

HANDBOOK FOR

STUDENTS IN

DIDACTIC PROGRAM IN DIETETICS

DEPARTMENT OF NUTRITION AND FOOD SCIENCE

AUBURN UNIVERSITY

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PURPOSE OF THE HANDBOOK

This handbook has been compiled to provide prospective and current students in Auburn's Didactic Program in Dietetics with current information about the program, the profession of dietetics, and responsibilities and rights of students at Auburn University.

INTRODUCTION

The profession of dietetics is classified as an allied health profession because its focus is on the development of healthy eating habits that will support optimal nutrition, health and well being in people. Dietetics is a profession that offers many varied settings for employment, including hospitals and other healthcare facilities, schools (K-12) and colleges, state and federal public health agencies, pharmaceutical companies and other corporations, doctors' offices, professional sports teams, and many others. Registered Dietitians (RDs) may choose to practice as:

- clinical dietitians (usually providing inpatient services to people who are sick in healthcare settings)
- community nutritionists (usually working in clinics providing services to people who are not sick enough to require hospitalization, or to populations that are underserved for healthcare services)
- administrative or management dietitians (usually directing food service operations in healthcare facilities, schools and colleges, food service management companies, commercial or other large-scale feeding operations)
- consulting dietitians (usually self-employed, providing services to a wide array of clients; often entrepreneurial and with a strong business orientation)
- education and research dietitians (usually working as nutrition educators in a variety of settings, or in academic institutions)

Within each area of practice, RDs often choose to specialize. For example, a clinical dietitian may become a Certified Diabetes Educator, or an administrative dietitian may choose a career path in child nutrition programs that leads to the top state position in this area. Dietetics is also a very flexible profession in that both full- and part-time positions are available. The job market for RDs seems to be good, although some locations are easier than others for job openings. Pay scales vary according to location and type of position.

GENERAL INFORMATION

To become a Registered Dietitian, students are required to take prescribed courses (usually during the undergraduate degree), to complete an experience component (some or all of which is in a hospital), and then to take the national examination for Registered Dietitians. Course work may be completed at any university which has a Didactic Program in Dietetics approved/accredited by the Commission on Accreditation

for Dietetics Education¹. The dietetics program at Auburn University is called a Didactic Program in Dietetics (DPD) because it offers the four-year BS degree preparation, but not the supervised preprofessional practice component (called a dietetic internship) that also is necessary. The nutrition/dietetics BS degree option at Auburn is structured to fulfill this requirement. A student graduating with a BS in Nutrition and Food Science (nutrition/dietetics option) is eligible to apply for a dietetic internship to fulfill the requirements for preprofessional supervised practice.

A dietetic internship. Dietetic internships are available throughout the US. Average length is about 9 months. Some are combined with graduate work; some do not give academic credit. Students apply for internships during the senior year. The NUFS department maintains current listings of internships and assists AU students and graduates in the application process. The University of Alabama in Birmingham, Georgia State University, a consortium of hospitals in Augusta, GA and the VA Hospital in Tampa are examples of available dietetic internship sites. Some dietetic internships are available as distance learning programs, enabling location-bound interns to complete their rotations using facilities and preceptors in their own localities. Such programs are available through the University of Northern Colorado, Oakwood College (Huntsville, AL), Morehead State University (KY) and others. Entrance to internships is highly competitive; students are well advised to take their studies seriously and maintain at least 3.0 GPA particularly in the junior and senior years.

Preprofessional supervised practice also may be obtained as part of a BS (or MS) degree through **Coordinated Programs (CP)**. In these programs, the preprofessional experiences are included in the junior and senior years (BS degrees), **or** as part of a graduate degree. Entrance to these programs is by application only, generally in the sophomore year for undergraduates. The University of Alabama in Tuscaloosa and many other universities across the nation have CP's.

Current listings of all types of dietetic programs are available through any Dietetics Program Director or from the American Dietetic Association's website:
<http://www.eatrig ht.org/>

Following successful completion of both the undergraduate degree and the experience component, students are eligible to take the RD exam. It is administered by computer and available year round. Eligibility to take the examination is established through the Commission on Dietetic Registration.

TRANSFER STUDENTS

Students who plan to transfer to Auburn University's dietetics program may take

¹ Commission on Accreditation for Dietetics Education of The American Dietetic Association
120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995. 312/899-0040.

courses through other universities or community colleges. However, all transfer courses are evaluated for equivalency with the corresponding AU course and are subject to disapproval. Therefore, it is strongly recommended that students contact Auburn for guidance in selecting courses that will transfer into the dietetics curriculum. Individuals who can provide this guidance are:

Mrs. Jennifer O'Gwynn, 266 Spidle Hall, Auburn University
Ph. 334/844-4790 jogwynn@auburn.edu

Dr. Robin Fellers, R.D., 328 Spidle Hall, Auburn University
Ph. 334/844-3270 rfellers@auburn.edu

Typically, courses in chemistry (general and organic), history, english, biology, anatomy & physiology (2 courses), math (pre-cal with trig), basic statistics, accounting, economics, psychology, ethics and basic nutrition may be transferred from community colleges *provided that the courses meet Auburn and NUFS requirements and students make a grade of C or better.* For students planning to transfer from a four-year college, nutritional biochemistry, microbiology, technical writing and counseling are additional classes that could be transferred *provided that these meet Auburn and NUFS requirements and students make a grade of C or better.*

Reminder: *Students who plan to transfer to Auburn's dietetics program should make an appointment to discuss plans with one of the above-listed contacts as soon as possible.*

HISTORY

Auburn has had a dietetics education program since the early 1920s, and many RDs in Alabama and surrounding states are Auburn graduates. The American Dietetic Association included Auburn's dietetics program as part of a national pilot study in 1971. Results from this study were used to establish academic requirements for BS programs seeking ADA (and later the Commission for Accreditation of Dietetics Education's) approval. Continuously approved since that time, Auburn's DPD is nearing the end of its approval period. Once again, in accordance with national guidelines, Auburn's DPD is seeking accreditation in 2004.

PROGRAM MISSION

The mission that guides Auburn University's dietetics program is:

The mission of the Didactic Program in Dietetics at Auburn University is to provide a high quality program that will prepare graduates for successful careers as dietetics/nutrition professionals.

PROGRAM GOALS

1. Prepare students for careers in dietetics, foods and nutrition by emphasizing competency in nutritional and food sciences.
2. Provide strong didactic training that fulfills current CADE academic requirements for dietetic practitioners and provides a general foundation for dietetic practice.
3. Encourage students to apply didactic knowledge to practice settings through appropriate work experience during undergraduate training.
4. Encourage and assist students to successfully apply their undergraduate education in dietetic internships.

MEASURABLE OUTCOMES

The DPD at Auburn measures its success by assessing achievement of the following outcomes:

1. Averaged over a 3-year period, 95% of senior-level DPD students will graduate from the DPD.
2. All DPD students will complete an externship in a healthcare setting during their senior year.
3. For those students applying to dietetic internships and averaged over a 12-month period, at least 65% of DPD graduates applying to dietetic internships will receive offers of appointment.
4. Within a year of graduation, at least 90% of DPD graduates will report acceptance to dietetic internships, graduate programs, professional schools, or will be employed in a dietetics-related position.
5. As assessed on the annual survey of DPD graduates conducted 12 months after graduation, 75% of respondents will report overall satisfaction with their educational experience by scoring it at least 3.8 on a 5-point scale.
6. Dietetic internship directors or employers of Auburn graduates will report overall graduate performance with an average score greater than 3.0 on a 5-point scale.
7. For graduates completing dietetic internships, passage rate on the national examination for RDs will exceed 90% each year.

FOUNDATION KNOWLEDGE AND SKILLS

Approval or accreditation of the dietetics program means that it meets specified criteria in terms of content, quality and administration. Based on studies of RDs in the various types of jobs, CADE develops curriculum guidelines for programs to follow. The following list of knowledge and skills necessary for successful completion of a dietetic internship and success as an RD was revised in 2002:

Foundation learning has two parts: (1) knowledge of a topic as it applies to the profession of dietetics and (2) ability to demonstrate the skill at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must have demonstrated the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

1. COMMUNICATIONS

Graduates will have knowledge of:

- Negotiation techniques
- Lay and technical writing
- Media presentations
- Interpersonal communication skills
- Counseling theory and methods
- Interviewing techniques
- Educational theory and techniques
- Concepts of human and group dynamics
- Public speaking
- Educational materials development

Graduates will have demonstrated the ability to:

- Use oral and written communications in presenting an educational session for a group
- Counsel individuals on nutrition
- Document appropriately a variety of activities
- Explain a public policy position regarding dietetics
- Use current information technologies
- Work effectively as a team member

2. PHYSICAL AND BIOLOGICAL SCIENCES

Graduates will have knowledge of:

- Exercise physiology
- Genetics
- General health assessment, e.g., blood pressure and vital signs
- Organic chemistry
- Biochemistry
- Physiology
- Microbiology

Nutrient metabolism
Pathophysiology related to nutrition care
Fluid and electrolyte requirements
Pharmacology: nutrient-nutrient and drug-nutrient interaction

Graduates will have demonstrated the ability to:

Interpret medical terminology
Interpret laboratory parameters relating to nutrition
Apply microbiological and chemical considerations to process controls

3. SOCIAL SCIENCES

Graduates will have knowledge of:

Public policy development
Psychology
Health behaviors and educational needs of diverse populations
Economics and nutrition

4. RESEARCH

Graduates will have knowledge of:

Research methodologies
Needs assessments
Outcomes-based research
Scientific method
Quality improvement methods

Graduates will have demonstrated the ability to:

Interpret current research
Interpret basic statistics

5. FOOD

Graduates will have knowledge of:

Food technology
Biotechnology
Culinary techniques
Sociocultural and ethnic food consumption issues and trends
Food safety and sanitation
Food delivery systems
Food and nonfood procurement
Availability of food and nutrition programs in the community
Local, state, and national food security policy
Food production systems
Environmental issues related to food
Role of food in promotion of a healthy lifestyle
Promotion of pleasurable eating
Food and nutrition laws/regulations/policies

Food availability and access for the individual, family, and community
Applied sensory evaluation of food

Graduates will have demonstrated the ability to:

Calculate and interpret nutrient composition of foods
Determine recipe/formula proportions and modifications for volume food production
Apply food science knowledge to functions of ingredients in food
Demonstrate basic food preparation and presentation skills
Modify recipe/formula for individual or group dietary needs

6. NUTRITION

Graduates will have knowledge of:

Evolving methods of assessing health status
Influence of age, growth, and normal development on nutritional requirements
Nutrition and metabolism
Assessment and treatment of nutritional health risks
Medical nutrition therapy
Strategies to assess need for adaptive feeding techniques and equipment
Health promotion and disease prevention theories and guidelines
Influence of socioeconomic, cultural, and psychological factors on food and nutrition behavior
Complementary and alternative nutrition and herbal therapies
Dietary supplements

Graduates will have demonstrated the ability to:

Calculate and/or define diets for health conditions addressed by health promotion/disease prevention activities or uncomplicated instances of chronic diseases of the general population, e.g., hypertension, obesity, diabetes, and diverticular disease
Screen individuals for nutritional risk
Collect pertinent information for comprehensive nutrition assessments
Determine nutrient requirements across the lifespan
Translate nutrition needs into food choices and menus for people of diverse cultures and religions
Measure, calculate, and interpret body composition data
Calculate enteral and parenteral nutrition formulations

7. MANAGEMENT

Graduates will have knowledge of:

Program planning, monitoring, and evaluation
Strategic management
Facility management
Organizational change theory
Risk management
Management theories

Human resource management, including labor relations
Materials management
Financial management, including accounting principles
Quality improvement
Information management
Systems theory
Marketing theory and techniques
Diversity issues

Graduates will have demonstrated the ability to:

Determine costs of services/operation
Prepare a budget
Interpret financial data
Apply marketing principles
Develop a personal portfolio

8. HEALTH CARE SYSTEMS

Graduates will have knowledge of:

Health care policy and administration
Health care delivery systems
Current reimbursement issues, policies, and regulations

ROLE OF THE DPD IN ACHIEVING THE RD CREDENTIAL

Becoming an RD is a three-step process. It begins with a BS degree from a college or university that has an approved or accredited DPD. (This is the piece of the process that a nutrition/dietetics degree from Auburn provides.) The second step is to complete a post-baccalaureate dietetic internship in an accredited program. And the final step is to pass the national examination for registered dietitians. Once this credential is achieved, the RD must maintain the credential by committing to lifelong learning and participating in continuing education to keep knowledge and skills up to date.

ACCREDITATION STATUS

Auburn's DPD currently is approved by CADE. Our most recent approval period is nearing its end. We are preparing for a site visit by external reviewers that will take place in April 2004. Some months after that visit, CADE will make a decision about the program's status. Our goal is to become fully accredited so that we can continue preparing graduates who will succeed in their careers as dietetics/nutrition.

POLICIES AND PROCEDURES

This handbook has been designed to provide general information and is not intended to be an all inclusive source of information. Students are urged to seek further information from the Department of Nutrition and Food Science (NUFS) located in 328 Spidle Hall, or the College of Human Sciences, Academic Dean's Office located in 266 Spidle Hall, should questions arise.

Students and faculty are subject to policy and procedures found in *The Tiger Cub*, the student handbook of AU. This handbook serves as a guide to the organizations and services available to students as well as a means of reviewing the rules set forth for students by the University. A copy of *The Tiger Cub* can be obtained from the Tiger Cub office located within the food court at Foy Student Union, and an electronic copy is available at: <http://www.auburn.edu/tigercub>

The *AU Bulletin* also provides students with detailed information including academic policies, rules, and courses of instruction offered across campus. To request a printed copy of the Bulletin please contact AU Admissions at 1-334-844-6425 or e-mail www.admissions@auburn.edu

An electronic link can be found at: http://www.auburn.edu/student_info/bulletin/

Auburn University's official website resides at www.auburn.edu provides a wide range of web applications to deliver information and tools that enhance its mission.

ADMISSION

Admission Deposit

Freshmen orientation who meet AU admission requirements and are offered provisional admission are required to pay a \$200 deposit to confirm the offer of admission. The deposit is fully refundable until May 1; however, it is suggested students deposit as early as possible. Deposits will only be taken until the freshman class is full. Students will receive housing information and Camp War Eagle registration materials based on submission of the deposit. Information concerning admissions can be located at: www.auburn.edu/student_info/bulletin/

Camp War Eagle (for Incoming Freshmen)

Freshmen orientation and registration for classes takes place each summer through Camp War Eagle (CWE). Registration information for CWE is automatically sent to all students accepted to AU in early March. Registration for the eight sessions is on a first come, first serve basis. As soon as an individual's registration information is received, a detailed schedule of events will be sent, as well as information on what to bring.

The registration fee for CWE is included in the admissions deposit students pay. The fee covers the student fee and waives one parent fee. Up to four additional parents or guests may attend for \$50 each, which will be charged to the student's Bursar account. The student fee includes two nights' lodging in the residence halls, five meals, snacks, entertainment, a camp t-shirt, and various other program materials, including a student handbook and the University Bulletin.

All students are expected to attend CWE. By attending, students are given priority registration over students not attending the program. If you are unable to attend, contact the Freshman Year Experience office at 844-4501 to sign up for one of the Successfully Orienting Students (SOS) dates. Freshmen can only attend SOS dates that are after the last session of CWE.

Online registration for CWE is available. The website address will be mailed to students eligible to register. If you do not have internet access, please contact the Freshman Year Experience office at 844-4501.

Students who do not attend CWE for any reason will be directed to a session of SOS. This one-day orientation program is offered in late July and mid-August. Students will register for fall semester classes at SOS, but most classes will be filled by this time. It is in your best interest to attend a CWE session. If you are unable to attend, please contact their office for information on SOS.

Centralized student housing is provided and is a necessary part of CWE. The fee covers lodging for the students. Please note that the student and parent programs are separate. The only time that students will see their parents or other guests is during the advising meeting held on the second day.

The student is required to attend all meetings during camp. **If a student leaves at anytime during camp, he or she will not be allowed to register for classes.** More information can be found at:

http://www.auburn.edu/student_info/student_affairs/success/fye/cwe/faq.htm

General Requirements for Undergraduate Degree For Admission

Admission standards are based on the quality of high school grades as well as scores on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT).

The following high school curriculum requirements apply to entering freshmen:

- ~Four years of English
- ~Three years of Social Studies
- ~One year of Algebra I
- ~One year of Algebra II

- ~One year of Biology
- ~One year of Physical Science
- ~One year of Geometry, Calculus, Analysis or Trigonometry

How to Apply

Complete instructions for admission to AU are found at <http://www.auburn.edu/admissions/>. By the appropriate deadline, send a complete application and a non-refundable application fee to:

Undergraduate Admissions Office
202 Mary Martin Hall
Auburn University, AL 36849-5145
334-844-4080

The application is not complete until high school transcripts and college transcripts (if applicable), and official ACT or SAT scores are received by the Admissions Office.

Applications for Federal Student Aid are available from the Office of Student Financial Aid and Scholarships. Scholarship information is found at <http://www.auburn.edu/finaid/> or contact:

Auburn University Office of Financial Aid
Mary Martin Hall
Auburn University, Alabama 36849
334-844-4367

International Undergraduate Admission

Admission to Auburn is competitive and highly selective in all majors. Therefore, international applicants, like all other students, must have an excellent academic record to be considered for admission. Criteria for admission are found at: <http://www.auburn.edu/international/>

A complete application packet includes the following: -

Completed [Application for Admission](#) -Application

fee in US dollars

-SAT/ACT official scores sent directly to AU. Institution numbers for ACT is 0011, and for SAT is 1005

-TOEFL official scores sent directly to AU, if native language is not English

-Official high school or college transcripts -

Financial support documentation -Bank

letter

Deadlines

All International Admissions Applications must meet calendar deadlines set each year and available at: <http://www.auburn.edu/international/>

Generally, applications for Fall semester must be received by the end of the preceding April, and applications for Spring must be received by the preceding October.

All undergraduate information and forms should be sent to the address below:

International Admissions Office
Room 204, Mary Martin Hall Auburn
University, AL 36849-5145

Graduate application materials are sent the address below:

The Graduate School
106 Hargis Hall
Auburn University, AL 36849-5122

Upon acceptance to AU, international students will be sent an Acceptance Packet, which includes a certificate of eligibility for the student visa (I-20).

Test Scores

The American College Test (**ACT**) or the Scholastic Assessment Test (**SAT**) is required of all freshman applicants and undergraduate transfer applicants, who are transferring from universities outside of the United States. Arrangements should be made for the test results to be forwarded directly to the Office of Admissions by the testing agency.

The institution number for the ACT is 0011 and the number for the SAT is 1005.

Further information about testing services and score reports is available. For the ACT, apply online by using the registration form at: <http://www.act.org>. For the SAT, apply online by using the registration form at: <http://www.collegeboard.org>.

Proficiency in the English Language (TOEFL)

If your native language is not English, you must take the Test of English as a Foreign Language (**TOEFL**). Minimum required TOEFL score is 213 for new computerized test and 550 for the written paper-based test. More information about **TOEFL** may be found

at this AU link: [ESL \(English as a Second Language\)](#).

Academic Records

International applicants must provide documentation verifying academic status.

Detailed instructions are found at: <http://www.auburn.edu/international/>

International Graduate Admissions Detailed information is found at

<http://gradweb.duc.auburn.edu/webapp/requirements.html>

A complete application to graduate school includes the following: -

Application form (complete and submit online)

-Application fee in US dollars

-GRE or GMAT official scores sent directly to AU

-TOEFL official scores sent directly to AU, if native language is not English -

TSE official scores (if applying for a Graduate Teaching Assistantship) -

Letters of recommendation

-Official college transcripts

-Financial support documentation (see above link)

-Bank letter

All forms and supporting materials should be sent to the Graduate School at least three months in advance of proposed entrance. Further information and forms are available at the Graduate School at: <http://www.grad.auburn.edu/>

All international students are required to subscribe to Plan II of the student insurance program, or provide evidence of equivalent coverage. Information is available at the AU Medical Clinic.

STUDENT SERVICES

Freshman Year Experience and Students in Transition

CWE (Camp War Eagle) is AU's summer orientation experience for incoming freshmen and their parents. SOS (Successfully Orienting Students) is held for all new and transfer students who do not attend CWE during the summer. More information is available on pp 1 & 2. This program provides help to the new student in making the transition into AU life. These programs promote intellectual and social development leading to personal and academic success. For assistance, call 334/844-4501, or go to the web link at:

http://www.auburn.edu/student_info/student_affairs/success/fye/

Student Success Center

The Student Success Center consists of four program areas that follow students from orientation as incoming freshmen to placement in a job upon graduation, with many developmental activities in between. The objective is to provide programs and activities that promote the academic, personal, and career success of students. See http://www.auburn.edu/student_info/student_affairs/success/ for more details or visit 311 Mary Martin Hall.

Academic Support Services

This program provides academic assistance to all students. The Study Partners Program offers free tutoring services to AU students enrolled in selected undergraduate subjects. Supplemental Instruction provides peer-facilitated academic assistance in specific courses. Individual and group instruction are provided to students experiencing academic difficulty and to those who desire to improve their study skills. Two academic courses, UNIV1000, The Auburn Experience, and UNIV1050, Success Strategies, acquaint students with resources and strategies for successful academic and personal learning experiences. Study Smart, a non-credit study strategies course, is also available. Testing services are available for students, including such national tests such as the ACT, LSAT, and MCAT. For assistance, call 334/844-5972, visit 311 Mary Martin Hall, or go to:

http://www.auburn.edu/student_info/student_affairs/success/support/

Career Development Services

Career counseling and job search assistance is offered to students at various stages of their college experience. Career counselors administer and interpret interest and personality inventories, review and edit resumés, conduct mock interviews, and provide information/assistance to students through a career library, classes, seminars and Internet job resources. Career fairs and other special events are hosted annually to offer students the opportunity to explore work and other career options.

For assistance, call 334-844-4744 or visit 303 Mary Martin Hall, or go to the Career Development Services website at:

http://www.auburn.edu/student_info/student_affairs/success/career/cds_home/

Student Counseling Services

Short-term individual and on-going group counseling are provided to address the emotional/developmental concerns of students. The Safe Harbor Women's Center provides sexual assault/violence prevention programming, as well as counseling services for victims of sexual assault/violence. Their web site can be found at:

http://www.auburn.edu/student_info/student_affairs/safe_harbor/.

The Plains Truth/Reform the Norm campaign promotes healthy/protective student norms and risk-reduction strategies to reduce alcohol use and impaired driving among college age students. The web address is:

http://www.auburn.edu/student_info/student_affairs/plains_truth/

For assistance, call 334-844-5123, visit 118 Foy Student Union, or go to:

http://www.auburn.edu/student_info/student_affairs/success/counseling/

The **Office of Diversity and Multi-Cultural Affairs (ODMA)** has two locations. The main office housed in RBD Library, provides leadership for the university's diversity initiatives from hiring practices to faculty, administration, and student retention efforts. The Multi-Cultural Student Services Unit, located in 345 Foy Union, focuses specifically on ethnic minority student retention.

The mission of Multi-Cultural Student Services is to assist AU's efforts toward maintaining and increasing ethnic minority student retention and graduation rates by organizing a more aware and proactive AU community.

The Office of Diversity and Multi-Cultural Affairs strives to create and sustain a global campus community of interdependent and interconnected ambassadors of the human race. The OMA believes in graduating "whole people". Students who have an awareness of cultures other than their own, and who are given opportunities to work and play outside of their comfort zone.

Center for Diversity and Race Relations

The Center for Diversity and Race Relations is a visual and tangible diversity initiative developed for the entire campus community. It is a multi-cultural center that focuses on helping AU create and sustain an all-inclusive campus environment where all students, faculty, staff, and administrators can coexist in harmony without regard to race, ethnicity, gender, religion, sexual orientation, or any other perspective of diversity.

More information can be found at: <http://www.auburn.edu/oma/>

International Students Organization

The International Students Organization (ISO) is here to improve understanding of foreign cultures and promote relationships between people of these different cultures, shorten the rate of adaption and ease the process, and promote diversity and interaction with American students. ISO is located in 320 Foy Student Union. A link can be found at: http://www.auburn.edu/student_info/iso/

Students with Disabilities

The Program for Students with Disabilities provides reasonable accommodations and services for qualified students with documented disabilities who are attending AU, enrolled in distance learning classes, or participating in programs sponsored by AU.

Students being served by the Program for Students with Disabilities may have priority registration, use of the Assistive Technology Lab, and appointments with professional staff upon request.

Students with disabilities are encouraged to contact the program office prior to or upon enrollment at AU. This office will make every effort to accommodate your needs. If at any time you encounter unnecessary structural or attitudinal barriers, please contact the Program Director.

For more information, contact:

Program for Students with Disabilities
Auburn University
Haley 1244
Auburn University, AL 36849
334-844-2096 (Voice/TTY)
Web address: <http://www.auburn.edu/academic/disabilities/>

Financial Aid

Complete information on sources of financial aid, eligibility rules, and application guidelines can be found in the current AU Bulletin or online at: <http://www.auburn.edu/finaid/>.

The Office of Student Financial Aid is open each weekday from 7:45 a.m. - 4:45 p.m. CST. Counselors are available during these hours by phone and in person. If you prefer to send an E-mail, direct your questions or information requests to: finaid7@auburn.edu. Response is made within 24 hours. The staff can also be reached at 334-844-4723.

Prospective students may contact:

Auburn University Office of Financial Aid
Mary Martin Hall

Auburn University, Alabama 36849
334-844-4367

Students in the College of Human Sciences may apply for financial assistance through the Auburn University Financial Aid office. Information on AU scholarships and additional financial sources such as loans, grants, and student employment are available from the [AU Office of Student Financial Aid](#).

Scholarships

A number of college-based scholarships and awards are designated exclusively for Human Sciences majors. Many of these scholarships are awarded based on a particular major, academic performance, and/or financial need. To be considered for a Human Sciences scholarship, undergraduate or graduate students must be enrolled in an academic program in the College and submit a CHS@AU application by January 1.

Additional information about scholarship opportunities is available from the Academic Affairs Office in 266 Spidle Hall. Watch television hall monitors throughout Spidle Hall for announcements about deadlines.

Students in the College of Human Sciences may apply for financial assistance through the Auburn University Financial Aid office. Information on AU scholarships and additional financial sources such as loans, grants, and student employment are available from the AU Office of Student Financial Aid, 334-844-4367.

The AU Bulletin provides information on numerous privately funded scholarships, University scholarships and memorials, and College scholarships and memorials.

In addition, scholarships are available through:

American Dietetic Association Foundation
http://www.eatright.org/Public/Careers/94_8628.cfm

Alabama Dietetic Association Foundation
<http://www.eatrightalabama.org/scholarcriteria>. PDF

Auburn University Medical Clinic

The AU Medical Clinic is committed to providing a full range of primary care services for all Auburn students, spouses, and dependents as well as faculty, staff, and visitors including initial diagnostic services for illnesses and injuries, immediate and follow-up assessment and treatment for most short-term illnesses, and preventive care services including immunization and women's health services. The Auburn Medical Clinic facility includes laboratory, x-ray, and pharmacy services. Ambulance service is available through East Alabama Medical Center.

Services are provided by appointment (call 334-844-4416) and walk-ins are accepted. Services are provided on a fee-for-service basis with on-site billing services provided to patients. Major credit cards are accepted, and payment plans are available.

The clinic is open Monday-Friday and Saturday mornings. More information is available at: www.auburn.edu/student_info/au_medical.

Student Insurance

The Student Government Association (SGA) sponsors an Accident and Sickness Insurance Plan which is available to registered undergraduate and graduate students, spouses, and dependents. The Plan provides good coverage at reasonable premium rates. Coverage is provided for services at the AU Medical Clinic as described in the Accident and Sickness Insurance Plan brochure. **The SGA sponsored Insurance Plan, or its equivalent, is required for all international students.** It is highly recommended for all other students.

A local representative can be reached at:

I PA, Inc.
1615 Thomason Drive, PMB #107
Opelika, AL 36801
334-749-5858
[email: CustomerService@InsuranceProgramsOfAlabama.com](mailto:CustomerService@InsuranceProgramsOfAlabama.com)
visit: www.InsuranceProgramsOfAlabama.com

Information on student health services and student health insurance is available at the clinic at:

Auburn University Medical Clinic
307 West Magnolia Avenue
Auburn University, AL 36849
334-844-4416 Fax: 334-844-4266

The clinic provides information online at:
http://www.auburn.edu/au_medical/services.html.

Electronic Communications - Student Policy

E-mail is considered an official medium for communicating with students.

All students are responsible for checking their AU issued e-mail account in a timely fashion and on a regular basis.

Every AU student is provided an AU userid which also functions as their AU e-mail address. Upon registration, an [AU User Name](#) is created for each student and is printed on the ID card. Usernames usually start with the first letters of the last name and end with letters from the first and/or middle name. The AU User Name, along with appropriate password(s), gives access to free e-mail, and a number of other computing

resources.

The student's AU User Name also becomes part of the electronic mail address which is assigned after contacting the Office of Information Technology. The Student Voice Information System can be called at 334-844-5800 to get an AU userid and initial password.

Instructions for configuring the student e-mail account are located at:
<http://www.auburn.edu/oit/software/email/stu.html>

Published e-mail addresses appear in the [University Directory](#), as well as in the administrative information management system. This means instructors and administration will use this address to send students important messages and class information. Information about academic progress, degree programs, changes in course prerequisites, exam dates and prerequisites, storm day University closings, new policies, etc. will all be sent by e-mail. In the future, it will be used for more critical types of messages, such as Bursar billing. Any student may deny the release of directory information by completing an address change/information restriction request form available in the Office of Admissions and Records, 100 Mary Martin Hall (See **Protection of Privacy of Information** section).

A *Survival Guide* is a student's guide to computing resources at AU. It is published once a semester and is available in the OIT Computing Labs and from the OIT Help Desk located in 26 L Building.

Information Technology Appropriate Use

AU has a significant investment in information technology resources and as owner of these resources has a responsibility to ensure the appropriate and lawful use of these resources. All existing federal and state laws, and University regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.

In support of the University's mission of teaching, research, and service, AU provides computing, networking, and information resources to the university student community. Such open access is a privilege, and requires that individual users act responsibly, including the conservation of computer resources and consideration of other users.

OIT use policies can be located on the web at: http://www.auburn.edu/it_policies, and departmental policies are generally available on the college or departmental web pages.

Additionally, AU reserves the right to regulate individual resource usage to promote optimum system-wide performance and/or optimum performance for critical or priority

functions. It is the responsibility of each individual to use University Information Technology resources in an appropriate manner and to comply with any Federal, State, or local statutes as might apply to IT resources.

Inappropriate use of computing resources may include, but is not limited to:

1. Negligently degrading, intentionally degrading, or attempting to degrade the performance of the University's system or any system available through the Internet;
2. Penetrating or attempting to penetrate the security of the university system or any system available through the Internet;
3. Depriving or attempting to deprive other users of resources, or access to computer resource
4. Using any computer system or network to send unsolicited, offensive, abusive, obscene, or otherwise harassing communications as determined by the receiver of the message and confirmed by a judicial board;
5. Displaying obscene, pornographic, or sexually explicit or offensive material/images that can be in view of others in a public facility or location;
6. Using a computer account belonging to another individual without the explicit permission of that individual and the Director of the Computing Center or individuals responsible for another university network (students are responsible for all activity originating from their account as well as for its safeguard and use);
7. Negligently, or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying all or part of any computer, computer system, computer network, computer software, computer program, or computer database;
8. Failing to reasonably protect, or intentionally or knowingly giving or publishing any password, identifying code, personal identification code, or other confidential information about a computer, computer system, computer network, or database;
9. Inspecting, modifying, or copying programs, data, or electronic mail without authorization;
10. Placing, posting, or viewing any information in the University's computer system, computer network, or any system available through the Internet which is not in keeping with the educational purposes of the university, such purposes being determined solely by the university; and
11. Specifying false or misleading information when applying for computer access or when being investigated for computer misuse under this policy.

The Office of Information Technology can be reached at:

HelpDesk
helpdesk@auburn.edu
26 L Building
152 Wilmore Dr.
Auburn University, AL 36849
334-844-4944

Resignation and Refunds of Fees

Students who wish to resign from all courses for a term should contact their respective dean's office. To avoid complications with student financial aid and other matters, resignations should not be done through the telephone registration system. Students may withdraw without penalty of failure if they resign no later than midterm, a date specified in the University calendar.

Students officially resigning prior to the start of a term will not be held liable for fees (other than non-refundable fees). Students resigning during the first 15 class days of the fall and spring semesters and the first 5 class days of the summer term and/or session, will be charged a \$100 Resignation Fee.

The liability for fees will not be excused for resignations effective after the 15th class day of fall and spring semesters and the 5th class day of summer term and/or session, except in cases of resignation caused by personal illness (physician's statement required) or call into military service (copy of activation orders required, excluding temporary training assignments). A pro-rata reduction will be made in cases of personal illness and a full reduction for military service activation.

Students suspended for disciplinary reasons are not eligible for refunds or reductions in liability. Students reducing course loads on or prior to the 15th day of classes of fall and spring semesters and the 5th class day of summer term and/ or session may be eligible for a partial refund or reduction in liability of tuition and fees.

Students on scholarships, grants, or loans should check with the Office of Student Financial Aid prior to resigning to see what effect such action will have on their aid status.

Students who believe that extenuating circumstances warrant an exception to the refund policy must submit an appeal in writing to the Director, Office of Bursar, Quad Center. Acceptance or rejection of the appeal will be mailed within 10 business days.

When resigning prior to mid-semester, the student fills out the Resignation Form and leaves it with the Academic Dean's Office to verify the effective date, stamp the form, and forward it to the Financial Aid Office. The form then goes to the Registrar, then to the Bursar's Office. A refund check, if applicable, is mailed in four to six weeks.

For resignations after mid-semester, a different procedure applies. The student must be passing at least one-half of the total hours carried or the hours being failed will count as credit hours attempted and will be included in grade point and academic eligibility computations. On the Resignation Form, the students lists current courses, department and course numbers, credit hours and last day of class attendance. The student asks respective instructors to check the relevant Passing/Failing column and to sign the appropriate line. The student returns the form to the Academic Dean's office.

Withdrawal from the University

Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, must initiate withdrawal procedures at the respective Academic Dean's office. By completing this procedure, the student will prevent future difficulties in obtaining transcripts, or in reentering the University, and will avoid having F's automatically recorded for all courses taken during the semester.

The withdrawal of any student shall not be effective on a date prior to the actual date of withdrawal except in documented cases of serious illness or extreme hardship, and then only upon recommendation of the Academic Dean. If the effective date of withdrawal and the actual date on which the withdrawal occurs are separated by more than one calendar year, the Provost must approve the withdrawal recommendation of the Academic Dean.

Students dropping the only course in which they are enrolled must process a withdrawal from the University rather than processing a schedule change.

For additional information, please refer the current AU Bulletin. This may be viewed on the AU website at www.auburn.edu. Questions may be referred to the Office of Admissions and Records at 334-844-4770 or the CHS Academic Affairs Office at 334-844-4790.

Academic Drop/Add Policy

Drop Without Penalty

Prior to mid-semester, no grade penalty is assigned for dropping a course. A student who withdraws from a course prior to the 15th class day will have no grade assignment; however, after the first 15 days a W (Withdrawn Passing) grade will be recorded for the course. For the summer terms, all withdrawals with grade assignment must be processed prior to the 5th class day.

A course cannot be dropped after mid-semester except under unusual circumstances with special exception granted by the Academic Dean. A course may be dropped with a W after mid-semester only under unusual conditions such as illness, family emergencies, or military obligations. Supporting documentation is required and will be verified. When approval for dropping the course under such circumstances is granted by the Academic Dean, a W may be assigned only when the instructor indicates that the student is clearly passing the course.

Drop with Withdrawn Failing

When approval for dropping the course is approved by the Academic Dean, and if the instructor indicates that the student is failing, a grade of WF (Withdrawn Failing) is assigned and is calculated into the cumulative GPA as a failure.

Grade Adjustment/Course Repeat Policy

All regularly admitted undergraduate students, who were enrolled during Fall 2000 or after, may delete a maximum of three (3) course grades of D or F (including Fail or Unsatisfactory) associated with their undergraduate degree program from the computation of their cumulative Grade Point Average. Deletion of grades is only available to currently enrolled, regularly admitted undergraduate students (with the exception of Veterinary Medicine and Pharmacy) and is not available to former students. Grades and credit considered as transfer credit, courses earned in a previously awarded baccalaureate degree, or grades that have been assigned as a result of academic misconduct, are excluded from this policy.

This policy does not offer exemption from academic requirements for AU degrees; adjustment only applies to grades in individual courses. All core and major requirements must be met for graduation. Grades of D or F/FA/U in required courses may be deleted from the computation of the cumulative GPA prior to a repeat, but must be repeated at AU before graduation. Where a specific course is required for the core or a major, that course must be repeated to replace the deleted grade. Courses covered by this policy and needed to meet core area requirements or elective courses within a major may, subject to the approval of the Academic Dean, be replaced by any course accepted for that requirement, where applicable.

All courses for which a grade is awarded at AU will remain on the transcript. Courses for which a grade has been deleted from the cumulative GPA will have the grade recorded and a notation on the transcript that the grade has been excluded from the earned hours and the cumulative GPA. Students may submit a written request for grade deletion to the Academic Dean's office at any time prior to graduation. Once a request for deletion of a grade has been granted and that grade has been removed from the calculation of the cumulative GPA, the grade and credit cannot be restored. Students should follow guidelines for the repeat of courses in which grades of A, B, or C have been awarded. However, all grades will be used for determining all academic honors. All AU transcripts will include two GPAs: a semester GPA, a cumulative GPA and an adjusted GPA, if applicable. The transcript will carry an appropriate notation that the cumulative GPA may not include grades for all courses attempted.

Other Policies on Repeat of Courses

No student may repeat a course for credit in which the student has previously earned a grade of A, B, or C without written permission by the Academic Dean. Courses specifically designated as repeatable in the AU Bulletin are exempt from this regulation. Students may repeat courses in which they earn a grade of D or F. Grades and hours for both attempts will be included in the calculation of the GPA unless the grade adjustment policy (GAP) has been invoked for the first attempt. If the GAP policy is not invoked in the case of the repeat of a D grade, then the course credit hours may count

only once toward graduation unless the course is designated as repeatable.

Academic Standing (Academic Warning, Suspension, and Expulsion) Minimum standards of scholarship are prescribed by the University for determining whether a student is to be continued or discontinued. This determination is made at the end of the fall and spring semesters, at the end of the summer session, or any part of a semester in which the student has been enrolled. While the academic standing of a student is determined by the AU cumulative GPA, students must earn a 2.0 GPA on both the AU and overall cumulative GPAs to earn a degree.

1. Students, whose cumulative AU GPA falls below 2.0 at the end of any term, will enter the following term on Academic Warning.

2. Any student on Academic Warning will be placed on Academic Suspension if both of the following conditions apply: (1) the semester GPA is below 2.2 and (2) the cumulative GPA on AU course work is below that required to meet the following minimum AU cumulative GPAs:

Seniors 1.97
Juniors 1.90
Sophomores 1.80
Freshmen 1.50

All students, whether beginning freshmen or transfers, receive one semester of Academic Warning before being subject to Academic Suspension.

3. A student who incurs a first Academic Suspension may not enroll in the University for a minimum of one semester. Summer term does not count as a semester for terms of suspension. A student returning from Academic Suspension will be placed on Academic Warning status. A student who incurs a Second Academic suspension may not enroll in AU for a minimum of two semesters. A student who incurs a third Academic Suspension will be expelled.

For a more in-depth discussion of Academic Standing, refer to the Academic Policies section of the current AU Bulletin. An electronic version can be found at:
www.auburn.edu/student_info/bulletin/.

Course Loads

The maximum load for students in undergraduate curricula is 18 hours during the semester, 7 semester hours during the 5-week session, and 13 hours during the 10-week session or any combination of summer sessions.

The maximum load (see page 19) may be exceeded on approval of the Academic Dean. Students may schedule overloads not to exceed 20 hours during the semester or 15 hours during the summer terms or 9 hours during a 5-week session.

Grades, Deferred Grades, and Changing Grades

Final passing grades are A, superior; B, good; C, acceptable, D passing; and S, satisfactory. Final failing grades are F, failure; FA, failure for excessive absences; U, unsatisfactory; and WF, officially dropped with permission of the Academic Dean, but failing at the time of withdrawal.

An Incomplete (IN) may be assigned at the discretion of the instructor if the student is passing but has not completed all assigned work or taken all scheduled examinations. For undergraduates, an IN is calculated as an F in the GPA until it is cleared. Making up a final examination in an undergraduate course is allowed at the discretion of the instructor when there is a documented excuse for the absence.

It is the student's responsibility to meet with the instructor as **soon as possible** to make arrangements for clearing the IN. During the meeting, the instructor should set an appropriate deadline (maximum 6 months) for completing the course.

If IN is not cleared within 6 months of the date the IN was awarded, regardless of the enrollment status of the student, it will become an F in the student's permanent record.

If a student believes that a grade may have been inappropriately assigned, or if any other final grades are in error, the student should discuss the issue with the appropriate instructor. If a change is warranted, the instructor should obtain an appropriate Grade Change Form from the Academic Dean's office.

Student Academic Grievance Policy

The Student Academic Grievance policy, which appears in full in the student handbook, *Tiger Cub*, is designed to resolve academic grievances of students which result from actions of faculty or administrators. An electronic copy is available at:

<http://www.auburn.edu/tigercub/>

The purpose of this procedure is to resolve students' academic grievances resulting from actions of faculty or administration. Resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainants.

Steps Toward Redress

When a student believes he or she has an academic grievance, he or she should

first seek to resolve that grievance by discussions with the instructor or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure.

If the grievance arises from a classroom situation, the student should take the following steps in seeking redress:

- 1) Consult with the instructor involved, in person or by written contact, no later than within the first few days of the semester following that in which the grievance occurred.
- 2) If agreement on or compromise of the problem is not achieved, take grievance to the department head.
- 3) If still not satisfied that a fair and equitable solution has been found, take grievance to the Academic Dean of the school/college.
- 4) As a last resort and only after steps 1, 2, and 3 have been carried out, or been conscientiously attempted, file a written grievance with the University Student Grievance Committee, specifically appointed to hear such complaints.

The student should read carefully Section 4.3 of this policy found in the Tiger Cub (<http://www.auburn.edu/tigercub/>) carefully before contacting the Chair of the Student Academic Grievance Committee.

The Committee Chair must be notified of the filing of a grievance no later than the 20th class day of the semester following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally such consultation should occur within two weeks after the initial student request unless bona fide reasons such as illness, personal emergency, or campus absence for professional reasons make this time limit unreasonable.

In some instances when the personalities or problems involved would make starting at the level of the complaint too awkward or embarrassing, the student may initiate a complaint at the next higher level listed.

An instructor may ask that a student grievance be submitted to the University Student Academic Grievance Committee if, in his or her professional opinion, the resolution procedure suggested to the department head and Academic Dean is not educationally sound.

Types of Grievances

No list of types of grievances could cover all contingencies. The following common types of student grievances; however, are within this Committee's jurisdiction:

- 1) Errors in calculations or recording of quiz or other grades.
- 2) Lowering of grade on basis of attendance if this contradicts the attendance policy

established and communicated in writing by the instructor at the beginning of the course.

- 3) Failure of an instructor to follow University policies in conduct of classes or examination.
- 4) Failure of an instructor to recognize properly authorized excuse of absence.
- 5) Capricious, unreasonable, intimidating or arbitrary actions that harm student's performance.
- 6) Failure of an instructor to grade, return and discuss assigned work within a reasonable time (e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination).
- 7) Failure of an instructor to announce testing procedures, grading policies and the various requirements for successful completion of the course; also, changes in announced policies without due notice and explanation.
- 8) Discriminatory action among students within a class by an instructor (e.g., by singling out specific students for either preferential or adverse treatment).
- 9) Failure of an instructor to honor a specific commitment to a student concerning completion of work delayed because of illness, accident, or other justified reason.

Certain types of grievances, though common, should not be brought before this Committee, although they may be referred to the department head and, if necessary, the Academic Dean of the school/college for administrative review.

Grievances outside the jurisdiction of this committee include the following:

- 1) Differences in grading by instructors teaching separate sections of the same course.
- 2) Personal habits of the instructor, however distracting.
- 3) Fine distinctions between any two grades, which may be appealed only to the instructor.
- 4) Unannounced quizzes.
- 5) Questions concerning academic dishonesty, which should be referred to the proper committee.

Nondiscrimination and Equal Opportunity

AU does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. In addition, AU has designated the Affirmative Action/Equal Opportunity Officer as the responsible employee to investigate complaints relating to discrimination. AU has developed policy guidelines in support of affirmative action. These guidelines are delineated in the *Tiger Cub*. Affirmative Action/Equal Opportunity web site is located at: <http://www.auburn.edu/administration/aaeeo/>.

Protection of Privacy of Information

Maintenance of student information is necessary and vital for University research and policy formation. However, the University recognizes the importance of a student's right to privacy and has developed guidelines to ensure that those rights are honored. The

University will furnish annual notification to students of their right to: inspect and review their educational records; request amendment of educational records considered by them to be inaccurate or misleading or that violate privacy or other rights; a hearing should the University decline to amend such records. The annual notice is published in June in the *Auburn University Bulletin* and can also be found at: www.auburn.edu/student_info/bulletin/.

Student Access to Records

Students have the right to be provided a list of the type of educational records maintained by the University which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any material or document in the educational record of the student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Procedure for Access Procedure for Access Procedure for Access

The Office of Admissions and Records has a complete list of educational records maintained by the University which students may obtain. Students should contact the appropriate office to inspect and review their records. An office may require that a University official be present when a student inspects and reviews his or her educational records. Any questions concerning a student's access to records should be directed to the Director of Admissions and Records.

Students do not have access to:

- 1) Financial records of their parents.
- 2) Confidential letters and statements of recommendation which have been placed in the educational record prior to January 1, 1975, provided such letters or statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended.
- 3) Confidential recommendations, if the student signed a waiver of the right to access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.
- 4) Instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except a substitute.
- 5) Campus Security records which are maintained apart from the educational records, which are used solely for law enforcement purposes, and which are not disclosed to individuals other than law enforcement officials of the same jurisdiction.
- 6) Employment records except when such employment requires that the person be a student.
- 7) Alumni Office records.

8) Physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity or to records created in connection with the treatment of students under these conditions which are not disclosed to anyone other than the individuals providing treatment. A physician or appropriate professional of the student's choice may review these records.

Release of Directory Information

Directory information may not be released by the University without the student's written consent. Directory information consists of student's complete name; local address and associated telephone number; parent/spouse name, address and associated telephone number; mailing address and associated telephone number; E-mail address; photographs, video or other electronic image; participation in recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and most recent previous educational agency or institution attended. A student may deny the release of directory information by completing an address change/information restriction request form available in the Office of Admissions and Records, 100 Mary Martin Hall. To deny the release of information regarding participation in recognized activities the student must notify the Assistant Vice President for Student Life and the student's Academic Dean in writing. To deny the release of athletic information the student must notify the Director of Athletics in writing. A former student, one who is not in attendance, must contact the appropriate offices to deny the release of information.

Release of Educational Records

The University will release a student's education record(s) upon the student's written request. The student must:

- Specify the records to be disclosed.
- Include the purpose or purposes of the disclosure.
- State the party or parties and the address to which the information is to be disclosed.

The student shall, upon request, receive a copy of the record that is to be disclosed. It is University policy to furnish single copies of a student's record at no charge except for the standard transcript fee, if applicable. The University may release students' educational records to the following without prior written consent:

1. University officials who have a legitimate educational interest in the records. University officials are defined as instructors, administrative personnel, and other employees, except personnel of the security or law enforcement unit of AU who in the performance of their duties require access to student records. If University officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.

3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.
4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. Organizations conducting studies for, or on behalf of the University or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information, furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. Accrediting organizations to carry out accrediting functions.
7. Parents of a dependent student as defined in section 152 of the Internal Revenue code of 1954. University officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. Comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. Appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the University to the party receiving the information that no third party is to have access to such information without the written consent of the student.

COLLEGE OF HUMAN SCIENCES

Degree Requirements

To earn the bachelor's degree from the College of Human Sciences (CHS), students must complete the requirements of the University Core Curriculum as well as NUFS curriculum requirements with at least a 2.0 average in all AU courses attempted, at least a 2.0 average on all transfer course credits accepted for the degree program, and a 2.0 average in all course work in the major.

Transfer Requirements

Admission to the College: Students wishing to transfer should request an appointment with an advisor in the Academic Affairs Dean's Office, 266 Spidle Hall. The student's course work will be evaluated and compared with NUFS Nutrition/Dietetics program requirements. Students may transfer into NUFS from another college or school on campus if they have attained an overall unadjusted GPA of at least 2.0 on all courses attempted at AU.

Transfer applicants from another institution must provide two copies of official transcripts from each college attended. A satisfactory citizenship record, a minimum 2.5 cumulative GPA on a 4.0 scale in all college work attempted and eligibility to re-enter the institution last attended are required for transfer admission. Information concerning transfer criteria and credits can be found in the current AU Bulletin at:

www.auburn.edu/student_info/bulletin/.

Course Loads

The maximum load (see page 19) may be exceeded on approval of the Academic Dean. Students may schedule overloads not to exceed 20 hours during the semester or 15 hours during the summer terms or 9 hours during a 5-week session.

Students who desire to take an overload must see the Academic Dean's Office, 266 Spidle Hall, to register for the overload.

Enrolling in Special Problems

All departments in CHS offer Special Problems experiences for undergraduates. Generally, these are research experiences. Some curricula require a minimum number of these hours for graduation. Every student who is contemplating graduate work should be encouraged to enroll in meaningful Special Problems courses.

Special problems credit in CHS usually is limited to a maximum of 7 hours. Requests to exceed this limit are given individual consideration and may be approved. In order to register for a Special Problems course, the student must complete the Request to Register for Special Problems Courses form to obtain the permission of the instructor who is to direct the study, the appropriate advisor, the appropriate department head and the Academic Dean .

A student should be expected to perform about 3 hours of work per week for every credit hour of enrollment. The approved form is then placed in the student's folder and becomes part of the permanent record.

Dean's List

The name of every eligible student who meets certain scholastic requirements (3.80 average with a 14-hour minimum total for a given semester) is placed on a list prepared for the Dean of the College of Human Sciences. This honor is also noted in the student's permanent record.

Minors

The College of Human Sciences offers a Minor in Business, a Human Development and Family Studies Minor, and an International Minor in Human Sciences. More information can be obtained from the Academic Dean's Office, 266 Spidle Hall. The Department of Human Development and Family Studies, 203 Spidle Hall, provides information on the latter HDFFS minors and a coursework requirement link is available at:

<http://www.humsci.auburn.edu/publish.php?id'6>.

Study Abroad

[CHS@AU](#) in Italy offers junior, senior, and graduate students a unique opportunity to earn a full semester of credit and fulfill the requirements for the International Minor in Human Sciences. Students live and study on the [CHS@AU](#) campus in Ariccia, Italy.

This interdisciplinary experience is designed to enable students to broaden their worldviews, increase their awareness and appreciation of cultures different from their own, deepen their understanding of quality of life issues worldwide, and develop an ability to function effectively in a global community.

A brochure containing the application and program details is available in the Academic Affairs Office, 266 Spidle Hall, or for more information on how you can be a part of the [CHS@AU](#) in Italy experience, contact Dr. Dorothy Cavender 334-844-4790; dcavender@auburn.edu).

Student Associations

Human Sciences Student CADRE / Faculty Council

The Human Sciences Student CADRE/ Faculty Council is composed of student representatives and advisors from each professional and honorary organizations in the College of Human Sciences as well as students from all majors in the college. The role of the Council is to represent the College of Human Sciences and provide an information link between student government and students and faculty in Human Sciences. Advisor, Dr. Dorothy Cavender, 334-844-4790.

Honor Societies

Eta Sigma Delta

Eta Sigma Delta is the national scholastic honorary society for Hotel and Restaurant Management majors. Students must be a junior or senior and have an overall grade point average of 3.00 or higher. Membership is by invitation only. Advisor, Carol Dillard, 334-844-6453.

Kappa Omicron Nu

Kappa Omicron Nu is a national honor society dedicated to recognizing and encouraging excellence in scholarship, research, and leadership in Human Sciences. Juniors, seniors, and graduate students majoring in fields of human sciences who have achieved superior scholastic standing are eligible for membership. Advisors, Dr. Dorothy Cavendar and Judith Sanders, 334-844-4790.

Gamma Sigma Delta

Gamma Sigma Delta is an organization with the objectives of improving all phases of agriculture, including production agriculture, biology, environmental studies, agribusiness, and other related sciences. High standards of scholarship and outstanding achievement in career pursuits are encouraged. Senior students elected to membership must rank scholastically in the upper 15 per cent of the class and they must show promise of future leadership in some phase of agriculture in its broadest meaning. Contact: Dr. Dale Coleman, 334-844-1512.

Professional Associations

Student Dietetic Association

The Student Dietetic Association is open to all students with an interest in the areas of food, nutrition and health. It sponsors guest speakers, field trips, and service projects. Advisor is Dr. Sareen Gropper, 334-844-3271

Student Use of Computing Resources in CHS Computer Labs

****College of Human Sciences IT info--links to be up for FALL----**
<http://www.humsci.auburn.edu/IT/policy.html>

Immunization/Health Record

The DPD adheres to University regulations regarding immunizations/health records. In cooperation with the Alabama Public Health Department and for the protection of our students, AU requires new students, including transfers, born after 1957, to provide proof of immunity to measles and rubella. A Tuberculin Skin Test (PPD) is required within eighteen (18) months prior to the first day of class of the semester you enter school. Any student enrolled in NUFS 3041 is required to have a current PPD test (within last 12 months) obtained at their own expense. These tests may be obtained from private practitioners, AU Medical Clinic, or the Lee County Health Department (call for hours when test is administered). All PPD tests must be read 48 hours after being administered. More information regarding medical requirements is available at:
http://www.auburn.edu/au_medical.

Off-campus Facility Dress and Conduct Codes

While in off-campus facilities for class-related experiences, students must comply with all policies, procedures, and rules of that setting. Facility orientation may be required.

DPD students are expected to comply with policies of the facility in which they obtain class-related experience and/or immunizations that may be required for experience.

Injury or Illness

Should any student become ill or sustain any injury while in a class-related experience, expedient emergency care shall be obtained. Students are responsible for financial/medical insurance to cover such emergencies and follow up care as needed. Students should notify their course instructor of medical or non-medical emergencies as soon as possible if they are going to miss a class due to injury, illness or extenuating circumstances. It is the student's responsibility to make up any missed work. **Liability for**

Safety in Travel to or from Off-campus Facilities

Students will be required to provide their own transportation to class-related experience locations. Automobile liability insurance is required in the state of Alabama.

Resignations

In cases where a resignation is the result of hospitalization or a death in the family, the CHS Dean's Office will handle and expedite the process upon request. Call the Academic Dean's Office at 334-844-4790 to coordinate and facilitate an emergency resignation.

Preparing for Graduation

The Office of Admissions and Records had established a Graduation Information Site detailing the latest information for graduating students. Go to:

http://www.auburn.edu/student_info/student_affairs/registrar/graduation/

If you have further questions, call 334-844-2542, 334-844-2541 or 334-844-2540. In the final semester, all graduating seniors must register for a “dummy course”: UNIV 4990. Students are cleared for graduation by the Academic Dean's Office. The Academic Dean's Office verifies that the curriculum model and minimum GPA requirements have been met. Students should go to the Academic Dean's Office, 266 Spidle Hall, to make an appointment for the **credit check procedure** at the time they achieve senior standing, and no later than the semester prior to graduating (i.e., Fall semester if graduating the following Spring).

A minimum of 25 percent of the total semester hours required for the bachelor's degree must be earned in residence at AU. As a general rule, these hours must be taken in the final year and in the school/college curriculum of graduation. However, exceptions to this rule can be made at the Academic Dean's discretion with sound justification. Graduating seniors must clear any deferred grades by the 15th day of their final semester if the courses are to be used to meet graduation requirements. Correspondence courses must be completed by mid-semester.

Graduating seniors must submit a **graduation fee** to the Bursar at the beginning of the semester of graduation. Students must settle all financial obligations to AU prior to graduation.

Students who do not wish to attend graduation should make arrangements with either the Registrar or Dean's Office to graduate in absentia. A **diploma application** must be completed in the Academic Dean's Office prior to the application deadline listed for the semester by the Registrar's Office.

Didactic Program in Dietetics

The following are policies and procedures specific to students enrolled in the DPD. These students must also comply with the policies and procedures of Auburn University and the College of Human Sciences.

Verification Statement

A verification statement is a certificate documenting completion of an approved/accredited Didactic Program in Dietetics (DPD). The BS in Nutrition and Food Science with a dietetics option at AU is an approved/accredited DPD. Therefore,

students who meet the minimum criteria to graduate from the DPD at AU are eligible to receive a Verification Statement.

Verification Statements are issued on or after the student's graduation date. Students already accepted into dietetic internships automatically receive their Verification Statement at this time. Students who need verification statements when applying to dietetic internship or other educational programs after graduating may contact the Program Director who will issue the verification statement.

At least two Verification Statements with original signatures will be given to each qualified graduate. More will be issued if requested. If a graduate loses a previously issued verification statement, replacements will be issued by the Program Director upon the graduate's request.

Verification Statements must have the Program Director's original signature.

Verification Statements may be needed for:

1. Dietetic internship applications made after graduation. (Essential)
2. ADA membership application.
3. RD examination application.
4. State licensure/certification application.
5. Personal files to document education and professional preparation.
6. Non-RD career preparation, such as admission to Dietetic Technician supervised preprofessional training.

Completing DPD Requirements at Auburn University

The following service is provided by the Director of the Didactic Program in Dietetics to students currently seeking admission, accepted for admission, or enrolled at AU; or who have completed their BS degrees in NUFS and need to fulfill recency of education requirements. The list of courses that must be taken is valid only for the Auburn University DPD and would not automatically transfer to any other university's DPD. Verification statements are issued only to students who have completed the required courses at AU, or who have the Program Director's approval to take equivalent courses at another college/university.

Students who may use this service include:

- ~ Graduate students with one or more degrees from a foreign university.
Undergraduate students who are transferring to AU.
- ~ Students with a baccalaureate degree in another field who are establishing eligibility for dietetic internships.
- ~ Students with a baccalaureate degree in nutrition/dietetics who need to meet recency of education requirements for an internship application, and intend doing so through AU.

Graduates of Foreign Universities Applying for Dietetic Internships

Students who have received their degrees from foreign universities and who wish to establish eligibility to apply to dietetic internships must have their prior academic coursework evaluated by the DPD Program Director. This is done after the student has obtained an evaluation of the foreign transcript(s) by an agency approved by the Commission on Dietetic Education. Complete information for international students may be found at this web address: www.eatright.org.

The first step is to have the foreign degree(s) validated as equivalent to the bachelor's or master's degree conferred by a U.S. regionally accredited college or university. Some non-profit agencies that perform this specialized service are listed below. The student should contact the agency for current information, procedure and costs.

Credentials Evaluation Services, Inc.
International Education Research Foundation
P.O. Box 3665
Culver City, CA 90231
310/258-9451
www.ierf.org

Educational Credential Evaluators, Inc.
P.O. Box 514070 Milwaukee,
WI 53203-3470
414/289-3400
eval@ece.org

World Education Services, Inc.:
P.O. Box 745
Old Chelsea Station
New York, NY 10011
212/966-6311
info@wes.org

or
P.O. Box 11623
Chicago, IL 60611-0623
312/222-0882
midwest@wes.org

or
P.O. Box 01-5060
Miami, FL 33101
305/358-6688
south@wes.org

World Education Services, Inc.
Washington, DC 20037-7206
202/331-2925
dc@wes.org

Josef Silny & Associates, Inc.
International Education Consultants
P.O. Box 248233

Coral Gables, FL 33124
305/273-1616
jsilny@jsilny.com

International Consultants of Delaware, Inc.
625 Barksdale Road, Suite 109
Newark, DE 19711
302/737-8715
icd@icdel.com

Educational Document Service
P.O. Box 4091
Stockton, CA 95204
209/948-6589

Academic Credentials Evaluation Institute, Inc.
P.O. Box 6908
Beverly Hills, CA 90212
310/275-3530
acei@acei1.com

Several types of evaluations are available. A detailed course-by-course evaluation should be requested. The evaluation needs to include:

- ~ A statement that the foreign degree(s) is/are equivalent to a BS degree in the US.
 - Credit hours or semester units received for each course.
 - Grades translated from numeric or percentage (e.g. "a mark of 76") to a letter grade (A,B,C,D,F or P, etc.).

This evaluation, together with all university transcripts (both foreign and US if applicable), must be taken to the DPD Program Director who will evaluate the previous academic preparation and identify the courses needed to meet ADA/CADE standards. Some courses will be at the undergraduate level. The student will be given a written list of courses to be completed before a Verification Statement will be issued.

Evaluation Assessment of Prior Learning

AU accepts transfer credits from regionally-accredited institutions. Applicability of transfer work depends upon the equivalence of transfer credits with the requirements of the NUFs/dietetics curriculum. Non-traditional credits awarded by another college or university will be evaluated in terms of current policy at AU. Unless the basis for awarding the credit is readily identifiable, no credit will be allowed until such time as the student, through the awarding institution, can establish the credibility of the work. At this time, the DPD does not award academic credit on the basis of prior learning experiences.

Formal Assessment of Student Learning

Each course has a syllabus describing the general content and objectives of the course, the method to be used for the final course evaluation, and assignment of grades. The syllabus should be described to students during the first week of classes. Faculty are expected to provide a student with significant evidence or assessment of his/her class performance within the first six weeks of the regular academic (Fall/Spring) semester.

Grievance Procedures Related to DPD Curriculum

Students with academic grievances must follow AU Student Grievance Procedures as outlined on page 17. The Commission on Accreditation for Dietetic Education (CADE) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dietetic education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. Students may obtain more information at: <http://www.eatright.org/cade/complaints.html>

A copy of the accreditation standards and/or the Commission/s policy and procedure for submission of complaints may be obtained by contacting the education staff at The American Dietetic Association at 216 West Jackson Boulevard, Suite 800, Chicago, IL 60606-6995, or by calling 1-800-877-1600, ext. 4872.

Internship Comments From Our Graduates

"I felt well prepared for my internship. The material taught in the Nutrition and Food Science classes provided a base of knowledge that I was able to apply during my internship. The requirement of volunteer hours in several courses gave great insight into what dietitians do in the workplace. The textbooks and notes taken in my AU Nutrition courses were very helpful references during my internship. In fact, I still use them." Connie Shipman Hawie, 2001 graduate

"I feel Auburn prepared me very well for my internship. Everything we learned over the past four years got put to use." Erin Kizer, 2000 graduate

"I still look at resources that I bought in Auburn for classes and have a great feeling about my degree from Auburn." Brad Shuford, 1996 graduate

"I have been told by so many people here (another state) how much they respect the students from Auburn. They are equipped with a wide variety of knowledge and are professional and hard workers! Always a good thing to hear." Kathryn Tubb Noah, 1998, graduate

Career Opportunities for Nutrition Graduates

Clinical Dietetics--Work as Registered Dietitian (RD) or Dietetic Technician, Registered (DTR)

- Hospitals, long term care, home health, clinics
- Work as member of health care team
- Entry level jobs available for RDs and DTRs
- Many specialties (pediatric, renal, diabetes, etc.)

Food & Nutrition Management

- Jobs available with and without RD
- Hospitals, long term care, businesses, schools, foodservice contract management companies
- Work with chefs or at spas
- Consult regarding healthy choices on menu

Community Nutrition

- Women, Infants and Children (WIC)
- Public Health Departments
- Cooperative Extension
- Congregate Meals programs

Education and Research

- College, university and health professional school
- Government (FDA, USDA, NIH) and Industry
- Manage or assist with clinical protocols, interventions, or clinical trials
- Basic research (physical and social sciences)

Consultant - Private Practice

- Private practice consultation to hospitals and long term care facilities on hourly or "job" basis
- Client counseling for weight management, eating disorders, sports nutrition, diabetes management, etc., from either physician referrals and/or advertisements
- Sales rep for food, nutritional or pharmaceutical company (with or without RD) Write cookbooks educational programs, or articles for local newspapers or specialty magazines
- Food photography
- Consult with restaurants and/or food industry
- Consult at health clubs / spas as a personal trainer-nutritionist
- Entrepreneurs need to accept risk, but they have the potential to earn large income
- Consultants have flexibility of hours; can choose to work part-time from home

Education

- Teach in 2-year college / culinary school

Create and write curriculum for state board of education, Dairy Council, Cooperative Extension

Worksite wellness--teach nutrition, exercise, fitness, and other health promotion to employees

Employer Categories in Business and Industry

Food (e.g., Campbell Soup, Kraft Foods, General Mills, Proctor & Gamble, Quaker Oats)

Information Technology (e.g., CBORD, Compu-Cal, Computrition, ESHA Research)

Nutritionals (e.g., Mead Johnson, McNeil Consumer Healthcare, Novartis Nutrition)

Nutraceuticals (e.g., Archer Daniels Midland, Cooke Pharma, GeniSoy Products)

Pharmaceutical Sales (e.g., Eli Lilly, Merck, Pfizer)

Food Service Equipment (e.g., Diversey Lever, Ecolab, Hamilton Beach Commercial, Hobart)

Food Service Contract Management (e.g., AraMark Healthcare, Sodexho, Morrison Health Care)

Food Service Vendors (e.g., Precision Foods, Super Bakery, Sysco, US Foodservice)

Medical Equipment (e.g., Bodystat, HealthTech, Johnson & Johnson)

Trade Associations (e.g., Cranberry Institute, Dairy Council, Peanut Institute, Pork Producers)

Corporate Careers

Sales

Marketing

Public relations

Research and development-- labeling, recipes and product information

Production--quality control

Media

Commodity groups (trade associations) hire public relations firms

Radio, TV, newspaper, magazines are major source of nutrition education for the public

ADA Spokespersons--respond to nutrition in the news, give interviews on TV and radio

Cooperative Extension agents often write for the local media

International

Peace Corps

NGO's (non-governmental organizations) such as CARE, Food for the Hungry, or World Relief

United Nations Food and Agriculture Organization

US AID (Agency for International Development)

Multi-national corporations

Consulting and research collaboration

Public Policy / Government

Staff resource to legislator
Government or other regulatory agency, USDA, FDA, NIH, etc.
Health care reform
Supplement labels
Lobbyist in state or federal government

Start with nutrition degree, then use skills for a degree in a related profession

Business (MBA)
Dentist (DDS)
Law (JD)
Occupational Therapist (OT)
Optometrist
Physical Therapist (PT)
Physician (MD or DO)
Physician Assistant (PA)
Podiatrist (DP)
Registered Nurse (RN)
Speech Language Therapist (SLP)
Veterinarian (DVM)

Tuition and Costs for Dietetics Students

SEMESTER COSTS

<i>In-state</i> University Fee 10-15 credits	\$1825.00
Additional Fee per Credit Hour	58.00
College Course Fees per Hour	8.00

Student Fees	67.00
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Books (estimated semester average)	350.00
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Estimated semester tuition and book cost in-state student registered for 10 – 15 credits (includes pro-rated cost of additional 4 credit hours because DPD totals 124 credits)	\$2392.00
<i>Additional one-time charges are listed below</i>	

<i>Non-resident</i> University Fee 10-15 credits	\$5475.00
Additional Fee per Credit Hour	174.00
College Course Fees per Hour	8.00

Student Fees	67.00
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Books (estimated semester average)	350.00
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Estimated semester tuition and book cost for non-resident student registered for 10 – 15 credits (includes pro-rated cost of additional 4 credit hours because DPD totals 124 credits)	\$6103.00
<i>Additional one-time charges are listed below</i>	

Additional one-time charges:

TB test for NUFS 3041 (must be within the previous 12 months) est.	\$ 30.00
Travel to and from laboratory/practicum/externship sites in the following courses: COUN 3100, NUFS 3041, 3620, 4090	varies
Attendance at ALDA Annual Meeting, Montgomery, AL estimated	100.00