

As a student at SDSU, you are responsible for your behavior and are fully accountable for your actions. Violation of this policy statement will not go unchallenged within the SDSU community. Any university student may be expelled, suspended, or placed on probation for violating university regulations regarding alcohol or drugs. Additionally, using alcohol or drugs negatively affects your academic performance.

Students who possess, use, or distribute substances such as, but not limited to, marijuana, cocaine, methamphetamines, or other hallucinogens and narcotics, or who violate statutes regarding alcoholic beverages, are subject to arrest, imprisonment, or a fine according to State law. The SDSU Department of Public Safety is empowered to enforce all State and Federal laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

The university’s commitment to exercising disciplinary powers in cases of illegal alcohol and drug use complements its full measure of support for students who seek help for themselves or their acquaintances. These two approaches, combined with an active prevention education program, provide a strong basis for maintaining university expectations for a safe, healthy, and productive campus community. We hope that you will take advantage of the programs and services available to you, and that you will join with us in creating a viable learning community.

SDSU Smoke Free Policy

This policy implements CSU Executive Order 599, in accordance with Education Code 89031.

Smoking is prohibited in all San Diego State University buildings or leased spaces and motor pool vehicles.

Smoking is prohibited in those outdoor areas which are either connected to or in close proximity of SDSU buildings or leased space if the smoke can readily enter the building through open doors, windows, or ventilation system intakes.

Smoking is prohibited in outdoor areas immediately adjacent to SDSU owned or leased food establishments unless designated as a smoking area, consistent with the overall goals of this policy; smoking is prohibited in outdoor SDSU owned or leased constructed seating areas where people are likely to congregate, unless designated as a smoking area.

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of everyone. Deans, directors, and department chairs are responsible for implementing this policy. The associate vice president for faculty affairs and the director of the Center for Human Resources are available to assist in the policy interpretation and to ensure its consistent application.

To aid persons desiring to stop smoking, the university offers smoking cessation programs for students through Student Health Services and for faculty and staff through the Center for Human Resources.

The SDSU auxiliary organizations shall operate in conformity with this campus policy.
Safety and Security Report

In accordance with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the San Diego State University Safety and Security Report and current annual crime statistics are available online at http://www.police.sdsu.edu. Printed copies are available at the University Police Department lobby or by calling the University Police Crime Prevention Unit at 619-594-1985.