



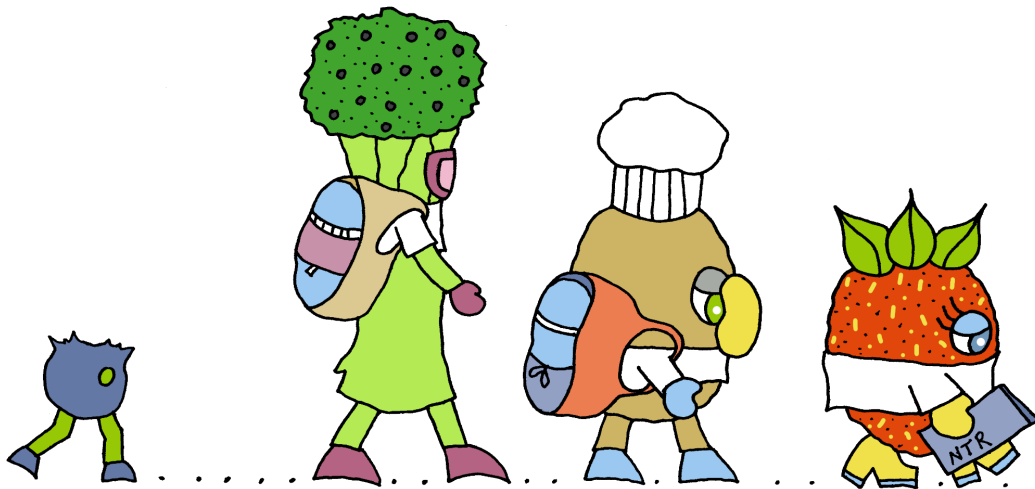
**RUSSELL SAGE COLLEGE**

BE. KNOW. DO.

**NUTRITION SCIENCE DEPARTMENT**

**DPD STUDENT HANDBOOK**

**2024-2025**



**Russell Sage College  
65 1<sup>st</sup> Street  
Troy, New York 12180**



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# INTRODUCTION

This handbook contains information about the Nutrition Science Department Didactic Program in Dietetics (DPD). Included is information regarding the program mission, College mission & philosophy, the faculty, program requirements, applying to the dietetic internship (DI), and other policies and procedures that faculty have established to guide students through the educational process.

Please refer to this handbook throughout your tenure in the Nutrition Program. By accepting admission into this program, the student assumes responsibility for all professional behaviors, policies and procedures cited in this handbook, as well as those in the College catalog.

We are excited about the program that we offer in Nutrition and are pleased that you have chosen to become a Nutrition and/or Dietetics professional. We wish you every success in your chosen career.

*Nutrition Science Department Faculty and Staff*



# ***Program Accreditation***





# **CALENDARS**

# ***MARK YOUR CALENDARS***

***2024 – 2025***

Page 1 of 2

## **Mandatory meetings for all students to attend:**

All Student Welcome and DPD Program Update

- September 3 (2:15 pm – 3 pm)
- September 4 (12 pm – 1 pm)

Alumni Network Night TBD

CDPHP/RSC Nutrition Lecture TBD

# ***MARK YOUR CALENDARS***

## ***2024- 2025***

Page 2 of 2

### **For Juniors and Seniors and DPD Graduate Students**

DI Pre-Select (Early Admission) Information Meeting (1-2pm)	September 4
DI Application Workshop for DPD Students (1 – 2pm)	September 11
DI Information Session (virtual) (2-3 pm)	October 4 & November 1
DICAS Application Workshop for DPD Students (1:30 pm)	January 27
*DPD Reception & Award Ceremony (time TBD)	May 5, 10am

*\*For graduating students completing BS Nutrition Science or MS Nutrition & Dietetics program.*

### **For NTR Club students and DI students**

All nutrition students are highly encouraged to attend

Academy of Nutrition & Dietetics FNCE (Minneapolis, MN)	October 5 - 8, 2024
NYSAND Annual Meeting	TBD Spring 2025

# Russell Sage College

## Academic Year Calendar 2024-2025

### Fall 2024

Classes Begin	August 26
Last Day to Add/Drop a Course	August 30
Labor Day - College Closed	September 2
Faculty Roster Reconciliation Due	September 6
UG Advisory Grades Due	September 30 by noon
December Graduation Applications Due	October 1
October Travel and Study Days	October 12 – 15
Holiday - College Closed	October 14
No Classes - Offices Open	October 15
Advising Begins	October 16
Registration Opens for Spring 2025	October 28
Last Day to Withdraw from UG Classes	November 15
Last Day to Opt for Pass/Fail	November 17
Thanksgiving Break - College Closed	November 27-31
Last Class Day (UG Day Classes)	December 2
Reading Day	December 3
Final Exams (UG Day)	December 4-9
Last Class Day/Exam (UG Evening/Grad)	December 9
Fall Grades Due	December 12 by noon

### Spring 2025

Holiday - College Closed	January 20
Classes Begin	January 21
Last Day to Add/Drop a Course	January 27
Faculty Roster Reconciliation Due	January 31
May Graduation Applications due	February 17
UG Advisory Grades Due	February 24 by noon
Spring Break	March 8-16
Advising Begins	March 17
Registration Opens for Summer and Fall 2024	March 31
Last Day to Withdraw from UG courses	April 11
Last Day to opt for Pass/Fail	April 11
Undergraduate Research Day	April 30
Last Class Day (UG Day Classes)	May 2
Reading Day	May 5
Final Exams (UG Day Classes)	May 6-9

Last Class Day/Exam (UG Evening/Grad)  
Graduating Students Grades Due  
Baccalaureate Ceremonies  
Commencement  
All Other Spring Grades Due

May 12  
May 13 by noon  
TBD  
May 17  
May 19 by 5 pm

**RUSSELL SAGE COLLEGE – NUTRITION SCIENCE DEPARTMENT**  
**ACADEMIC YEAR CALENDAR 2024-2025**

<b>Fall 2024</b>	
Fall semester classes begin	August 26
Last day to Add/Drop	August 30
Labor Day – College Closed	September 2
All Student Welcome & DPD Program Updates	September 3 (2:15-3 pm)
All Student Welcome & DPD Program Updates	September 4 (12-1 pm)
DI Pre-select information meeting	September 4 (1-2 pm)
Faculty Roster Reconciliation Due	September 6
DI Application Workshop for DPD Students	September 11 (1 pm)
UG Advisory Grades due	September 30 by noon
December Graduation applications due	October 1
DI Information Session (virtual)	October 4 (2-3 pm)
Fall DICAS application deadline	October 5
DI Pre-select Applications Due	October 11 (by 5pm EST)
October Travel and Study Days	October 12-15
Holiday – College Closed	October 14
No Classes – Offices Open	October 15
FNCE - Minneapolis	October 5-8
Advising begins	October 16
IPE Conference	TBD
Registration for Spring 2025 Opens	October 28
DI Information Session (virtual)	November 1 (2-3 pm)
Last day to Withdraw from UG classes	November 15
Last day to opt for Pass/Fail	November 15
Thanksgiving Break	November 27 – 31
Last Class Day	December 2
Reading Day	December 3
Final Exams	December 4-9
Last Class Day/Exam	December 9
Fall Grades Due	December 12 by noon

<b>Spring 2025</b>	
Nutrition Dept. Faculty Retreat	TBD
Holiday - College Closed	January 20
Classes Begin	January 21
Last Day to Add/Drop	January 27
DICAS Application Workshop for DPD Students	January 27 (1:30 pm)
Faculty Roster Reconciliation Due	January 31
Spring DICAS Application Deadline	February 1
May Graduation Applications due	February 17
UG Advisory Grades Due	February 24 by noon
Spring Break	March 8-16
Advising Begins	March 17
DI/DPD Advisory Board Meeting	TBD
CDPHP Nutrition Lecture	TBD
Registration for Summer and Fall 2025 Opens	March 31
Alumni Network Night	TBD
Last Day to Withdraw from UG courses	April 11
Last Day to opt for Pass/Fail	April 11
NYSAND AME	TBD
IPE Conference	TBD
Undergraduate Research Day	April 30
Last Class Day	May 2
Reading Day	May 5
DPD Reception & Award Ceremony	May 5 (10am)
Final Exams	May 6-9
Sage Community Health Fair	TBD
Last Class Day/Exam	May 12
Graduating Students Grades Due	May 13 by noon
Baccalaureate Ceremonies	TBD
Commencement	May 17
All Other Spring Grades Due	May 19 by 5:00 pm

# **DEPARTMENT OF NUTRITION SCIENCE**

- **Vision, Mission, Goals**
- **Program Definitions**
- **MS Nutrition & Dietetics/DPD-Dietetics Graduate Student**
- **Entry Into a Dietetic Internship**
- **Nutrition Faculty and Staff Directory**
- **DPD Advisory Board Didactic Program in Dietetics**
- **Nutrition Club Officers**



## **Department Vision, Mission, and Goals**

### **Vision**

The vision of the Nutrition Science Department is to be recognized as a leading nutrition program in the Northeast.

### **Mission**

The mission of the Russell Sage College DPD is to advance the field of nutrition through scholarship, outreach, and preparation of qualified graduates for careers in nutrition and dietetics within a small, private liberal arts college.

### **Goals**

The goals of the Nutrition Science Department derived from the departmental strategic planning document are:

- Goal 1.** Position the department for sustainability and growth
- Goal 2.** Prepare students to be leaders in nutrition
- Goal 3.** Create a dynamic environment where faculty collaborates with internal and external partners to conduct scholarly work
- Goal 4.** Enhance the local and national reputation of the department

## Program Notes

The Nutrition Science program, because of its small size, encourages the exchange of ideas and information among students and between students and faculty to enhance the learning process. The faculty members recognize that students develop personally and professionally as they experience the scientific, management and liberal studies approaches to problem identification and solution. The faculty encourages students with diverse talents and backgrounds to enter the Nutrition Science program.

# PROGRAM DEFINITIONS

## BS/UNDERGRADUATE STUDENT

**BS/Undergraduates** are students who have NOT completed a bachelor degree in any field of study. In addition to the traditional students who are entering college as freshmen for the first time, this would also include those students who have earned an associate degree or someone who has transferred from a different institution into the nutrition program without having earned a bachelor degree elsewhere.

The BS degree in Nutrition Science houses the Didactic Program in Dietetics (DPD), which fulfills the undergraduate requirements for the ACEND accreditation. Thus, students graduating with a BS degree and who successfully complete all DPD coursework\* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

## MS NUTRITION AND DIETETICS/DPD GRADUATE STUDENT

**MS Nutrition and Dietetics graduates** are those students who have earned a Bachelor's degree in a field other than nutrition and dietetics and are currently taking graduate level DPD courses (including undergraduate prerequisites) to allow them to become eligible for a dietetic internship, with the ultimate goal of becoming a registered dietitian (RD). Combined with required non-DPD graduate courses, these students also complete the necessary coursework to earn a Master's degree.

All rules that apply to the undergraduate BS students also apply to the MS Nutrition and Dietetics Students. Thus, MS Nutrition and Dietetics students who successfully complete all graduate DPD coursework\* will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship.

*\*Students need to receive a grade of “C” or above in HUM 201 and all NTR courses, as well as have a cumulative GPA of 2.8 or above in order to successfully complete the DPD and obtain a verification statement.*

## MS – APPLIED NUTRITION GRADUATE STUDENT

**MS Applied Nutrition graduates** are students who already have a BS in nutrition or in another field and have joined the graduate program to complete the master’s requirements and NOT the dietetics requirements. Please refer to the MS section of this handbook for a list of our MS coursework.

## DIETETIC INTERNSHIP (DI) GRADUATE STUDENT

The Dietetic Internship at Sage is only for students who have successfully completed at least a baccalaureate degree and the minimum academic requirements established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Successful completion of a dietetic internship program provides eligibility to take the registration examination for dietitians.

### ***ENTRY INTO A DIETETIC INTERNSHIP***

#### ***IS HIGHLY COMPETITIVE:***

- Be sure to attend the department’s orientation and DI workshops
- We encourage you to do your research and learn about as many DI programs as you can. This is vital to understanding what programs are available and which programs align with your interests. Some DI programs schedule open houses for students, so be sure to look on the program’s website and contact the program director if not listed on the website.
- To learn more about the dietetic internship process, go here:  
<https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>

**NUTRITION FACULTY AND STAFF DIRECTORY  
2024 - 2025**

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## ***FACULTY BIOGRAPHIES***

We are proud of our energetic and progressive faculty. They bring their educational, clinical and research specialization to each of the programs, producing a quality curriculum. Some of the clinical specialties represented by our faculty include pediatrics, geriatrics, genetics, diabetes, management, community nutrition and public health. We enjoy a low student to faculty ratio, which gives you many opportunities for faculty and student collaboration in special projects and teaching assistantships.

### **NUTRITION SCIENCE FACULTY**

**Sonya Irish Hauser, PhD, Department Chair, MS Nutrition and Dietetics Director and Associate Professor**, received Bachelor's degrees in Psychology (Houghton College) and Nutrition Science (Russell Sage College), a Master of Science degree in Nutrition Communication (Tufts University), and a Doctoral degree in Food Policy and Applied Nutrition (Tufts University). Her academic work includes research in the areas of childhood obesity, family and community approaches to obesity prevention, food access and nutrition security, and use of multimedia and web-based technology in health promotion. Other interests include environmental approaches to health behavior change and health and social marketing. She has developed and tested various modes of dissemination for nutrition and physical activity curricula and most recently conducted research on the USDA Summer Food Service Program (SFSP). She has authored numerous scientific papers and speaks regularly at academic meetings and conferences. As well, she writes and contributes to articles for popular press and consults for various public health organizations and community groups on a regular on-going basis. She teaches Principles of Nutrition SCI 120, Foundations of Nutrition NTR 201, Nutrition Communication NTR 555, Weight Management NTR 562, Nutrition Programs and Interventions NTR 561, and Directed Research NTR 690, NTR 691.

**Martha Wasserbauer, MS, RDN, CDN, CNSC, Didactic Program in Dietetics Director and Assistant Professor**, received a Bachelor of Science in Biology from St. Lawrence University, a Master of Science in Nutrition Science from Syracuse University, and completed her dietetic internship at Cornell University. She began her career in outpatient pediatrics at Mountain View Pediatrics in Plattsburgh, NY where she developed a pilot nutrition program, and provided nutrition and breastfeeding counseling to families and children. Martha then transitioned to clinical nutrition at St. Peter's Hospital in Albany, NY and became a Certified Nutrition Support Clinician. Her unit coverage included the cardiac ICU and step down, NICU, and outpatient nutrition office and she was responsible for training and mentoring her colleagues in parenteral nutrition. Her primary research interests include molecular nutrition, biochemistry and nutrition support. Martha has held leadership positions with the Hudson Valley Academy of Nutrition and Dietetics and served as the President from 2021-2024. She teaches Nutrition Metabolism I (NTR 401/501), Nutrition Metabolism II (NTR 403/503), Medical Nutrition Therapy I (NTR 404/504), Medical Nutrition Therapy II (NTR 417/517), Nutrition Support (NTR 563), and Nutrition Science (SCI 120). [wassem2@sage.edu](mailto:wassem2@sage.edu)

**Laura A. McClure, MSPH, CTR**, Assistant Professor, received a Bachelor of Science degree in Biology (College of William and Mary) and a Master of Science in Public Health in Public Nutrition (Emory University). Laura began her career in the field of cancer surveillance at the Cancer Prevention Institute of California where she worked as an epidemiologist. There she used cancer registry data to monitor trends in cancer incidence and mortality. She then worked for 13 years at the University of Miami Miller School of Medicine in the Public Health Sciences Department where she served as Research Support Manager on a variety of chronic disease studies. In this role, she was responsible for supporting all aspects of a large number of locally and federally-funded research studies in the areas of cancer, smoking cessation, occupational health, sensory impairment, and mindfulness. She also guided students of the Master of Public Health program in applying research methods to their thesis topics and to work on studies conducted by department faculty. Laura teaches Directed Research I and II (NTR 690/691), Research Methods for the Health Sciences (NTR 551), and Epidemiology for the Health Sciences (NTR 553). [mcclul2@sage.edu](mailto:mcclul2@sage.edu)

**Natalie Newmeyer, MS, RD, LDN**, received a Bachelor of Science in Nutrition (Dietetics) from Arizona State University. She completed the Iowa State University Dietetic Internship and received her Master of Science in Applied Nutrition from Northeastern University. Natalie is a clinical dietitian specializing in malnutrition, end-stage renal disease, and gerontology who transitioned from clinical practice to public health research in 2021, investigating the intersection between frailty and malnutrition on patient outcomes while working on various frailty projects with Dr. Dae Hyun Kim's Team at the Marcus Institute for Aging Research. She is trained in qualitative research techniques, including semi-structured interviewing and rapid qualitative analysis. She has been trained in administering the Comprehensive Geriatric Assessment, the Frailty Index, and the Montreal Cognitive Assessment. She also completed the Cognitive Behavioral Therapy Intensive Course and is certified through the Professional Education Systems Institute (PESI) in CBT, which she integrates into her practice. Professor Newmeyer teaches Introduction to Nutrition (SCI 120), Current Issues in Nutrition (NTR 522/422), Advanced Medical Nutrition Therapy (NTR 525), and Nutrition Counseling (NTR 507/407). [newmen@sage.edu](mailto:newmen@sage.edu)

**Selina Preyer-Blakney, MS, RDN, Assistant Professor and MS Applied Nutrition Program Director**, received a Bachelors of Professional Studies in Baking and Pastry Arts Management from the Culinary Institute of America. She completed her Dietetic Internship and received a Master of Science in Applied Nutrition from Russell Sage College. For the past six years, Selina was the Education Director for The Sylvia Center, a non-profit organization that educates young people and their families through culinary programming to promote health and well-being. In her role, she oversaw quality delivery of diverse programs including a curriculum of 80+ evidence-based lessons and developed and led organization-wide impact strategy. During her time with TSC, she doubled program reach and implemented new evaluations and impact measurements, in partnership with Columbia University's Mailman School of Public Health.

Professor Preyer-Blakney has been an adjunct professor for Russell Sage College for the past six years and has 15+ years of food service and hospitality experience. In 2024, she was honored as one of Hunter College NYC Food Policy Center's 40 Under 40 Rising Stars in Food Policy. She currently teaches Introduction (NTR 211) and Advanced Food Science (NTR 402/502), Introduction to Nutrition (SCI 120), and Quantity Foods Production (NTR 314).

**Lisa L. Schmitt, MS, RDN, CDN** received a Bachelor of Science in Nutrition Science, completed the Dietetic Internship, and received a Master of Science in Applied Nutrition at Russell Sage College. She began her career in nutrition and dietetics in 2011 as a Dietetic Technician, Registered (DTR), working in community nutrition for five years as the Program Manager for Cooking Matters Connecticut in Bridgeport, CT. In addition to teaching cooking and nutrition, Lisa also participated in many community outreach events, such as cooking demos at local Farmer's Markets and health fairs as a representative of the Cooking Matters program. She also gained experience in food service management and clinical nutrition as a Diet Tech at Danbury Hospital in Danbury, CT and long term care experience at Fulton Center for Care and Rehabilitation in Gloversville, NY. In 2021, Lisa earned her Registered Dietitian (RD) credential and her most recent experience has been working in acute care clinical and long term care at Nathan Littauer Hospital and Nursing Home, starting as a part time dietitian and working up to Clinical Nutrition Manager.

## **NUTRITION SCIENCE STAFF**

**Kathryn Mennillo, MS, RDN, CDN, Dietetic Internship Coordinator**, received a Bachelor of Science degree in Dietetics at SUNY Oneonta, a Master of Science degree in Applied Nutrition and completed the Dietetic Internship at Russell Sage College. She has experience in a wide variety of areas including acute care at National Jewish Medical & Research Center in Denver, Colorado, Nathan Littauer Hospital in Gloversville, NY and Saratoga Hospital in Saratoga Springs, NY where she also served as the co-chair of the hospital Wellness Committee. She has food service and long-term care experience as the consultant RD for eight assisted living facilities in the capital region through the company Crandall Corporate Dietitians, and home care experience as the sole RD for Saratoga and Montgomery counties at Centerwell Home Health Agency. Currently she is an independent consultant at Loudonville Assisted Living Residence and continues to work per-diem at Saratoga Hospital.



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## **NUTRITION CLUB OFFICERS**

**2024-2025**

The Nutrition Department is seeking students for the following leadership positions in the Nutrition Club. Contact Professor Wasserbauer at [wassem2@sage.edu](mailto:wassem2@sage.edu) if you are interested.

President:

Vice President:

Secretary:

Treasurer:

Social Media Chair:

Faculty Advisor: Professor Martha Wasserbauer

# **PROFESSIONAL BEHAVIOR AND EXPECTATIONS**

- **Professional Behavior**
- **Classroom Etiquette**
- **Dress Code**
- **Nutrition Students Professional Communication**
- **Russell Sage College Netiquette Policy**
- **E-mail Policy for Russell Sage College**
- **Guidance for Distance Education (Online) Courses**
- **Procedure for Requesting Letters of Recommendation**

## ***PROFESSIONAL BEHAVIOR***

Becoming a professional involves learning and commitment beyond the mastery of the profession's "body of knowledge." It encompasses the integration of attitudes, values and behavior that reflect personal integrity, respect for self, respect for the right of differing viewpoints, and a sense of responsibility as a contributor to a community of people. Our programs have been designed with teaching/ learning experiences that will allow students to continually work toward achieving the following:

1. A positive view of self and increased self-awareness as demonstrated by:
  - Self-advocacy
  - Self-initiating behaviors
  - Dependability
  - Comfort defending one's own position
  - Tolerance of error
  - Seeking and obtaining feedback
  - Constructive response to criticism modifying behavior as appropriate
  - Direct verbal and nonverbal communication
  - Continual values clarification
  
2. Interpersonal competence as demonstrated by:
  - Listening to and hearing others
  - Skills and strategies to increase collaboration
  - Empowering others
  - Sensitivity to the agenda and values of others
  
3. Commitment to learning and contribution to learning of others:
  - Seeking and contributing new ideas
  - Enthusiasm in learning situations
  - Contributing to or originating discussion
  - Eliciting input, opinions, and participation of others

## ***DRESS CODE***

We advise the following Dress Code when students will be representing Russell Sage College on and off campus. Business Casual: includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot. Nice jeans without holes may be appropriate in some environments, as well as sneakers.

## ***Classroom Etiquette***

### **Take responsibility for your education**

Instructors are here to create a learning environment – whether or not you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course. Your tuition pays for a seat in the course, not a guaranteed good grade. What you do in that seat or how often you come to class and take that seat is entirely up to you. Students are advised to limit work hours and make their coursework their priority.

### **Accept that instructors' classroom policies, procedures and teaching styles vary.**

Some instructors enforce attendance policies vigorously; others are more lenient. Assignments and classroom discussions/events are at the discretion of the instructor. Each instructor has the freedom and authority to set his or her course policies and guidelines.

### **Attend class**

Students who attend class, listen to the instructor, ask questions, and take good notes are more likely to pass with a higher grade. If you must miss a class, contact your teacher ahead of time to let him or her know that you will not be there. **DO NOT** ask the instructor to repeat material you missed because you skipped a class.

### **Be on time**

Do not take it upon yourself to decide when class begins or ends. The instructor will start class on time and dismiss the class when appropriate. Walking in late disturbs everyone. At Russell Sage College and many places of employment, tardiness communicates lack of interest and lack of dependability. If you will knowingly be late for class, please consider dropping the class (if the problem will be ongoing) or discuss this with your instructor ahead of time.

### **Come to class prepared – Turn your work in on time**

Complete assigned readings before coming to class. Make sure to bring common classroom supplies such as a pencil, paper, textbooks, test materials, etc. along with completed homework. Students who attempt to complete their assigned homework in the classroom at the last minute often earn lower grades and are more likely to miss deadlines. Instructors recognize those students who consistently cannot meet assignment deadlines. If an instructor is lenient on an “emergency” extension of an assignment due date, have the good sense to know that it is unreasonable to ask again. (This does not pertain to students who qualify for reasonable accommodations based on a documented disability.)

### **Ask appropriate questions**

It's good to ask questions and make comments, but keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions.

### **Practice common courtesies**

Remember that in college, as in every other area of life, politeness and respect count.

- Do not have private conversations with your neighbors during class.
- Turn off cell phones and beepers. The noise is distracting to other students.
- Do not send text messages during class. Despite what you think, instructors CAN see you typing beneath your desk.
- Respect all opinions. Others may have different ideas and opinions from yours, they may ask questions that you perceive to be "stupid," but they deserve the same level of respect from you as you wish from them.
- Unpack before class/pack after. The sound of zippers on backpacks along with the rustling of papers and/or jackets also disrupts the classroom and indicates lack of respect.

### **Respect your instructor**

Openly challenging the instructor's knowledge or authority in the classroom is improper. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner.

### **If you are struggling with your coursework, seek assistance.**

Your instructors are willing to assist you. However, there are many other ways to get help: Tutoring is available through the academic learning center; proofreading and paper critiquing is available at the writing center.

### **Acceptable Language and Tone**

Profane language is unacceptable, at all times in the classroom.

Do not whine or complain. This action reflects on you poorly!

Conduct yourself as you want to be remembered. Know that faculty is often asked by students for letters of recommendations. Will your poor classroom behavior get in the way of getting the kind of letter you are hoping for??

### **Advice from Weber State University:**

Don't ask these questions which are classic sources of annoyance for professors:

- "I missed class – Did we do anything important?"
- After chatting with your friend for five minutes, "Could you repeat that?"
- In the middle of a fascinating discussion on a new concept: "Will this be on the test?"
- At the end of the semester after missing numerous assignments: "Is there extra-credit in this class?"

## Guidance for Distance Education (Online) Courses

Internet – You are expected to have internet access readily available when you begin the course. In some cases, even if you have internet access you might need to view video and audio files on a computer that has a faster internet connection.

Moodle– Sage uses Moodle (<http://moodle.sage.edu>) as its course learning management tool. It is recommended that you use Firefox as your browser since it works best with Moodle. You can download Firefox for free: <http://www.mozilla.org/en-US/firefox/new/>.

If you are unfamiliar with Moodle, there are tutorials available on Moodle. Click on Student Central in the toolbar and select “Moodle Student FAQ’s”. If you have reviewed the tutorials and still have questions, please let me know. If you are experiencing problems with Moodle, please contact the help desk by phone (518) 244-4580 or by email [sageonline@sage.edu](mailto:sageonline@sage.edu). Please note that Password reset requests should be directed to the helpdesk at (518) 244-4777.

### What to Expect from an Online Course

A self-disciplined student will find online college courses to be rigorous, challenging, and engaging. A typical online college course will require as much or more work than a traditional college course. Most online courses require substantial reading and writing skills to master the subject. You should expect to spend 10-15 hours per week working in the course in order to complete the learning activities, take quizzes or exams, and participate in the classroom discussions.

Being a successful online student requires knowing where to go for the information you need and activities you are to complete. Become familiar with the Moodle environment and the technology necessary to be successful in an online classroom. You will want to learn how to: access course materials, communicate with classmates and your instructor, submit homework, take tests, and check your grades.

Students enrolled in online courses need to possess good time management and communication skills in order to be successful. Below are guidelines to help you be a successful online student:

- Pace yourself. You will need to pace yourself and stay on top of the course schedule at all times. You also will need to set aside blocks of time to do your coursework when you will not have distractions. Be diligent and protective of your study time.
- Do not fall behind. If you must be away from the course for a legitimate reason such as illness, contact your instructor immediately and arrange for when you will be able to get caught up with your coursework.
- Follow up with your instructor(s) if you are experiencing challenges. Make arrangements for the completion of any coursework you may have missed.
- Engage yourself. You will need to communicate regularly with your instructor(s). You also will engage with your classmates in discussion forums or other types of learning activities. Don’t be shy about being fully engaged in your learning.



- Log into the classroom at least twice a week and check for new announcements, learning activities, and messages. It may be advantageous to setup a schedule and block specific times for study and coursework.
- Review the course schedule and keep track of due dates for projects, learning activities, exams, etc.
- Ask questions when you don't understand something, and don't wait until the day before a learning activity is due or you may not be able to get the help you need.
- Contact the Service Center if you have a technical problem accessing the course.
  - Problems logging into Moodle – Contact The Russell Sage College Service Center at (518) 244-4777 or create a ticket at <https://sc.sage.edu>.
  - Other technical problems within Moodle – Contact Sage Online at 518-244-4580, [sageonline@sage.edu](mailto:sageonline@sage.edu).

### Class Attendance

It is strongly suggested that you enter the classroom a minimum of twice a week. Of course, submitting a learning activity counts as entering the classroom. This will help assure that you do not fall behind and that you do not miss important information that may be posted by the instructor.

### Submitted work naming convention

Save and submit all your work in discussion assignments as a MS Word file. Make sure to save your files using the convention LAST NAME, FIRST INITIAL, COURSE ABBREVIATION, SEMESTER AND YEAR, AND ACTIVITY NAME OR NUMBER.

Example: Smith\_L\_BUS\_325\_P12019\_CaseStudy1

### Time Management and Late Activities

Expect to spend approximately 10–15 hours per week on each course. You should spend approximately 3-4 hours online each week (reading and responding to others) and 9-12 hours off-line (reading and completing written learning activities). Make sure to give yourself enough time to submit work that represents the best of your abilities and that has been completed without collaboration with other students. Collaboration without instructor knowledge/permission is considered academic dishonesty and can result in a failing grade for the course. As per College policy, the burden on avoiding plagiarism falls solely on the student.

Deadlines are an unavoidable part of being a professional and online courses are no exception. Avoid any inclination to procrastinate. To encourage you to stay on schedule, due dates have been established for each learning activity. It is your responsibility to understand the late policies, as explained in the syllabus, for each course. It is your responsibility to ensure your learning activities are uploaded into Moodle properly and on time. After learning activity upload you can go back into the assignment area in Moodle to ensure your learning activity has been uploaded. It is also your responsibility to allow enough time so that if there is an issue with the upload or a technology glitch, you still have time to upload your learning activity before the due date.

**Nutrition Science Department  
Professionalism Preparedness Guide**

Student \_\_\_\_\_ Advisor \_\_\_\_\_

NUTRITION SCIENCE DEPARTMENT CRITERIA OF PROFESSIONALISM	FIRST ASSESSMENT: Date _____			SECOND ASSESSMENT: Date _____		
	Outstanding	Satisfactory	Unsatisfactory	Outstanding	Satisfactory	Unsatisfactory
<b><u>Integrity</u></b> Demonstrated by... <ul style="list-style-type: none"> <li>• Taking Leadership Roles</li> <li>• Oral Communication</li> <li>• Written Communication</li> <li>• Initiative</li> <li>• Motivation</li> <li>• Perseverance</li> <li>• Trustworthiness</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Responsibility/Maturity</u></b> Demonstrated by... <ul style="list-style-type: none"> <li>• Showing Respect</li> <li>• Being Punctual</li> <li>• Appropriate Reaction to Stress</li> <li>• Participation, engagement</li> <li>• Adaptability</li> <li>• Managing Workload</li> <li>• Takes constructive criticism</li> <li>• Poise</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Personal Presentation</u></b> Demonstrated by... <ul style="list-style-type: none"> <li>• Positive Attitude</li> <li>• Genuine</li> <li>• Edge/tone</li> <li>• Humility</li> <li>• Showing Courtesy</li> <li>• Professional Etiquette</li> <li>• Personal Appearance (Dress and Posture)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths to cultivate: \_\_\_\_\_

Additional comments: \_\_\_\_\_

*For students who will apply to Dietetic Internship programs, your faculty references will be asked to rate you according to a standardized professionalism criteria. We like to provide our students with this criteria well in advance so they're aware (see prior Page). Professionalism and personal conduct are as important as GPA in terms of securing a spot in a Dietetic Internship and, like your grades, will be assessed throughout your program of study. This criteria is discussed in detail in NTR 201 (Foundations of Nutrition), but please contact your advisor with questions or concerns at any time.*

## **NUTRITION STUDENTS PROFESSIONAL COMMUNICATION**

Here are some tips to use when addressing college faculty:

### **Addressing the Deans:**

Dean "last name." For example, for the Dean of the School of Arts and Sciences, Dean Andrea Rehn, you would say:

Dean Rehn.

### **Addressing the Faculty:**

Dr. "Last name," Professor "Last name," or Ms./Mr. "Last name." When in doubt, use Professor "last name."

Only use a first name when asked to do so by the faculty.

### **This is the proper way to address the faculty in the Nutrition Science Department:**

- Dr. Hauser – Department Chair, Associate Professor, Graduate Programs Director
- Professor Schmitt– Dietetic Internship Director
- Professor Mennillo - Dietetic Internship Coordinator
- Professor Preyer-Blakney – Assistant Professor, MS Applied Nutrition Director
- Professor Wasserbauer - Didactic Program Director, Assistant Professor
- Professor McClure - Assistant Professor
- Professor Newmeyer - Assistant Professor

## **E-Mail Etiquette**

Never use "Hey!" Avoid "Hi" or any other casual greeting. The most appropriate way to address faculty include: Dear Dr./Professor/Ms./Mr. "last name." You may use Hello Dr./Professor/Ms. "last name." Following are some examples:

- "Dear Dr. Hauser" or "Hello Professor Wasserbauer"
- "Good afternoon Professor Lindemann"
- "Good Morning Professor Schmitt"
- When communicating with your dean: "Dear Dean Rehn" (Avoid addressing with "Hello". Use formal communication when addressing a Dean.)

## **Russell Sage College Netiquette Policy:**

### **Online Access**

- Do not allow anyone access to the RSC network or any online course through your account. Make sure you log out when using public computers. Allowing anyone (parents, friends, spouses, etc.) to access the course or see other students' work violates federal privacy laws. Do not share your password with anyone or allow anyone to use your account.
- Students taking online and hybrid courses are required to use their sage.edu email account when communicating with instructors and classmates.

**Note:** For further information, reference [Sage's Information Technology Acceptable Use Policy](#).

### **Adhering to College and Federal Regulations**

- Do not post anything illegal, harassing, sexually suggestive, or inflammatory on your personal profile, course discussion boards or any other institutional portals. This includes posting racy photos and using curse words, and religious, racial, sexual, or ethnic epithets. Further, do not post anything that would violate [Health Insurance Portability and Affordability Act \(HIPAA\) regulations](#), or the [Family Educational Rights and Privacy Act \(FERPA\) regulations](#). Your comments should relate to course content and not try to influence your classmates to your political, social, or religious beliefs or values. These are academic courses, not social networking sites. If instructors see something that they think might offend others, they might remove it or ask you to remove it. If you aren't sure about something, talk to your instructor before posting. Repeat offenses may result in further disciplinary action.

### **Spelling, Grammar, and Punctuation**

- Follow the rules and conventions of standard English; use correct spelling, grammar and punctuation. Avoid use of text speak such as CUL8R, LOL or emoticons.
- Use normal capitalization. Typing in ALL CAPITAL LETTERS is the Internet equivalent of yelling at someone. Don't do it in e-mail or in the discussion boards. Also typing messages in all lower case makes your message difficult to read.

### **Cybersecurity**

- Do not spam your classmates or instructor with e-mail advertisements or solicitations either through Moodle or their e-mail accounts. Students in this course have the same

right to privacy as others. Also, please do not add classmates or **instructors to e-mail** lists for jokes, horoscopes, religious materials, commercial information, or anything else that does not relate to class work.

## **Formal Address and Online Discussion**

- Address your classmates and instructors by name in course communication (such as e-mails, discussions posts). For example: "Hi Ms. Smith, I have a question"... or "Tamika, I like your answer to that question." This shows that you recognize the person at the other end of the communication.
- Unless instructed otherwise, assume that your instructor prefers to be referred to in more formal terms, (i.e., Professor Smith, Dr. Jones, Mr. Davis, Ms. Grey).
- Be respectful of those in the academic community. Do not make demands or threats. Think about what you want from your instructor or your classmates before you send an angry e-mail or make an angry discussion post.
- Discuss personal matters, grades, and policy matters with instructors via e-mail, voice chat, over the phone, or in their offices, not in the course discussion boards. Refrain from posting complaints, rants, or problems about the course or your life in the discussion board.
- Remember to identify your class/section, e.g., ENG 101-30, and the topic of your message in the subject line of your email, so your instructor can relate your question to a specific person and class.

### **o Discussion Board Guidelines**

- Make posts that are on topic and within the scope of the course material
- Review and edit your posts before sending
- Be as brief as possible while still making a thorough comment
- Always give proper credit when referencing or quoting another source
- Be sure to read all messages in a thread before replying
- Don't repeat someone else's post without adding something of your own to it
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point
- Always be respectful of others' opinions even when they differ from your own
- When you disagree with someone, express your differing opinion in a respectful, non-critical way
- Do not make personal or insulting remarks
- Be open-minded

Published: 06/12/14; Netiquette Policy - Rules and Requirements adapted from Surry College; Discussion Board Guidelines adapted from University of Florida

**YouTube Netiquette Video Link: <http://www.youtube.com/watch?v=DwdqQjCfWSc>**

## E-mail Policy for Russell Sage College

Sage considers the College's e-mail system ([username@sage.edu](mailto:username@sage.edu)) address the exclusive vehicle for official college e-mail communications. As such, ([username@sage.edu](mailto:username@sage.edu)) will be considered the official e-mail address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage e-mail account (on MySage) to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. All students are responsible for managing their disk quota such that there is room for new mail to arrive. Any electronic business conducted with the College must be done via a [sage.edu](mailto:sage.edu) account.

In addition to this change in communication policy, Russell Sage College is delighted to announce the online e-service called SageAdvisor. You can access the following information online, only through your MySage account:

- Account summary
- Grades
- Grade point average by term
- Transcript
- Academic evaluation (formerly Degree Audit)
- Class Schedule

SageAdvisor is a web based tool that will provide a wide spectrum of institutional services and information that will be provided within MySage and available to you when you need them. These services are categorized into three user groups: Students, Faculty/ Advisors, and Employees. Your personal information and services can be accessed in the areas that reflect your role(s) at Russell Sage College.

To get started, login to your MySage account and click on the appropriate sub-tab group located on the sub-tab bar.

If you need help with your password, please call the helpdesk at (518) 244-4777. Passwords can also be reset in the libraries or computer labs (you will be asked to show photo ID). For assistance with technical or operational issues (such as options not working or pages are loading with errors) you may also call or e-mail the helpdesk ([helpdesk@sage.edu](mailto:helpdesk@sage.edu)). Questions regarding content or information within certain options should be directed via email: [sageadvisor@sage.edu](mailto:sageadvisor@sage.edu)

## PROCEDURE FOR REQUESTING LETTERS OF RECOMMENDATION FROM FACULTY

Provide faculty with at least one month's notice for completing your letters of recommendation. At least month before your letters are due:

1. Type a list of all the Dietetic Internships (DI)/college programs to which you are applying. Include the complete name, title, credentials and address of the Dietetic internship director.
2. Update your resume.
3. Request recommendations from faculty via email or in person.
4. Hand in to the faculty, **at least one month** before your deadline:
  - a. A copy of the list of DI/college addresses (can be e-mailed)
  - b. A copy of your updated resume (e-mailed)
  - c. A worksheet that includes:
    - i. Courses taken with that faculty and the grades you received on the course and completed projects. E.g., NTR 211, Grade A-, Menu Project Grade 89/100.
    - ii. A list of your strengths and weaknesses
    - iii. Your career goals
    - iv. A list of work and volunteer experience (non-nutrition related experiences count)
    - v. Any other relevant information, especially qualities that distinguish you from others, obstacles you have overcome, etc.

It is highly recommended that you set up an appointment with a faculty member to review your DICAS application packet and answer any questions that you might have regarding the application at least two (2) weeks before the application is due.

Note that some faculty may ask you to write your own letter of recommendation to help highlight some of your best qualities. **\*\*Note:** Letters of recommendation requested less than one month before the deadline may not be accommodated.

# **ACADEMIC ADVISING**



## Health Advisement and Counseling

You are expected to notify your faculty advisors if serious personal or health problems develop which will require you to miss class for an extended period. Please refer to the student handbook found on the web-site. <https://www.sage.edu/student-life/office/student-handbook/>

The Wellness Center offers a variety of medical and counseling services for students.

<https://www.sage.edu/student-life/wellness-center/>

## Come Prepared for Academic Advising

### To All Nutrition Majors:

Academic advising is important to all of us. As your advisors we are committed to partnerships to help you achieve academic success. To make our advising sessions an experience that empowers you with the confidence to succeed, we are recommending that you come to all advising sessions (individual or group) well prepared.

### When you meet with us, your preparation should include:

#### GATHERING INFORMATION:

- See the Nutrition Handbook regarding nutrition major requirements.
- Be aware of the suggested course plan (1-4 years) depending on your entry status
- View your academic evaluation report from SageAdvisor or student planning. (If you do not know how to interpret these documents please do not hesitate to ask for help from the office of Academic Advising-they are the experts.)
- Search for the courses you need on Sage Advisor or student planning.

#### MAKE A LIST:

- Write down notes and questions you have for your faculty advisor.
- List all courses you need or want. If you know a course is popular consider alternatives just in case you are waitlisted. If you need an elective, peruse the course schedule and choose 2 or 3 that may be of interest to you.
- Notice conflicts
- Then discuss these notes with your advisors

**KEEP TRACK:**

- Keep track of course credit being transferred in, either from high school or undergraduate (check with student services to know what will be accepted- please do not assume anything). What are they being accepted as (ex. electives, requirements)?
- If any of your courses are waived, know which ones they are (this doesn't happen too often).
- As you approach your SENIOR YEAR, check that your credits add up!

**When we meet with you, our job will be to:**

- Confirm your course choices or advise an alternative plan.
- Help you navigate your course selections around the unavoidable instances where courses conflict or are wait-listed.
- Keep you up to date with departmental news, course/ requirement changes, Internship updates and other pertinent student information.
- Assess your progress and support your academic growth.

**AFTER YOU ARE CLEARED BY YOUR FACULTY ADVISOR:**

Go to:

<https://www.sage.edu/academics/academic-resources/registrar/registration-instructions/>

We anticipate that you will achieve success in our program and we believe that good academic advising is part of that success.

***DURING AN ACADEMIC ADVISING SESSION:******THE FACULTY ADVISOR IS RESPONSIBLE FOR:***

Scheduling office hours each week. Some of these will be open office hours, available to students without an appointment. Students are urged to make appointments in advance with the faculty member. This will allow scheduling of adequate time for advisement. Part-time faculties are required to inform students of times either before or after class. Or via telephone, that they are available for matters directly related to the course they are teaching.

Maintaining student files in good order, including a brief note verifying each student/faculty meeting.

Meeting with advisees when informed the student is experiencing academic difficulty or there is a change of status.

Making referrals as appropriate for career counseling, financial aid, learning assistance/tutoring, and/or physical/psychological support and services (see college catalog – Financial Aid, Academic Support Service and Student Life).

### ***THE STUDENT IS RESPONSIBLE FOR:***

Meeting regularly with the advisor to review the sequence and completion of general education, prerequisite and professional courses.

Periodically reviewing their files, and obtaining and assuring completeness of all required forms needed to continue in the major.

Notifying the advisor of anticipated changes in academic status, including leaves of absence, request to change majors, adding or dropping courses and requests to take courses off campus. These requests should be made in writing, using appropriate forms if applicable (i.e. add/drop forms).

Notifying the advisor of any changes in name, address and home/work telephone numbers. These changes must also be made to the Registrar's Office, in writing.

Important Campus Policies can be viewed in the handbook:

<https://www.sage.edu/student-life/office/student-handbook/>

## ***BS PROGRAM AT Russell Sage College (RSC)***

- **Mission and Goals**
- **RSC-BS in Nutrition Required Coursework**
- **Suggested Course Sequence – BS Program**
- **Suggested Course Sequence – Transfer & MS Students**
- **Community Service Experience Guidelines**
- **RSC General Education Requirements**
- **SCA General Education Requirements**
- **Estimated Program Costs**
- **Program Honors**
- **RSC Scholarships, Grants and Awards**
- **The Guy Torre Nutrition Travel Award**
- **Nutrition Minor**

## **BACHELOR OF SCIENCE DEGREE IN NUTRITION SCIENCE (BS)**

The BS degree in Nutrition Science fulfills the undergraduate requirements for The Accreditation Council for Education in Nutrition and Dietetics accreditation and for New York State Education Department certification. Studies include theoretical and practical coursework embedded in a broad background in the liberal arts and sciences. Community experiences are considered an important component of learning and are encouraged in junior and senior year.

### Program Mission

Advance the field of nutrition through scholarship, outreach, and preparation of qualified graduates for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian.

### Program Goals

The goal of the Nutrition Science program at Russell Sage College is to 1) prepare competent graduates capable of succeeding in advanced education and/or entry-level employment and 2) to prepare students who will seek opportunities to actively participate in the community as a team member and leader in a variety of settings.

<b>BS in Nutrition Required Coursework</b>			
Degree Requirements			Credits
<i>Nutrition Science Courses*</i>			<b>42</b>
NTR 201	Foundations of Nutrition Science		4
NTR 211	Introduction to Food Science		4
NTR 313	Food Service Systems Management		3
NTR 314	Quantity Food Production		3
NTR 325	Community Nutrition		4
NTR 401	Nutrition Metabolism 1: Macronutrients		3
NTR 402	Advanced Food Science		4
NTR 403	Nutrition Metabolism 2: Micronutrients		3
NTR 404	Medical Nutrition Therapy I		4
NTR 407	Nutrition Counseling Across the Lifespan		3
NTR 417	Medical Nutrition Therapy II		4
NTR 422	Current Issues in Nutrition		3
<i>*Students must earn a cumulative GPA <math>\geq</math> 2.8 and a grade of "C" or above in the courses in order to obtain a Verification Statement. Students may not elect to pass/fail any of these courses.</i>			
<b>Supporting Courses</b>			<b>40</b>
BIO 201	Anatomy and Physiology 1		4
BIO 202	Anatomy and Physiology 2		4
BIO 208	Microbiology		4
HUM 201	Food, Culture and Nutrition		3
	HUM 201 requirement may be fulfilled with study abroad course		
CHM 103	Introduction to General Chemistry		4
CHM 201	Organic Chemistry		4
CHM 220	Nutritional Biochemistry		3
PSY 101	Introduction to Psychology		3
SCI 310	Exercise Physiology		4
SOC 350	Research Methods for the Professions		3

<b>Select one of the following statistics courses (QR)</b>		
PSY 207	Statistical Methods and Computer Applications	4
MAT 220	Applied Statistics I	4
<b>General Education Requirements – not fulfilled by major or required supporting courses</b>		
<b>Core Requirements</b>		<b>15</b>
WRT 101		3
WRT 201		3
RSC 101		3
RSC 201		3
RSC 301		3
<b>General Education Distribution</b>		<b>21</b>
Arts		3
Humanities		3
Natural Sciences		3
Quantitative Reasoning		3
Social Sciences		3
Wellness/Thrive		3
Elective		3
<b>Total credits required for degree</b>		<b>120</b>

Students are expected to complete 24 hours of nutrition-related community service at approved sites. See *Community Service Experience Guidelines* in the student handbook.

**SUGGESTED COURSE SEQUENCE**  
**BS in Nutrition Science**

Fall	Cr.	Spring	Cr.
<b>First Semester</b>		<b>Second Semester</b>	
CHM 103 Intro to General Chemistry†	4	HUM 201 Food, Culture and Nutrition*	3
NTR 201 Foundations of Nutrition	4	PSY 101 Intro to Psychology	3
RSC 101 Thriving at Sage	3	WRT 201 Researching in the Community	3
WRT 101 Writing in the Community	3	Elective x2	6
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>15</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
BIO 201 Anatomy & Physiology I†	4	BIO 202 Anatomy & Physiology II†	4
MAT 220 Statistics*	4	NTR 211 Intro to Food Science†	4
CHM 201 Organic Chemistry†	4	CHM 220 Nutritional Biochemistry	3
RSC 201 Intercultural Perspectives	3	SOC 350 Research Methods for the Professions*	3
Elective	3		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>14</b>
<b>Fifth Semester</b>		<b>Sixth Semester</b>	
NTR 401 Macronutrients	3	NTR 403 Micronutrients	3
NTR 313 Food Serv. Systems Management	3	NTR 314 Quantity Food Production	3
RSC 301 Innovating to Impact	3	BIO 208 Microbiology*†	4
SCI 310 Exercise Physiology*†	4	NTR 325 Community Nutrition	4
Elective	3		
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>14</b>
<b>Seventh Semester</b>		<b>Eighth Semester</b>	
NTR 402 Advanced Food Science†	4	NTR 417 Medical Nutrition Therapy II	4
NTR 404 Medical Nutrition Therapy I	4	NTR 407 Nutrition Counseling	3
NTR 422 Current Issues in Nutrition	3	Elective x 3	9
Elective	3		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>

*\*Courses offered Fall and Spring*

*†Courses that require you to register for course and lab*



**SUGGESTED COURSE SEQUENCE**  
**For Transfer Students**  
**(BS Transfer<sup>†</sup> Students and MS Dietetics Students)**  
**Nutrition Science Department**

Fall	Cr.	Spring	Cr.
<b>First Semester</b>		<b>Second Semester</b>	
HUM 201 Food, Culture and Nutrition**	3	CHM 220 Nutritional Biochemistry	3
CHM 201 Organic Chemistry†	4	NTR 211 Intro to Food Science†	4
NTR 201 Foundation of Nutrition Science	4	SOC 350 Research Methods for the Professions**	3
NTR 313 Food Serv. Systems Management	3	NTR 325 Community Nutrition	4
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>14</b>
<b>Third Semester</b>		<b>Fourth Semester</b>	
NTR 401 Macronutrients*	3	NTR 403 Micronutrients*	3
NTR 402 Advanced Food Science*†	4	NTR 417 Medical Nutrition Therapy II*	4
NTR 404 Medical Nutrition Therapy I*	4	NTR 407 Nutrition Counseling Across the Lifespan*	3
NTR 422 Current Issues in Nutrition*	3	NTR 314 Quantity Food Production	3
SCI 310 Exercise Physiology**†	4		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>13</b>

\*Courses cross-listed as NTR 401/501, NTR 402/502, NTR 403/503, NTR 404/504, NTR 407/507, NTR 417/517, NTR 422/522.  
 BS students register for the 400 level number whereas MS students register for the 500 level number.

\*\*Courses offered both Fall and Spring semester

†Courses that require you to register for course and lab

Students are expected to complete 24 hours of Nutrition-related community service at approved sites. See Community Service Experience Guidelines in the Student Handbook.

**The following courses will need to be transferred:**

General Chemistry, Anatomy and Physiology 1 and 2, Microbiology, Introduction to Psychology, and Statistics.

**†Transfer students who are pursuing a BS degree must take additional courses to satisfy general education requirements**

## Community Service Experience Guidelines

### Purpose:

- ☐ Give students an opportunity to practice nutrition skills learned in the classroom and become active members in the community

### Please follow the guidelines below

- ☐ All Nutrition Science BS and MS Nutrition and Dietetics students are expected to complete a total of 24 hours of nutrition-related community service with an organization that provides resources for under-resourced populations by the completion of NTR 422/522 (Current Issues in Nutrition). This involves directly interacting with the population being served (eg. serving lunch at Unity House) or gaining a deeper understanding of the charitable food system (eg. sorting items at a foodbank). If you are not volunteering with one of the below listed organizations, you must have a faculty member sign off before volunteering.
- ☐ Some examples of community service that do not meet the guidelines include charitable races and school events in well-resourced districts.
- ☐ The 24 hours should come from a minimum of 2 different sites.
- ☐ Failure to complete the 24 hours in entirety will result in a full letter grade reduction in NTR 522/422 (example: a "B" then = "C")

Some organizations that students have volunteered with in the past include:

- Albany County Department for Aging
- Northeast Regional Food Bank
- Troy YWCA
- Troy Unity House
- Capital Roots
- South End Children's Cafe
- St. Peter's (Journey through the Body)
- ☐ If you want to complete community service at a site that is not listed above, ***the organization must complete the indemnification form on page 48.***
- ☐ If you have questions on whether a site/organization meets the guidelines, send Professor Wasserbauer an email (wassem2@sage.edu) with the name of the site and a description of the activity. If it is acceptable, she will respond back to you with an email approval.
- ☐ Once you complete your community service, be sure to provide the supervisor/mentor at the site the community service experience evaluation form on the next page and ask them to evaluate your performance and SIGN the form. Forms may be obtained from the Nutrition office or copied from the student handbook.
- ☐ It is your responsibility to keep your completed evaluation forms. You will need to submit them in your senior course NTR 422/522 (Current Issues in Nutrition).

*Department of Nutrition Science*  
**Community Service Experience Evaluation Form**

<b>Student name:</b>	<b>Facility name, address &amp; phone number:</b>
<b>Date of evaluation:</b>	<b>Total number of hours worked:</b>

**Please rate the student from 1 (poor performance) to 10 (exemplary/excellent performance) on the following attributes:**

Attribute	Points
1. Was the student on-time? If late, please take off 1 point for every 5 minutes	
2. Was the student dressed appropriately for the assignment?	
3. Did the student maintain a positive attitude?	
4. Did the student follow instructions?	
5. Rate the student's overall performance.	
<b>TOTAL POINTS (50 points max)</b>	

**Please provide additional comments on the nature and quality of the work the student performed:**

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**Evaluator's name and title:** \_\_\_\_\_

**Evaluator's signature:** \_\_\_\_\_

Russell Sage College Didactic Program in Dietetics

I hereby agree to indemnify and hold harmless Russell Sage College, and their affiliates, trustees, officers, employees and agents from any loss, liability, damages or costs, including court costs and attorneys' fees, that they may incur due to (students name)\_\_\_\_\_ participation at \_\_\_\_\_ (insert name of facility/organization for community service).

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Degree Requirements

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- A minimum of 120 credit hours is required for the baccalaureate degree.
- Students must complete at least half the major at Sage. Furthermore, 30 of the last 45 credits must be completed in residence (at Russell Sage College or affiliated institutions).
- Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.
- A Bachelor of Arts (BA) degree must include a minimum of 90 credit hours in the liberal arts.
- A Bachelor of Science (BS) degree must include a minimum of 60 credit hours in the liberal arts.
- A Bachelor of Business Administration (BBA) or Fine Arts (BFA) degree must include a minimum of 30 credit hours in the liberal arts.
- See the Liberal Arts Course designations (below).
- Finally, students must achieve a 2.200 grade point average in the major and a 2.000 overall cumulative grade point average.
- Some majors require a higher grade point average for graduation.
- *The ultimate responsibility for fulfilling graduation requirements rests with the individual student.*

Students should regularly review their academic programs with their advisors to make certain that requirements for degrees are being met.

## **Russell Sage College General Education Program (Fall 2024)**

**For current requirements please see website <https://catalog.sage.edu/general-education>**

### **Requirements: 36 credits**

#### **I. Core : 15 credits**

WRT 101 Writing in the Community : 3 credits

WRT 201 Researching in the Community : 3 credits

RSC 101 Thriving at Sage : 3 credits \*

RSC 201 Exploring Intercultural Perspectives : 3 credits \*\*

RSC 301 Innovating to Impact : 3 credits

Culminating Experience (in major program)

#### **II. Distribution : 21 credits**

**Arts** : 3 credits

100- or 200-level course from: AEM, ARH, DAN, GMD, ISD, MUS, THR, or VPA

**Humanities** : 3 credits

100- or 200-level course from: ARA, ASL, CHN, COM, ENG, FRE, GRE, HST, HUM, ITA, PHL, POR, RUS, or SPA

**Natural Sciences** : 3 credits

100- or 200-level course from: BIO, CHM, PHY, SCI, or PSY 215/PSY 316

**Quantitative Reasoning** : 3 credits

MAT 110 or higher or a Statistics course: ECO 215, MAT 110, MAT 111, MAT 112, MAT 113, MAT 121, MAT 201, MAT 202, MAT 220, or PSY 207

**Social Sciences** : 3 credits

100- or 200-level course from: CRM, ECO, POL, PSY, or SOC

**Wellness/Thrive** : 3 credits

ARH 310, BUS 110, BUS 369, EMH 201, EMH 211, EMH 216, EMH 218, HSC 215, HST 238, HUM 314, NSG 201, PBH 201, PED 225, or PSY 219

**Distribution Elective** : 3 credits

Complete 3 credits from one of the Distribution areas above that is outside of your major *requirements*.

**III. Notes**

\*RSC 101 is waived for transfer students with 15 or more transfer credits upon admission or who have earned an associate degree prior to enrollment.

\*\*RSC 201 is waived for transfers students with 54 or more transfer credits upon admission or who have earned an associate degree prior to enrollment.

• *Courses required in general education may also fulfill a requirement in the major program except where noted. The course credits are only counted once in your overall credit total.*

**General Education Core**

The core is designed to address student academic, social, and emotional needs as developing learners, to create a strong assessment pathway with both entry and end points, and to promote a sense of identity among different cohorts: student to student, student to faculty, and student to the institution.

**WRT 101** and **WRT 201** completed in the first year will focus on writing, critical reading and thinking, and research as social processes. The second course will build upon the first, with further instruction in conducting and writing academic research.

**I. First Year Seminar**

Year one: **RSC 101** Thriving at Sage: Your Experience Begins will be anchored by a common

theme and expose students to experiences and content that supports college success, including academic strategies, campus resources, finding an affinity group, and wellness.

## **II. Intercultural Studies**

Year Two: **RSC 201** Exploring Intercultural Perspectives explores human diversity and the historical, cultural, global, and systemic forces that shape experiences and world views. This course will also provide avenues for students to get involved with the Russell Sage College Women's Institute and Sage THRIVE initiative.

## **III. Engaging in a World with Multifaceted Issues**

Year Three or Four: in **RSC 301** Innovating to Impact, students will engage with in complex problems to encourage communication across disciplines and cultural boundaries.

## **Wellness/Thrive**

- Well-being and health require knowledge and liberal learning skills.
- Individual wellness depends on social structures and a just society.
- Gender equity and inclusion are part of a healthy community.
- Healthy societies are diverse, inclusive and welcome the creativity of all persons.
- Individual health is dependent on the health of the planet.

## **List of approved Wellness courses:**

- ARH 310 Art and American Character
- BUS 110 Financial Literacy
- BUS 369 Business Strategy & Sustainability
- EMH 201 Intro Creative Arts in Therapy
- EMH 211 Intro to Art Therapy
- EMH 216 Intro to Music Therapy
- EMH 218 Intro to Theatre Therapy
- HSC 215 Health & Wellness Across the Lifespan
- HST 238 History of Medicine & Healthcare
- HUM 314 The Creative Life
- NSG 201 Theoretical Basis of Nursing
- PBH 201 Survey of Public Health
- PED 225 Concepts of Fitness & Wellness
- PSY 219 Positive Psychology

## **[Liberal Arts & Sciences categories]**

### **Competencies**

Russell Sage College is committed to providing opportunities for academic success. The assessment of English language and mathematics skills is the first step toward promoting academic success. The results of the assessment program are used to help determine appropriate academic courses for each student; the goal is to help each student achieve basic proficiency in the vital English language and mathematics competencies which are necessary for collegiate success.

Assessment of English language skills and mathematics skills is based on evaluation of the high school transcript (course averages grades 9-11 and Regents exam scores). Entering students who do not initially demonstrate competency in English language skills and mathematics skills may be identified as needing HUM 100/WRT 100 and/or MAT 104/MAT 105, 3 credits. Completion of HUM 100/WRT 100 is recommended in the first term of study. Completion of MAT 104/MAT 105 is recommended in the first year of study.

### **Second Degree Students**

Second degree students possessing an undergraduate bachelor's degree from an accredited college or university in the United States are exempt from all general education requirements. Those holding bachelor's degrees from international institutions may appeal to the Academic Dean for a waiver of all or a portion of general education requirements.



## Estimated Program Costs

Estimated tuition and other program costs for 2024-2025 are:

### ***Tuition***

<b><i>Troy Tuition</i></b>	<b><i>Per Credit</i></b>	<b><i>Per Semester</i></b>	<b><i>Per Academic Year</i></b>
<b><i>Full-time (12-18 credits)</i></b>		<b>\$18,307</b>	<b>\$36,614</b>
<b><i>Part-time</i></b>	<b>\$1,222</b>		
<b><i>Overload (more than 18 credits)</i></b>	<b>\$1,222</b>		
<b><i>Audited Courses</i></b>	<b>\$157</b>		
<b><i>Sage Undergraduate Summer School</i></b>			
<b><i>Per credit hour</i></b>	<b>\$608</b>		

## Room & Board Costs

### **Troy Campus Room Rates**

- Standard Double/Triple: \$3,215 per semester
- Single: \$3,550 per semester

## Albany Campus Room Rates

- Standard Double: \$3,215 per semester
- Single: \$3,550 per semester
- College Suites Single: \$3,900 per semester

## Resident Student Meal Plan Rates

- **The Ultimate**
  - \$3,809 per semester
  - 19 meals per week to use at McKinstry Dining Hall or the Kahl Campus Center. For added flexibility, this plan gives you \$200 Bonus Dining Dollars which can be spent at any dining facility on either campus.
- **Around the Block**
  - \$3,809 per semester
  - 150 meal swipes to use at McKinstry Dining Hall or the Kahl Campus Center. For added flexibility, this plan gives you \$800 Bonus Dining Dollars which can be spent at any dining facility on either campus.
- **Suite 100**
  - \$1,656 per semester
  - The meal plan consists of 100 meal swipes and \$250 Bonus Dining Dollars to spend at any location on either campus.
  - Availability limited to Troy seniors, UHCS residents, and commuter students.
- **Suite 75**
  - \$1,449 per semester
  - The meal plan consists of 75 meal swipes and \$100 Bonus Dining Dollars to spend at any location on either campus.
  - Availability limited to Troy seniors, UHCS residents, and commuter students.

## Resident Student Meal Plan Add-Ons

- **105 Additional Declining Balance (DCB)**
  - \$100 per semester
  - \$105 additional dining dollars for added flexibility throughout campus. This upgrade offers a 5% discount and tax-free purchases at the register.
- **3 Gift Packages During Semester**
  - \$100 per semester
  - 3 Food forward care packages throughout the semester including a Halloween or Valentine, Mid Term Pizza Party, Final Study Break Package.
- **“Stash your Pad” Food and Beverage Stock**
  - \$100 per semester

- o An assortment of food and beverage necessities, boxed up and ready for your residence hall room!

## **Commuter & Graduate Student Meal Plan Rates**

Commuter and graduate students are not required to have a meal plan, but may choose to purchase any resident meal plan above, or one of the following:

- **205 DCB Plan**
  - o \$200 per semester
  - o The meal plan includes \$205 of Bonus Dining Dollars to use at any Russell Sage dining location.
- **Around the Block 25**
  - o \$509 per semester
  - o This meal plan is for the commuter student that is on the go! The meal plan includes 25 meal swipes and \$50 of Bonus Dining Dollars to use at any Russell Sage dining location.
  - o Availability limited to commuter students.

For more information on expenses related to attending Russell Sage College and obtaining a Bachelor of Science degree refer to college website found at:

<https://www.sage.edu/admission/financial-aid/tuition-fees/>

Information on cost + Financial Aid for all students can be found at:

<https://www.sage.edu/admission/financial-aid>

For information on tuition liability for all students:

<https://www.sage.edu/academics/academic-resources/student-accounts/tuition-liability-policy/>

## **Nutrition Program Specific Costs**

Additional expenses specific to the nutrition program, such as photocopying or paper and printer cartridges for presentations, a possible poster session, as well as decorating for the theme meal in *Introduction to Food Science* course, will be the responsibility of the student. Travel (gas, tolls and/or parking) to complete required community assignments must also be budgeted. Projected cost for these incidentals is \$400.00. In addition, during the junior year students are expected to become members of the Academy of Nutrition and Dietetics. The cost of student membership is \$58.00 per year.

## RSC-BS IN NUTRITION PROGRAM HONORS

In order for an RSC nutrition student to receive program honors, they will need to meet the college's 3.5 GPA requirement.

## RSC COLLEGE HONORS

### Dean's List, Kellas Scholars, and Honor Societies

At the end of each term, students who attain a 3.4 GPA are placed on the Dean's List. Students who maintain this average for three successive terms are designated Kellas Scholars in honor of the first president of Russell Sage College, Miss Eliza Kellas, and the first dean, Miss Katherine Kellas. To be eligible for Dean's List or as a Kellas Scholar in any semester, a student must carry a minimum of 12 credits with A-F letter grades in that semester and have no grades of "Incomplete" (I).

Honor Societies: The 176th chapter of the Phi Kappa Phi National Honor Society was installed at Sage in 1975. Students in any major may be elected to the society in the spring term of the junior or senior year. To be eligible for election, juniors must rank in the upper 2 to 3 percent and seniors in the upper 10 percent of their class, with a cumulative average of 3.5 or better.

Junior students having an overall cumulative average of 3.4 for four consecutive semesters of full-time study are eligible for election to the Athenians, a campus honorary society dedicated to upholding academic excellence at Russell Sage. Faculty members who have done outstanding scholarly work may also be elected to this society.

For outstanding work in the individual disciplines, students may also be elected to national honor societies represented by Omicron Delta Epsilon in economics, Phi Alpha Theta in history, Sigma Theta Tau in nursing, Psi Chi in psychology, Alpha Psi Omega in drama, Beta Beta Beta in biology and Sigma Tau Delta in English.

### Honors

Sage awards Latin, project, and program honors to qualifying graduates.

**Latin Honors:** Students must have at least 45 credit hours at Sage **above the 100-level** and earn a GPA of at least 3.5 for **all** Sage credits. The baccalaureate degree is awarded cum laude to those with a Sage GPA between 3.5 and 3.69, magna cum laude to those who achieve a GPA of 3.7 to 3.89, and summa cum laude to those with a 3.9 or higher.

Project Honors: Departments may invite majors to undertake work in the senior year for a minimum of three and a maximum of six credits. Upon satisfactory completion of this work and of an oral examination, these students are awarded Project Honors. There is no GPA restriction on eligibility for project honors work.

Program Honors: Students who have attained a high degree of excellence in the work of their respective major subjects, and who have satisfied the requirements prescribed by the department concerned, are awarded program honors. Note: The GPA requirement for program honors is 3.5 based on all required courses for a major program, including support courses and transferred courses. Electives are excluded.

Students may be awarded both project honors and program honors if both requirements have been satisfied.

***The Academy of Nutrition  
and Dietetics Foundation  
offers awards and research  
grants to members and  
dietetic students.***

***For more information regarding  
qualifications and submission dates  
visit:***

***[www.eatright.org](http://www.eatright.org)***

## Are you interested in traveling abroad?



### THE GUY TORRE NUTRITION TRAVEL AWARD

Russell Sage College students enrolled in the Nutrition Science program have an opportunity to extend their education by traveling and studying abroad. Former Nutrition Science Associate Professor Millie Estes established the ***Guy Torre Travel Award*** in memory of her brother. It was Professor Estes' hope that this award will allow Nutrition students to learn about and participate in different lifestyles and cultures.

The award will be granted annually to two Nutrition students. The money will be used to offset travel expenses related to a Sage-sanctioned [Study Abroad](#) program. Students who win this award are required to give a presentation about their travel experience at an event/time designated by the Department. For additional information and presentation guidelines contact Professor Martha Wasserbauer (wassem2@sage.edu).

For an application and more information about travel abroad go to:

<https://www.sage.edu/academics/study-abroad/>

**Please complete the application form and submit it to the Undergraduate Dean's Office by February 15.**

## **Nina Marinello Leadership Award in Nutrition Science**

This award will be granted annually to a Nutrition student who shows promise and whose academic work is worthy of recognition as follows:

- Recipient shall be enrolled in the Nutrition Science program at Russell Sage College
- Recipient shall have shown exemplary performance in nutrition science
- Recipient shall be deemed capable, by the nutrition faculty, to make a significant contribution to the future of nutrition or dietetics.

## **Gertrude Slocum Collins RSC 1920 Nutrition Award**

- Recipient shall be enrolled in the Nutrition Science program at Russell Sage College
- Recipient shall have shown exemplary achievements in nutrition science

For additional information on these awards, contact Professor Martha Wasserbauer (wassem2@sage.edu).



## Nutrition Minor

A Nutrition minor is an attractive option for majors in Biology, Psychology, Business, Chemistry, Nursing or Health Sciences.

Requirements for Minor in Nutrition:		Credits
SCI 120	Nutrition Science	3
HUM 201	Food Culture and Nutrition	3
NTR 201	Foundations of Nutrition Science	4
NTR 211	Intro to Food Science	4
Select <u>one</u> of the following courses*		
NTR 313	Food Service Systems Management	3
NTR 325	Community Nutrition	4
NTR 402	Advanced Food Science	4
* Note that other NTR courses may be substituted for one of the above courses with departmental approval.		
Total credit hours required for the minor: 17-18		

***DIETETICS (DPD) -  
THE DIDACTIC PROGRAM IN DIETETICS  
(DPD) AT RUSSELL SAGE COLLEGE (RSC)***

- The Basics - Definitions
- The RD Career
- Non-RD Career Options
- Spelling the Word Dietitian
- Didactic Program in Dietetics (DPD)
- Dietetics (DPD) Program Goals
- Dietetics (DPD) Coursework
- Policies and Procedures
- DPD Verification Statement Requirement
- Declaration of Intent
- ACEND Standards

# The Basics

## What is a Registered Dietitian?

A Registered Dietitian is a food and nutrition expert who has met the minimum academic and professional requirements to qualify for the credential "RD." The majority of RDs work in the treatment and prevention of disease (administering medical nutrition therapy, often part of medical teams), in hospitals, HMOs, private practice or other health-care facilities. In addition, a large number of RDs work in community and public health settings and academia and research. A growing number of RDs work in the food and nutrition industry, in business, journalism, sports nutrition, and corporate wellness programs.

The dietetics option of the program (Didactic Program in Dietetics) is designed for students who wish to become registered dietitians (RD). Successful completion of the Didactic Program in Dietetics (DPD) will result in the student being awarded a Verification Statement. Following completion of the (DPD), an ACEND accredited dietetic internship program is required before students are eligible to take the registration examination and obtain the RD credential. Acceptance into an internship program cannot be guaranteed.

Effective January 1, 2024, the CDR will require a minimum of a master's degree to be eligible to take the RD credentialing exam.

## What is a Dietetic Technician, Registered?

A DTR is a food and nutrition practitioner who has completed at least a two-year associate's degree at a US regionally accredited university or college, required course work and at least 450 hours of supervised practice accredited by ACEND or at least a bachelor's degree at a US regionally accredited university or college and required coursework for a Didactic Program (DPD) or Coordinated Program in Dietetics (CP). **You must receive a verification statement from the DPD Program.** In addition, you must pass a national DTR examination administered by CDR and complete continuing professional educational requirements to maintain registration. The majority of DTRs work with RDs in a variety of employment settings including health care (assisting RDs in providing medical nutrition therapy), in hospitals, HMOs, clinics or other health-care facilities. In addition, a large number of DTRs work in community and public health settings such as school or day care centers, correctional facilities, weight management clinics and WIC programs as nutrition counselors.

## ACEND: What Is It and Why Is It Important to Students?

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the **accrediting** agency for educational programs to become a Registered Dietitian (RD) or a Dietetic Technician, Registered (DTR).

Accreditation is necessary because dietetics is a unique profession of such complexity and benefit to the health of the population that it requires a defined educational process based on national standards. ACEND is responsible for setting the national standards for what dietetics

students are taught, and for evaluating, recognizing, and publishing a list of education programs that meet these standards.

### **CDR: What Is It and Why Is It Important to Students?**

The Commission on Dietetic Registration (CDR) is the **credentialing** agency for the Academy of Nutrition and Dietetics. The purpose of the Commission is to serve the public by establishing and enforcing standards for certification and by issuing credentials to individuals who meet these standards. The CDR has sole and independent authority in all matters pertaining to certification including but not limited to standard setting, establishment of fees, finances and administration.

CDR offers certification as dietetic technicians, registered (DTR), registered dietitians (RD), board certified specialists in pediatric nutrition (CSP), board certified specialists in renal nutrition (CSR), board certified specialists in gerontological nutrition (CSG) and board certified specialists in sports dietetics (CSSD).

*This section has been adapted from the AND website: [www.eatright.org](http://www.eatright.org)*

# All about the Registered Dietitian (RD) Career Path

## Educational and Professional Requirements

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

- **Completed a minimum of a master's degree** at a U.S. regionally accredited university or college and the **Didactic Program in Dietetics (DPD) course work** that is accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).
- **Completed an ACEND-accredited supervised practice program** (i.e., Dietetic Internship –DI). Typically, a practice program will run 6 to 12 months in length.
- **Passed the national Registered Dietitian (RD) examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at [www.cdrnet.org](http://www.cdrnet.org).
- In 2024 a master's degree will be required.
- **After becoming an RD, completes continuing professional educational requirements** to maintain registration.

## Employment Opportunities

Registered dietitians work in a wide variety of employment settings, including health care, business and industry, community/public health, education, research, government agencies and private practice.

Many work environments, particularly those in medical and health-care settings, require that an individual be credentialed as an RD. RDs work in:

- **Hospitals, HMO's or other health-care facilities**, educating patients about nutrition and administering medical nutrition therapy as part of the health-care team. They may also manage the foodservice operations in these settings, as well as in schools, day-care centers and correctional facilities, over-seeing everything from food purchasing and preparation to managing staff.
- **Sports nutrition and corporate wellness programs**, educating clients about the connection between food, fitness and health.
- **Food and nutrition-related business and industries**, working in communications, consumer affairs, public relations, marketing, product development or consulting with chefs in restaurants and culinary schools.
- **Private practice**, working under contract with health-care or food companies, or in their own business. RDs may provide services to foodservice or restaurant managers, food vendors and distributors or athletes, nursing home residents or company employees.
- **Community and public health settings**, teaching, monitoring and advising the public and helping improve their quality of life through healthy eating habits.

- **Universities and medical centers**, teaching physician’s assistants, nurses, dietetics students, dentists and others the sophisticated science of foods and nutrition.
- **Research areas** in food and pharmaceutical companies, universities and hospitals directing or conducting experiments to answer critical nutrition questions and find alternative foods or nutrition recommendations for the public.

## **Salaries and Job Outlook**

On an annualized basis, the Academy's 2021 Compensation and Benefits Survey of the Dietetics Profession shows an RDN's median full-time salary as of January 1, 2021 equated to \$70,000 per year – a 2 percent increase since the Academy's most recent survey in 2019. The US Bureau of Labor Statistics (BLS) estimates an annual salary of \$64,150 for dietitians and nutritionists. Discrepancies in these numbers are reflected by the following factors: the Academy’s survey data are eight months more current than the BLS estimate and BLS estimates were not restricted to RDNs only.

For NDTRs, the Academy’s 2021 Compensation and Benefits Survey of the Dietetics Profession shows an annualized full-time salary of \$48,300 – up 5 percent since 2019.

The U.S. Bureau of Labor Statistics predicts that the number of jobs for registered dietitians and nutritionists will increase by 7% between 2021 and 2031; however, we believe that even more RDs will be needed, because of the on-going U.S. health crisis. Avoidable diseases and conditions such as hypertension, cardiovascular disease and diabetes are on the rise, but can be avoided if we have enough RDs who are willing and able to deliver the message and provide care in the communities where it is most needed.

## **Financial Aid**

The AND Foundation (ANDF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of AND enrolled in their junior year may apply for an ANDF scholarship. Scholarships are also available for student members in ACEND-accredited dietetic internships and graduate studies. Contact AND at 800-877-1600, ext. 5400 or [education@eatright.org](mailto:education@eatright.org) for ANDF scholarship information.

## **Need More Information?**

Contact AND’s Accreditation and Education Programs Team:

120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

Phone: 800-877-1600, ext. 5400

Fax: (312)899-4817

E-mail: [education@eatright.org](mailto:education@eatright.org)

*This section has been adapted from the AND website: [www.eatright.org](http://www.eatright.org)*

## Non-RD Options: Careers with a Degree in Nutrition

A B.S., M.S. or Ph.D. in Nutrition qualifies individuals to work as nutritionists even if they have not earned their Registered Dietitian credential by completing a dietetic internship. Many careers exist for those with a nutrition degree. The coursework enables graduates to obtain jobs in various fields. Many careers are not specific to nutrition but may integrate some aspects of your education.

### Career opportunities for individuals who have a degree in nutrition:

<ul style="list-style-type: none"><li>● WIC Nutritionist</li><li>● School Food Service Director</li><li>● Community Nutrition/Health Educator</li><li>● Nutrition Journalist</li><li>● Chef</li><li>● Peace Corps Worker</li><li>● Community Worker</li><li>● Pharmaceutical Sales Rep</li><li>● Consumer Advocate</li><li>● Public Health Official</li><li>● Co-op Extension Agent</li><li>● Quality Control Manager</li></ul>	<ul style="list-style-type: none"><li>● Food Buyer</li><li>● Food Distributor</li><li>● Food &amp; Drug Inspector</li><li>● Sales Representative</li><li>● Food Technologist</li><li>● Teacher/Professor</li><li>● Family and Consumer Scientist</li><li>● Writer</li><li>● Information Specialist</li><li>● Marketing/Sales manager</li></ul>
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### Alternate Certifications:

School Nutrition Associate:

<https://schoolnutrition.org/careers-training/certificate-credentialing/certificate-program/>

Dietary Manager Certificate: <http://www.anfponline.org/become-a-cdm/cdm-cfpp-credential>

Food Service Management Professional: <https://managefirst.restaurant.org/fmp/>

# CAREERS IN DIETETICS

## Becoming a Dietetic Technician, Registered

### Educational and professional requirements

Dietetic technicians, registered (DTRs), are trained in food and nutrition and are an integral part of the health-care and foodservice management teams. DTRs have met the following criteria to earn the DTR credential:

- **Completed a dietetic technician program** by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the Academy of Nutrition and Dietetics (AND), that includes 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities and has completed at least a two year associate's degree at a U.S. regionally accredited college or university. or
- **Completed coursework in an ACEND-accredited didactic program** or coordinated program in dietetics and has completed at least a bachelor's degree at a U.S. regionally accredited college or university. A Verification Statement must be received.
- **After completing the degree and dietetics coursework, pass a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's Website at [www.cdrnet.org](http://www.cdrnet.org).
- **Completed continuing professional educational requirements** to maintain registration.

### College course work

The course work for dietetic technicians includes a variety of classes in food and nutrition sciences, foodservice systems management and a range of general science courses.

### Employment opportunities

DTRs work independently or as a team member under the supervision of registered dietitians in a variety of employment settings, including health care, business and industry, community/public health, foodservice and research. Many work environments require that an individual be credentialed as a DTR.

### DTRs work in:

- **Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities** conducting screens, gathering data and performing other tasks to assist the registered dietitian in providing medical nutrition therapy.
- **Schools, day-care centers, correctional facilities, restaurants, health-care facilities, corporations and hospitals**, managing employees, purchasing and food preparation and maintaining budgets within foodservice operations.
- **Women, Infants, Children (WIC) programs, public health agencies, Meals on Wheels and community health programs**, developing and teaching nutrition classes for the public.
- **Health clubs, weight management clinics and community wellness centers**, helping to educate clients about the connection between food, fitness and health.



- **Food companies, contract food management companies or food vending and distributing operations** developing menus, overseeing foodservice sanitation and food safety.

#### **If you already have a degree:**

If you already completed college course work or have a degree that is not in dietetics and are interested in becoming a DTR, you should have your college transcript evaluated by the director of a CADE-accredited dietetic technician program. The ACEND program director will evaluate your previous academic preparation and identify the courses you need to complete before taking the registration exam for dietetic technicians.

#### **Salaries and job outlook**

According to AND's *Compensation & Benefits Survey of the Dietetics Profession 2021*, the median annualized salary of full-time NDTRs as of January 1, 2021 was \$48,300. Median annual salary of NDTR's employed for at least 1 year was \$49,900. Salary levels vary with region, employment setting, geographical location, scope of responsibility and supply of DTRs.

According to the U.S. Bureau of Labor Statistics, employment of dietitians and nutritionists is expected to grow about as fast as the average for all occupations through the year 2031 because of increasing emphasis on disease prevention, a growing and aging population, and public interest in nutrition. Employment in hospitals is expected to show little change because of anticipated slow growth and reduced lengths of hospital stay; however, faster growth is anticipated in nursing homes, residential care facilities and physician clinics.

#### **Financial aid**

There are many resources to help students pay for college. You may be able to obtain a grant or scholarship from a corporation, community or civic group, philanthropic or religious organization or directly from the chosen school or college you are interested in attending. Federal grants and low-interest loans may also be available. The AND Foundation (ANDF) offers scholarships to encourage eligible students to enter the field of dietetics. Student members of AND enrolled in the first year of study in a ACEND-accredited dietetic technician program may apply for an AND scholarship for use in the second year of study. Contact AND's Accreditation and Education Programs Team (800/877-1600, ext. 5400 or [education@eatright.org](mailto:education@eatright.org)) ANDF scholarship information.

#### **Need more information?**

Go to [www.eatright.org](http://www.eatright.org) and click on "Become an RDN" for more information. The site also lists the dietetics education programs accredited or approved by ACEND at <https://www.eatrightpro.org/acend/accredited-programs/about-accredited-programs> For other career guidance information, contact ADA's Accreditation and Education Programs Team.

#### **Academy of Nutrition & Dietetics**

Accreditation and Education Programs Team  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995  
Phone: 800/877-1600, ext. 5400  
Fax: 312/899-4817  
E-mail: [education@eatright.org](mailto:education@eatright.org)

## Spelling the Word Dietitian

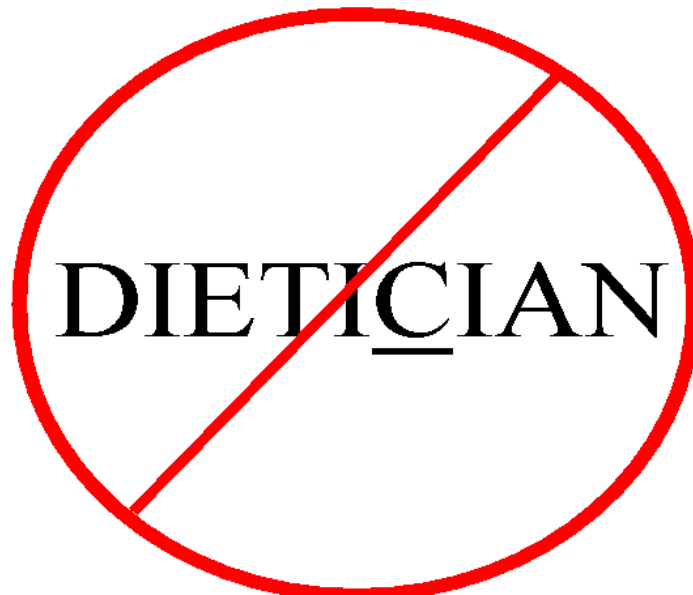
As you communicate with your faculty and nutrition professionals, please be sure to spell the word dietitian correctly.

This is the **correct** spelling for

DIETITIAN

Think dietetics

This is the **wrong** spelling for



## **DIDACTIC PROGRAM IN DIETETICS (DPD) AT RUSSELL SAGE COLLEGE**

### **Approval Status:**

The Didactic Program in Dietetics (DPD) at Russell Sage College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics (AND), a specialized accrediting body recognized by the Commission on Recognition of Post-Secondary Accreditation and the United States Department of Education. The address and phone number of ACEND are: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-800-877-1600 x 5400.

An undergraduate major in Nutrition Science coupled with an AND-accredited Dietetic Internship (DI) and success on the AND examination will lead to Registered Dietitian (R.D.) status. (In 2024, a master's degree will also be required).

The Nutrition Science major also meets the educational requirements of the New York State Department of Education for certification in New York State as a Certified Dietitian, Certified Nutritionist or Certified Dietitian/Nutritionist (CDN). Additional experience and examination requirements may be needed for this credential.

### **Completion of the DPD Requirements**

The college's ACEND representative for the DPD, Professor Martha Wasserbauer, will verify completion of the DPD for all Sage's successful degree candidates who have earned a "C" or better in all nutrition science courses (NTR prefix courses, and HUM 201) and a cumulative GPA of 2.8.

## RSC Dietetics (DPD) Program Goals

The dietetics program at Sage, housed within the BS program at RSC, includes the following goals to evaluate its effectiveness.

**Program Goal 1.** Prepare competent graduates capable of succeeding in advanced education and/or entry-level employment.

**Program Goal 2.** Prepare students who will seek opportunities to actively participate in the community as a team member and leader in a variety of settings.

## Dietetics (DPD) Coursework at Russell Sage College

DPD Requirements		Credits
<b><i>Nutrition Science Courses*</i></b>		<b>42</b>
NTR 201	Foundations of Nutrition Science	4
NTR 211	Introduction to Food Science	4
NTR 313	Food Service Systems Management	3
NTR 314	Quantity Food Production	3
NTR 325	Community Nutrition	4
NTR 401	Nutrition Metabolism 1: Macronutrients	3
NTR 402	Advanced Food Science	4
NTR 403	Nutrition Metabolism 2: Micronutrients	3
NTR 404	Medical Nutrition Therapy I	4
NTR 407	Nutrition Counseling Across the Lifespan	3
NTR 417	Medical Nutrition Therapy II	4
NTR 422	Current Issues in Nutrition	3
<b><i>Supporting Courses</i></b>		<b>40</b>
BIO 201	Anatomy and Physiology 1 <sup>†</sup>	4
BIO 201	Anatomy and Physiology 2 <sup>†</sup>	4
BIO 208	Microbiology <sup>†</sup>	4
HUM 201	Food, Culture and Nutrition (or study abroad)*	3
CHM 103	Introduction to General Chemistry <sup>†</sup>	4
CHM 201	Organic Chemistry <sup>†</sup>	4
CHM 220	Nutritional Biochemistry <sup>†</sup>	3
PSY 101	Introduction to Psychology	3
SCI 310	Exercise Physiology <sup>†</sup>	4
SOC 350	Research Methods for the Professions	3
<b>Select one of the following statistics courses</b>		
PSY 207	Statistics with Computer Applications	4
MAT 220	Applied Statistics I	4
<b>TOTAL</b>		<b>82</b>

***\*Students must earn a cumulative GPA > 2.8 and a grade of "C" or above in the following courses in order to obtain a Verification Statement. Students may not elect to pass/fail any of these courses.***

***†When applying through DICAS these are considered your science courses.***

## NUTRITION SCIENCE COURSE PREREQUISITES

Course #	Course Title	Pre- or Co-Req	Pre-Req Only	Required Courses (or credit level)
NTR 211	Introduction to Food Science	x		SCI 120: Introduction to Nutrition OR NTR 201: Foundations of Nutrition
NTR 313	Food Service Systems Management	x		SCI 120: Introduction to Nutrition OR NTR 201: Foundations of Nutrition
NTR 314	Quantity Food Production	x		NTR 211: Introduction to Food Science
		x		NTR 313: Food Service Systems Management
NTR 325	Community Nutrition		x	SCI 120: Introduction to Nutrition OR NTR 201: Foundations of Nutrition
NTR 401	Nutrition Metabolism I: Macronutrients		x	NTR 201: Foundations of Nutrition
			x	CHM 104 OR CHM 201: Organic Chemistry
			x	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 402	Advanced Food Science		x	NTR 211: Introduction to Food Science
			x	CHM 201: Organic Chemistry
NTR 403	Nutrition Metabolism II: Micronutrients		x	NTR 201: Foundations of Nutrition
			x	CHM 104 OR CHM 201: Organic Chemistry
			x	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 404	Medical Nutrition Therapy I		x	NTR 201: Foundations of Nutrition
			x	BIO 201 and BIO 202: Anatomy & Physiology I & II
NTR 407	Nutrition Counseling		x	NTR 201: Foundations of Nutrition
			x	PSY 101: Introduction to Psychology
NTR 417	Medical Nutrition Therapy II		x	NTR 404: Medical Nutrition Therapy I
NTR 422	Current Issues in Nutrition		x	Student must be considered a "senior" by RSC standings (>87 credits)

# DPD Courses for determining science vs. professional courses when applying for the Dietetic Internship on DICAS

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## **SAGE Science Courses or Equivalents:**

- CHM 103: Introduction to General Chemistry
- CHM 202: Organic Chemistry
- CHM 220/303: Nutritional Biochemistry/Biochemistry
- BIO 201: Anatomy and Physiology I
- BIO 202: Anatomy and Physiology II
- BIO 208: Microbiology
- SCI 310: Exercise Physiology

## **SAGE Professional Courses or Equivalents:**

- NTR 201: Foundations of Nutrition
- PSY 101: Introduction to Psychology
- HUM 201: Food, Nutrition and Culture
- SOC 350: Research Methods
- NTR 211: Introduction to Food Science
- NTR 313: Food Service Systems Management
- NTR 314: Quantity Food Production
- NTR 325: Community Nutrition
- NTR 401/501: Nutrition Metabolism I
- NTR 402/502: Advanced Food Science
- NTR 403/503: Nutrition Metabolism II
- NTR 404/504: Medical Nutrition Therapy I
- NTR 407/507: Nutrition Counseling
- NTR 417/517: Medical Nutrition Therapy II
- NTR 422/522: Current Issues in Nutrition
- MAT 220: Applied Statistics

# RSC Dietetics (DPD) Policies and Procedures

Russell Sage College and the Department of Nutrition Science comply with the state and federal laws and regulations to ensure nondiscrimination and equal opportunity related to student recruitment and admission. A copy of the institutional policy requirements for equal opportunity and nondiscrimination is in the **RSC College Catalog** and can be accessed at: <https://catalog.sage.edu/index.php>

Following are the Nutrition Department and College-based policies and procedures:

## **Tuition Adjustment Schedules**

### **Tuition Adjustment Schedule for Classes that Meet Regularly Throughout a Fall or Spring Semester,**

#### **A Full Semester Class with Both In Class and Online Components, or A Class that is Fully Online**

##### **Withdrawal Date Adjustment:**

Prior to the start of the second week of classes 100%  
Prior to the start of the third week of classes 75%  
Prior to the start of the fourth week of classes 50%  
Prior to the start of the fifth week of classes 35%  
Prior to the start of the sixth week of classes 25%  
After the start of the sixth week of classes 0%  
No adjustments will be made after the start of the sixth week of classes.

### **Tuition Adjustment Schedule for classes that do not meet regularly throughout a Fall or Spring Semester and do not have an Online Components**

##### **Withdrawal Date Adjustment:**

Prior to the start of the fourth class hour 100%  
Prior to the start of the seventh class hour 75%  
Prior to the start of the 10th class hour 50%  
Prior to the start of the 13th class hour 35%  
Prior to the start of the 16th class hour 25%  
After the start of the 16th class hour 0%  
No adjustments will be made after the start of the 16th class hour.

### **Tuition Adjustment Schedule for Summer semester classes**

##### **Withdrawal Date Adjustment:**

Prior to the start of the second week of classes 100%  
Prior to the start of the third week of classes 75%  
Prior to the start of the fourth week of classes 50%  
No adjustments will be made after the start of the fourth week of classes.

### **Room & Board Adjustment Schedule**

##### **Withdrawal Date Adjustment:**

Prior to the start of the second week of classes 100% (less \$200 housing contract breakage fee)  
After the start of the second week of classes 0%  
No adjustments will be made after the start of the second week of classes.



### **Leave of Absence**

Students who need to suspend their studies for a specific period of time, up to one academic year, may request a leave of absence by contacting the Dean of Students by the last day of classes for that semester. Leaves of absence are not granted automatically; the student should be prepared to state the reason(s) (e.g., medical, personal, financial) for requesting the leave and to assist in completing the appropriate paperwork. The decision to grant a leave of absence is made by the Dean of Students in consultation with the Academic Dean, and/or faculty advisor and program director.

Financial adjustments, if applicable, are made according to the published schedule. Students should also be aware that changing their status may affect their financial aid eligibility, as well as their progress to degree completion.

### **Inactive Student Status**

Any matriculated student who has enrolled during one semester and who does not register for credit the subsequent semester\*\*, will be placed on the college's roster of inactive students unless the student is granted a leave of absence or officially withdraws from the college. A student who becomes inactive may seek readmission by contacting the Office of Admissions. Inactive student status does not release the student from educational or financial obligations.

\*\*Evening students have up to 1 year inactivity before being placed on the inactive student list.

## **Health Insurance requirements**

All full-time undergraduate students must maintain health insurance coverage for all semesters in which they are enrolled.

## **Other requirements**

**Travel and Safety to and from locations for experiential learning:** Car insurance is required. The program assumes no liability.

**Injury or illness while in a facility for experiential learning:** Students are responsible for carrying his/her own identification and personal papers and keeping the organization/site informed of emergencies as they arise. Russell Sage College and its officers, employees, and agents are released from any claim for any damage to property or personal injury that may result in whole or part from participation in experiential learning.

## **Protection of Privacy**

### **Privacy and Confidentiality**

The Family Educational Rights and Privacy Act (Buckley Amendment) passed in 1974 regulates the procedures for handling student records. According to the U.S. Department of Health, Education and Welfare, the Act was designed to ensure that students and parents (in cases where the student is considered a dependent) would have specific educational records made accessible for reasons of

inspection and correction and to restrict the release of most records so as not to violate their privacy and confidentiality when student consent is lacking.

According to the Act, the following records are not accessible:

- financial records of a student’s parents;
- confidential letters of recommendation received prior to January 1, 1975;
- confidential letters of recommendation for which the student has signed a waiver of access; and
- records created and maintained by a professional for the sole purpose of treating the student (i.e., records kept by a college physician, psychiatrist, or counselor). The student may choose a qualified professional to review these records.

### Access to Directory and Records Information

The College is permitted under the Family Educational Rights and Privacy Act (Buckley Amendment) to make directory information about students available to the public. Directory information includes: the student’s name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, degrees and awards received, and the most recent previous educational agency attended.

If a student would prefer that any or all of this information not be made public, the student may inform the College of this within the first month of his or her first semester of each academic year. Forms are available from the Registrar’s Office with which the student may inform the College what information they do not wish to be made public.

### Access to Personal Files

The following student records are available for inspection at the specified locations:

<b>Student Services</b>	Transcript of grades*
	Grade lists*
	Academic warning, probation and suspension lists*
	Transfer credit records
	Degree information
	General student records
<b>Student Life/Residence Life</b>	Judicial records
<b>Offices</b>	Parking/traffic violations lists*
<b>Dean’s Office</b>	Dean’s List
<b>Academic Support Center</b>	HEOP records

All records must be reviewed in the presence of a College official. The student may be asked to show proper identification to the college official and sign a permit form. Students may request a copy of their records in most cases, but the College is entitled to charge for copies. Copies cannot be made of records when a “hold” status exists or when the names of other students or information related to other students are involved (i.e., restricted records such as a grade list).

## **Access to Support Services: Health and Counseling Services**

### **Health Services**

Health services at the Wellness Center are available regardless of personal health insurance. A small fee may be associated with some of the services. Full-time students must have a complete and current medical history and physical on file. Services available include sick visits, physicals, gynecological visits, and more.

### **Counseling Services**

Confidential, professional counseling is available by appointment. Consultation and referrals to off-campus professionals and agencies are also provided. Counseling services are located in the Wellness Center in Kellas Hall.

## **Services for Students with Disabilities**

Students seeking accommodations are required to present a recent (within the past three years) evaluation of their disability conducted by a licensed professional. It is imperative that upon admission, students requesting accommodations contact the Director of Accessibility Services in the Academic Support Center, with offices in Shea Hall in Troy (518-244-6874), [accessibility\\_services@sage.edu](mailto:accessibility_services@sage.edu).

## **Access to Support Services: Financial Aid**

To assist students and parents in meeting the costs of an education at Sage, the Office of Financial Aid Services offers a variety of scholarship, grant, loan and employment programs. Funds from these programs are sponsored by federal, state, and private sources. Detailed information on financial aid may be accessed at: <https://www.sage.edu/admission/financial-aid/>

## **Assessment of Prior Learning and Credit toward Program Requirements**

The Credit for Prior Learning Program (CPL) is open to any undergraduate student matriculated in a bachelor's degree program at Sage, provided they have completed at least one 3-credit course at Sage, have a cumulative GPA of 2.000 or higher and a major GPA of 2.200 or higher. CPL cannot be requested in a student's final semester at Sage.

The CPL Program has a maximum credit limit of 30 credits. Credits earned from the CPL program are considered external or non-institutional credits, and the number of CPL credits is considered as part of the total allowable transfer credits. CPL credits do not affect GPA. Each course request can be for no more than four credits.

The CPL program is based on college-level learning from life experiences, not on position titles held or the experiences per se. The student produces a written portfolio in which they describe in detailed

narrative form, what learning was gained and how learning was gained, based on appropriate course objectives.

Students may request credits for courses that could be offered but are not offered at Sage. (Example: special topics courses, e.g., MUS 248: Introduction to Opera). For courses not offered at Sage, students are expected to follow an approved course syllabus from a four-year accredited institution.

### **Graduation and Program Completion Requirements. (Credit toward Program Requirements)**

Degree requirements at Russell Sage include:

- A minimum of 120 credit hours is required for the baccalaureate degree.
- Students must complete at least half the major at Sage. Furthermore, 30 of the last 45 credits must be completed in residence (i.e. at Sage or through the Hudson Mohawk Association).
- Students must satisfy general education as well as major requirements and must maintain satisfactory standards of scholarship to be eligible for graduation.
- A Bachelor of Science degree in Nutrition must include a minimum of 60 credit hours in the liberal arts.
- Finally, students must achieve a 2.2 grade point average in the major and a 2.0 overall cumulative grade point average.
- ***The ultimate responsibility for fulfilling graduation requirements rests with the individual student.***

Students should regularly review their academic programs with their advisors to make certain that requirements for degrees are being met.

## **AFFIRMATIVE ACTION AND TITLE IX Russell Sage College Discrimination/Harassment Complaint Policy & Procedures for Students**

### Policy on Non-Discrimination

Russell Sage College is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action and Title IX, and is in compliance with Title VI and Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable federal, state and local laws. Russell Sage College does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital status, Vietnam-era veteran status, or physical or mental disability, in any aspect of its admissions or financial aid programs, educational programs and related activities, or with respect to employment and advancement in employment. The Director of Human Resources is the individual designated by the college to coordinate its efforts to comply with Title VI, Title IX, and other applicable nondiscrimination laws and regulations. The Coordinator of Disability Services is the individual designated by the college to coordinate its efforts to comply with Section 504. Questions or concerns regarding the scope and application of Russell Sage College nondiscrimination against individuals with disabilities should be directed to Russell Sage College Section 504 Compliance Officer/Coordinator of Disability Services of Russell Sage College on the Albany or Troy Campus. The Albany Office is located in the Kahl Campus Center (518-292-8624). The Troy Office is located in Hart Hall (518-244-2208). Questions or concerns regarding the scope and application of the remainder of Russell Sage College non-discrimination policy should be directed to Russell Sage College Director of Human Resources, and Title IX Coordinator and Affirmative Action Officer, Plum III, Russell Sage College, 518-244-4890.

### Policy on Harassment

Russell Sage College is committed to providing a work and learning environment that is free from harassment by anyone based on an individual's race, color, gender, sexual orientation, age, religion, national origin, marital status, Vietnam-era veteran status, physical or mental disability, or based on the fact that the individual has engaged in activity protected by federal or state laws prohibiting discrimination. Prohibited harassment of any sort, whether verbal, physical or visual, will not be tolerated. The college policy on sexual assault, issued pursuant to 34 C.F.R. Part 668, may be found in this handbook.

### What Is Prohibited Harassment?

Prohibited harassment is a form of discrimination. In general, it can consist of words, signs, jokes, pranks, intimidation, or physical violence based on the protected characteristics of an employee or student, which alters the work or educational environment of that employee or student. While the most well known type of prohibited harassment is sexual harassment, applicable laws and/or this policy also prohibit harassment based on an individual's race, color, sexual orientation, age, religion, national origin, marital status, or physical or mental disability. In addition, retaliatory harassment resulting from the fact an individual has engaged in

protected activity (i.e., opposition to prohibited discrimination or participation in a statutory complaint process) is also prohibited. This prohibition applies to anyone on Russell Sage College campuses. Harassment of students who are working or studying outside the campus proper is prohibited as well. The College is committed to preventing and correcting all such harassment, not just harassment which is severe or pervasive enough to provide the basis for a claim under federal or state law.

Sexual Harassment may involve the exploitation of an unequal power relationship (for example, between employee and supervisor or between a student and teacher), or may occur between student peers or employees of equal rank. At Russell Sage College, sexual harassment also constitutes unprofessional conduct which compromises the college's commitment to the pursuit of learning. Russell Sage College will not tolerate any form of sexual harassment.

Harassment on the basis of sex is discrimination which violates Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the New York Human Rights Law. Prohibited sexual harassment includes, but is not limited to, unwelcome: sexual advances, flirtation propositions, verbal remarks of a sexual nature (whether directed to an individual or a group), vulgar language, sexually explicit or offensive jokes and comments about an individual or an individual's appearance, sexually suggestive visual displays such as cartoons, posters or calendars, physical contact or physical assault. Sexual harassment is not limited by the gender of either party, nor is it limited to supervisor/subordinate or teacher/student relationships.

Unwelcome conduct of a sexual nature violates the law when it creates an intimidating hostile or offensive work or educational environment, and/or where acceptance or rejection of unwelcome sexual advances is the basis for making an academic or a personnel decision. However, this policy prohibits all forms of sexual harassment, regardless of whether the harassment may give rise to a legal claim.

Other Types of Harassment - Prohibited harassment on the basis of race, color, sexual orientation, age, religion, national origin, marital status, or physical or mental disability, or any other protected basis, includes behavior similar to sexual harassment such as: verbal conduct, threats, epithets, derogatory comments or slurs; visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures; and physical conduct such as assault, unwanted touching, or blocking normal movement. Russell Sage College will not tolerate any such harassment.

Reporting Prohibited Harassment - Each student and employee of Russell Sage College has an obligation to report discrimination and prohibited harassment to an appropriate college official. Any student who believes he or she is the victim of discrimination or prohibited harassment should report it to any compliance officer. The identities of these individuals are provided on the following page.

Alternatively, any student who believes he or she has been the victim of harassment based on sex may utilize the Title IX complaint procedure described in this handbook. A student who believes he or she has been harassed on the basis of a disability may also utilize the Section 504 complaint procedure described in this handbook.

#### Investigation of Complaints

When the college becomes aware that discrimination or prohibited harassment may exist, it is obligated by law to promptly investigate and to take prompt and appropriate action. Failure to investigate allegations of discrimination or prohibited harassment, or failure to take timely corrective action is considered a violation of Russell Sage College Discrimination/Harassment Policy & Procedure.

Once a complaint of discrimination or prohibited harassment has been made either in writing or orally by a student, or observed discrimination or harassment of a student has been reported, the Director of Human Resources or his or her designee will promptly conduct a complete, thorough and impartial investigation of the complaint. If the Director of Human Resources is involved in the alleged discrimination or harassment, another person will be designated by the President to conduct the investigation. In addition, while the investigation is being conducted, appropriate intermediate steps to end the discrimination and/or harassment will be taken.

The time necessary to complete an investigation will vary depending upon the facts of a particular case. In most cases, investigations will be completed within seven to ten business days of receipt of a complaint. After completing the investigation, both the complainant and the individual alleged to have engaged in discrimination and/or harassment will be informed of the conclusions reached by the investigator.

#### Confidentiality

Russell Sage College will, to the extent possible, maintain confidentiality with respect to complaints of discrimination and prohibited harassment. However, there is no unofficial complaint of discrimination or harassment. Once the college or its supervisors become aware of a complaint, the college is required by law to take action consistent with this policy.

These actions may require disclosure of the allegations to the extent necessary to conduct a complete and thorough investigation. College employees who learn of alleged discrimination or prohibited harassment as a result of privileged communications with a student (e.g., through a counseling relationship) are exempted from this requirement. Remedial Measures If the investigation reveals that discrimination and/or prohibited harassment did occur, the college will take all appropriate measures necessary to end the discrimination and/or harassment, prevent future discrimination and harassment, and correct any personnel or academic decisions made which are related to the discrimination/harassment.

#### Prohibition of Retaliation

It is a violation of federal and state law and this policy for any employee to retaliate against any student who has in good faith made a complaint of discrimination or harassment, or who has participated in the investigation of such a complaint. This prohibition extends to all forms of adverse treatment resulting from an individual's opposition to discrimination or participation in the investigation of a complaint. A student who does so will be subject to discipline up to and including dismissal from Russell Sage College. Any employee who engages in retaliatory behavior will be subject to discipline, up to and including discharge.

#### Discipline

Russell Sage College takes complaints of discrimination and prohibited harassment with the greatest seriousness. For that reason, any individual who is found to have engaged in conduct which violates this policy will be subject to discipline. That discipline may take a variety of forms, depending upon the circumstances of a particular case, and may include termination of employment for faculty and staff. For students, discipline may include dismissal from Russell Sage College.

#### Compliance Officers

Russell Sage College has appointed certain individuals as Compliance Officers. The Compliance Officers are responsible for receiving complaints of discrimination and harassment, and for assisting in the resolution of those complaints. In addition, Compliance Officers are responsible for being proactive in creating an atmosphere which will inhibit discrimination or harassment. Complaints of harassment and/or discrimination should be directed to the following persons:

- *Amanda Bastiani*, at 518-244-4809 or [bastia@sage.edu](mailto:bastia@sage.edu) or [titleix@sage.edu](mailto:titleix@sage.edu).

**Section 504 and Title IX Complaint Procedure** Any student who believes he or she has been discriminated against with respect to access to or participation in the college's educational programs or activities, or harassed on the basis of his or her sex, or a disability protected by Section 504 of the Rehabilitation Act may utilize the following complaint procedure. This procedure applies to complaints alleging discrimination and/or harassment by employees, other students, or third parties. Student complaints of sexual or disability-based harassment or discrimination may be made under this complaint procedure, or under Russell Sage College Discrimination/Harassment Complaint Policy & Procedure.

1. Russell Sage College's objective, as a college, is to resolve conflicts to the satisfaction of all parties involved through informal, internal mechanisms, whenever possible. In accordance with this objective, students are encouraged to utilize the appropriate chain of supervision to seek relief or redress before filing a complaint of discrimination/harassment as outlined below. In the academic setting, this means the instructor, Department Chair, Dean, or Vice President for Academic Affairs for complaints related to a student's experience outside the classroom, meaning the person responsible for the student activity, the Director of the related Student Affairs Unit, one of the Associate Deans of Students, or the Vice President for Campus Life. STUDENTS ARE NOT REQUIRED TO USE THIS INFORMAL PROCESS AND HAVE THE RIGHT TO END THE INFORMAL PROCESS AT ANY TIME.



2. A student or applicant who wishes to file a formal complaint of discrimination or harassment must do so with the Section 504 Compliance Officer (for disability related complaints) or the Affirmative Action Officer (AAO) (for all other complaints). When meeting with the Section 504 Compliance Officer or AAO, the complainant will be given a written form to be completed. The Section 504 Compliance Officer or AAO will provide the complainant and respondent with copies of Russell Sage College Discrimination/Harassment Complaint Policy & Procedure.

3. If rape, sexual assault or other criminal assault is alleged, the AAO will turn the complaint over to the Director of Public Safety, who will contact the appropriate external authorities and assist in their investigation as needed.

4. In all other cases, the Section 504 Compliance Officer or AAO will investigate the complaint and attempt to resolve the complaint informally. The time necessary to complete an investigation will vary depending on the facts of a particular case. In most cases, investigations will be completed within seven to ten days of receipt of a complaint.

5. In investigating the complaint, the Section 504 Compliance Officer or AAO shall:

(a) Investigate the complaint by meeting with the appropriate individuals and reviewing all appropriate records that bear on the case.

(b) Discuss the allegations in the complaint with the complainant(s) and respondent(s) separately. At these meetings, the complainant and respondent will have the opportunity to identify witnesses and present evidence supporting their respective positions.

(c) Attempt, where appropriate, to resolve the complaint by exploring and suggesting possible solutions to the problem with all involved parties.

(d) If the preceding step does not resolve the problem, the Section 504 Compliance Officer or AAO shall make and transmit a determination of probable or no probable cause in the matter of the allegation of discrimination/harassment to the complainant, the respondent, and the senior officer for the unit in which the respondent is employed (or the President if the respondent is a senior officer).

(e) If probable cause has been determined, the responsible senior officer will impose appropriate discipline within ten days of receipt of the Section 504 Compliance Officers or AAOs determination. That discipline may take a variety of forms, depending on the circumstances of a particular case, and may include termination of employment for faculty and staff. For students, discipline may include dismissal from the college. 6. In the event that the determination of probable cause or no probable cause is disputed by either of the parties, or in the event that the action taken by the responsible senior officer to resolve a complaint is not satisfactory to one or both of the parties, the matter will be referred to an Appeal Board appointed by the President

to examine the record of the complaint, the process by which it was investigated, and the nature of its resolution, and to make recommendation as to further action, if warranted.

(a) The membership of the Appeal Board will vary depending on the circumstances of the particular case and will be constituted from among the various campus constituent groups. The Council of Faculty each year identifies four full-time faculty members who are willing and prepared to serve in this capacity. The Director of Human Resources identifies four members of the hourly staff, and the Vice President for Academic Affairs and the Vice President for Finance and Administration together, identify four administrators who can be called upon to serve. In cases involving students, the Vice President for Campus Life, in consultation with the Deans of the Colleges or the Associate Deans of Students as appropriate, will identify appropriate student representatives. No Appeal Board shall be constituted with fewer than five nor more than nine members.

(b) Any individual approached to serve on an Appeal Board in a situation where he or she cannot be impartial is expected to identify such conflict and decline to serve. If those eligible to serve on the Appeal Board are not sufficient to reach the required minimum membership, the President will seek additional representatives from the appropriate constituent group(s) by the normal means for that group.

(c) The AAO convenes the Appeal Board and attends its meetings, but will not have a vote. The Board itself, once it is convened, will elect a Chair for the duration of the appeal.

(d) Any appeal must be filed with the AAO, in writing, by either the complainant or the respondent, within ten days of receipt of the AAO's determination or the senior officer's imposition of discipline. The appeal must make clear the reasons why the outcome of the investigation and resolution is not satisfactory. The AAO provides copies of the appeal to the other party involved in the complaint, the senior officer involved, and to the President.

(e) The President appoints the Appeal Board from among those eligible to serve, and the AAO convenes the Board on a date and at a time convenient to all parties and provides the Board with all documents pertaining to the complaint. When first convened, the Board will elect its Chair.

(f) The AAO presents the complaint as originally filed, describes the means by which he or she investigated it, and the basis for the determination. (g) If the disciplinary action imposed is the subject of the appeal, the senior officer involved will describe the reasoning behind such actions.

(h) The party bringing the appeal will describe the basis for the appeal and the responding party will be given the opportunity to comment. Both parties will have the opportunity to present witnesses, or documentary or other evidence that was not previously considered, if

such exists. (i) After its hearings are concluded, the Appeal Board recommends that the President either accept, reject, or modify the resolution of the complaint.

(j) The President should reach a decision on the disposition of the case within ten days of receiving the Appeal Board's recommendation.

(k) All discussion, material, and testimony used in the appeal process are strictly confidential and those serving on the Appeal Board must agree to respect this principle. The President's decision is final.

7. In the event that a complaint is filed against a person who has a major responsibility under these procedures, the AAO will consult with the President, who shall determine any appropriate changes in procedures, and inform both the complainant and the respondent of such changes in writing. In the event that a complaint is filed against the President, the Chair of the Board of Trustees will discharge the President's responsibility under these guidelines.

<https://www.sage.edu/student-life/office/student-complaint-reporting-policy/>

## Academic Standards and Appeals

Russell Sage College takes pride in the pursuit of academic excellence and integrity. Students are expected to comply with the stipulations set forth in the “Statement of Academic Honesty,” included in the Student Handbook, which outlines the procedures used to enforce the spirit of academic honesty at the College.

Academic dishonesty and misconduct violate the essential mission of an academic institution and will not be tolerated in any of its forms. Academic dishonesty and misconduct include:

- using material not authorized by the instructor to complete an exam;
- knowingly doing another person’s academic work;
- presenting the written ideas, representations, or words of another without citing the appropriate sources;
- failing to cooperate in the investigation of any student being accused of academic dishonesty/misconduct.

View the **Student Handbook** (Office of Student Life) for more information on student conduct policy and procedures:

<https://www.sage.edu/student-life/office/student-handbook/>

### Good Academic Standing

Russell Sage College regards a student as “in good standing” academically if they are permitted to enroll for the subsequent term. To graduate, a student must present a cumulative grade point average (GPA) of at least 2.000. Note: some major programs require a higher cumulative GPA for degree completion. See specific program pages for more information.

**In addition to meeting cumulative GPA requirements, all students must achieve a minimum major GPA of 2.200 in order to graduate. Certain academic programs have higher academic standards in the major and students may consult individual academic departments for clarification of distinct requirements.**

### Academic Monitoring

Student academic progress is monitored at several levels: (a) by the Registrar’s Office through the program evaluation report (b) by the student’s academic advisor, (c) by the program director of the program in which the student is enrolled, (d) by the Academic Standards Committee, (e) Advisory Grade Report (5th week progress), and (f) by the students themselves.

- **Advisory Grade Report:** undergraduate students may view their undergraduate advisory grades (fall and spring only) in SageAdvisor. The advisory report summarizes student academic progress at the 5th week. Grades and comments are included for each course by the course instructor. Advisory grades are not formally recorded on the student’s official record, but are meant to serve as an indication of the student’s academic progress to this point.

### Academic Record Review

Student records are scrutinized by the **Committee on Admission, Academic Standards, and Retention (CAAR)** at the end of each fall and spring semester to determine if they are making good progress and likely to meet graduation requirements in the future. Students with a semester or cumulative GPA below a 2.000 may receive a Letter of Academic Action, as appropriate, from the Committee or Committee designee.

**Students who earn a semester or cumulative GPA below a 2.000, and thus are at risk for not meeting graduation requirements in the future, are subject to the following academic actions upon review by the Academic Standards Committee at the end of each fall and spring term.**

**Decisions made by the CAAR committee are separate from the Financial Aid Office decisions and policies.**

### Semester Probation

**Indicates that a student has earned a semester GPA below a 2.000, while maintaining a cumulative GPA of 2.000 or higher. This constitutes a serious warning and is a signal that the student must reverse the present direction or face possible academic probation or suspension from the College in the future.**

\*Notation of "Semester Probation" for the semester will be placed on the permanent transcript.

### Academic Probation

**Indicates that the student's calculated cumulative GPA at the end of the fall or spring term is less than a 2.000, and thus the student is at risk for not meeting graduation requirements in the future.** Probation constitutes a serious warning and is a signal to the student to reverse the present direction or face possible separation from the College. (This action is the minimum that will occur if the cumulative GPA is below 2.000.)

\*Notation of "Academic Probation" for the semester will be placed on the permanent transcript.

### Temporary Probation

Temporary Probation is given to a student when one or more incompletes (I grades) are a factor in determining whether or not the GPA (cumulative or semester) falls below a 2.000. The student on temporary probation should make every effort to resolve the I grade(s) prior to the start of the subsequent semester. It is the responsibility of the student to contact the Office of Student Services when the coursework has been completed to arrange to have the temporary probation removed from the record, if a 2.000 cumulative and/or semester GPA is attained with grades from newly-completed courses.

\*Notation of "Temporary Academic Probation" for the semester will be placed on the permanent transcript, unless the student has resolved the matter.

## **Conditions of Probation**

Because students who are placed on probation are at risk for not meeting graduation requirements, the Committee may require one or more of the following sanctions in the letter of academic action in an effort to direct students toward a successful subsequent academic experience in the semester following the probation term.

- Meet with faculty advisor and College personnel to develop an academic success plan.
- Restrict students to no more than 5 courses (16 credits) in the subsequent semester.
- Restrict students to no more than 4 courses (13 credits) in the subsequent semester.
- Restrict students to no more than 2 courses (7 credits) in the subsequent semester.
- Repeat courses in the subsequent semester that were not passed previously.
- Change academic program.

Note: a probation status may be placed retroactively on a student's record whose academic standing could not be determined at the end of a semester due to Incomplete "I" or Research Pending "RP" grades. Since courses with "I" or "RP" grades are often completed in the subsequent semester, grades earned in those courses will be used in a subsequent review of the student's record and may result in retroactive academic action.

## **Academic Suspension**

Suspension is defined as a separation from the College for a stated period (one or more semesters). The Committee may impose a suspension under one or more of the following conditions:

- a student fails to attain a minimum cumulative GPA of 2.000 after 2 or more semesters on Academic Probation or Semester Probation;
- a student earns 3 or more F grades in a single semester;
- a student earns a cumulative GPA of 1.250 or below;
- a student demonstrates poor academic performance which warrants action more severe than probation.

Suspended students may appeal to the Dean of the College within the period stipulated in the Letter of Academic Action. In cases where a student receives an incomplete "I" grade in one or more courses and is pending academic suspension from the College, they will have a final deadline for completion of work no later than five business days before the start of the next semester. If the remaining coursework is not completed or the final course grade does not improve the cumulative GPA, the student will be suspended. The Provost is the final decision-making authority on all academic matters.

A student who has been suspended may not take courses at Sage until the completion of the suspension period. Students returning from academic suspension are permitted to enroll in classes under probationary conditions as specified in the original Letter of Academic

Action. They must consult with the Director of Academic Advising and Dean of Students to confirm what return procedures and policies apply.

\*Notation of “Academic Suspension” for the semester will be placed on the permanent transcript.

### **Academic Dismissal**

Academic dismissal is defined as a complete and permanent severance for reasons of academic deficiency. The Committee may impose academic dismissal after one or more academic suspensions. A student who has been dismissed may not take classes at Sage. As with suspension, dismissed students may appeal to the Dean of the College within the period stipulated in the Letter of Academic Action. The Provost is the final decision-making authority on all academic matters.

\*Notation of “Academic Dismissal” for the semester will be placed on the permanent transcript.

### **Notes:**

- The academic action/decision of the Academic Standards Committee (CAAR) each term is separate from policies of the Office of Financial Aid. Please contact Financial Aid staff directly, [finaid@sage.edu](mailto:finaid@sage.edu), 518-292-1783/518-244-4525, regarding your current and future financial aid status and college loan eligibility.
- To understand how grade point averages are calculated, see Catalog section, “Academic Policy-Grading”.
- Withdrawing or taking a leave of absence from the College does not exempt the student’s record from academic sanctions. Academic standing outcomes will be posted to the student’s official transcript as noted above.

### **GPA Requirements in Major (Academic Program)**

In addition to meeting cumulative GPA requirements, all students must achieve a minimum major GPA of 2.200 in order to graduate. Note that certain academic programs have higher academic standards in the major and students may consult their program evaluation, my progress report, the Catalog, and individual academic departments for clarification of distinct requirements. The academic departments are responsible for identifying and informing students who are not meeting program-specific standards. Students are also responsible for tracking their own academic progress within the major through their program evaluation. Students may seek to change their academic program through the Student Services office with permission of the Advising Office.

### **Academic Monitoring of Student Athletes**

Each academic year the Athletics Department presents each student athlete with a copy of the Sage Student-Athlete Handbook. The handbook can be found on the Sage Athletics website, [www.sagegators.com](http://www.sagegators.com).

- The Sage Student-Athlete Handbook contains information on:
  - Eligibility for Student Athletes

- o Class Attendance Policy for Student Athletes
- o Academic Support Program for Student Athletes
- For more information contact the Office of Athletics, 518-244-2283, athletics@sage.edu.

#### Appeals of Academic Issues

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet or speak with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- Meet or speak with the instructor’s department chairperson or program coordinator if resolution is not reached between the student and instructor.
- Meet or speak with the Dean of the College, only in the event that the student feels procedures were not followed.

The Provost is the final decision-making authority.

#### Readmission

Former matriculated undergraduate students who have been away and not on an approved leave of absence must contact the Admission Office for readmission/re-enrollment application procedures. Upon re-enrolling, students are newly matriculated under the current catalog in effect at the time of reenrollment.

If the student attends any other post-secondary institutions (college, university, technical, proprietary school, etc.) while away from Sage, official transcripts should be forwarded to the Office of Admission.

### Verification Procedure

Nutrition Students who successfully complete all DPD course requirements, (See pages 73-75 of this Handbook), obtain C or above in all NTR courses, and HUM 201, and maintain a 2.8 cumulative GPA at Sage are eligible to receive a Verification Statement and apply for a dietetic internship.

Policy	2024-2025 RSC Catalog Web Page Address
✓ Withdrawal and refund of tuition and fees.	<a href="https://www.sage.edu/academics/academic-resources/student-accounts/tuition-liability-policy/">https://www.sage.edu/academics/academic-resources/student-accounts/tuition-liability-policy/</a>
✓ Academic standards and appeals.	<a href="https://www.sage.edu/admission/financial-aid/state-federal-aid/undergraduate-satisfactory-academic-progress-policy/">https://www.sage.edu/admission/financial-aid/state-federal-aid/undergraduate-satisfactory-academic-progress-policy/</a>
✓ Scheduling and program calendar.	<a href="https://www.sage.edu/academics/academic-calendars/">https://www.sage.edu/academics/academic-calendars/</a>



✓ Insurance requirements.	<a href="https://www.sage.edu/student-life/wellness-center/health-services/">https://www.sage.edu/student-life/wellness-center/health-services/</a>
✓ Protection of privacy.	<a href="https://catalog.sage.edu/student-right-to-know-privacy-records-and-ferpa">https://catalog.sage.edu/student-right-to-know-privacy-records-and-ferpa</a>
✓ Access to personal files.	<a href="https://catalog.sage.edu/student-right-to-know-privacy-records-and-ferpa">https://catalog.sage.edu/student-right-to-know-privacy-records-and-ferpa</a>
✓ Access to support services: health, counseling, testing.	<a href="https://www.sage.edu/student-life/wellness-center/health-services/">https://www.sage.edu/student-life/wellness-center/health-services/</a>
✓ Services for students with disabilities	<a href="https://catalog.sage.edu/services-for-students-with-accessibility-needs">https://catalog.sage.edu/services-for-students-with-accessibility-needs</a>
✓ Access to support services: financial aid.	<a href="https://www.sage.edu/admission/financial-aid/">https://www.sage.edu/admission/financial-aid/</a> <a href="https://catalog.sage.edu/student-accounts">https://catalog.sage.edu/student-accounts</a>
✓ Maximum amount of time allowed for completing the program requirements.	<a href="https://catalog.sage.edu/undergraduate-satisfactory-academic-progress-sap-policy">https://catalog.sage.edu/undergraduate-satisfactory-academic-progress-sap-policy</a> <a href="https://catalog.sage.edu/sites/default/files/pdf/academic_page/loss-of-eligibility.pdf?1675288281">https://catalog.sage.edu/sites/default/files/pdf/academic_page/loss-of-eligibility.pdf?1675288281</a>

The following table lists college and program policies and the catalog web page address on the College website where these policies are more fully discussed.

Additional College and program policies and the catalog web page address on the College website and Student Handbook page where these policies are discussed.

Policy	2024-2025 Student Handbook RSC Catalog Webpage Address
Academic Policy: Coursework	<a href="https://catalog.sage.edu/">https://catalog.sage.edu/</a>
Academic Policy: Credit	<a href="https://catalog.sage.edu/">https://catalog.sage.edu/</a>
Academic Policy: Grading	<a href="https://catalog.sage.edu/">https://catalog.sage.edu/</a>
Academic Policy: Registration	<a href="https://catalog.sage.edu/">https://catalog.sage.edu/</a>
Academic Policy: Standards	<a href="https://catalog.sage.edu/">https://catalog.sage.edu/</a>

## **Filing and Handling Complaints**

### **Russell Sage Nutrition Science Department Policy on Academic Grievances and Petitions**

In the event that a student has a complaint involving a faculty member or wishes to question a grade, the student should follow the procedures listed below:

- Meet with the instructor involved. In the best interests of both parties, resolution ideally should be reached at this stage.
- Meet with the instructor's department chairperson if resolution is not reached between the student and instructor. Meet with the Dean of the College, only in the event that the student feels procedures were not followed.
- The Provost is the final decision-making authority.

Submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. If the student wishes he/she may further pursue the matter with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics. For ACEND contact information, refer to the ACEND Grievance/Complaint Procedure.

### **Notice of Opportunity and Procedure for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

The Commission of Accreditation for Dietetics Education (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics 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.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995 or by calling 800-877-1600, ext. 5400.

## Procedure for Complaints Against Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND<sup>®</sup>) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND<sup>®</sup>. However, the ACEND<sup>®</sup> board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

1. ACEND staff forwards all written complaints to the ACEND<sup>®</sup> chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND<sup>®</sup> chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND<sup>®</sup> chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program director by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND<sup>®</sup>, receive copies of the correspondence by first class mail.
5. The ACEND<sup>®</sup> chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND<sup>®</sup> chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND<sup>®</sup> chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND<sup>®</sup> board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND<sup>®</sup> board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

9. The ACEND<sup>®</sup> board or the ACEND<sup>®</sup> chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND<sup>®</sup> board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND<sup>®</sup> board determines that the program is not in compliance with the accreditation standards or policies, the ACEND<sup>®</sup> board may place the program on probation or withdraw accreditation.
12. The program director and administration of the sponsoring institution are notified of the ACEND<sup>®</sup> board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND<sup>®</sup> board to reconsider a decision to withdraw accreditation or probationary accreditation.

## To All Nutrition BS and MS-Dietetics Students:

### DPD Verification Statement Requirements

In order to receive a verification statement from an ACEND-accredited program you will need to receive:

- A grade of “C” or better in all your NTR courses, and HUM 201

**AND**

- A cumulative GPA of 2.8

Students who do not meet both these requirements will **NOT** receive a Verification Statement and will not be able to continue on to a Dietetic Internship.

# Verification Statements

## What is the purpose of Verification Statements?

Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that academic and supervised practice requirements for AND Membership or Commission on Dietetic Registration (CDR) eligibility for the Registration Examination for Dietitians and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, an individual will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the individual to obtain the appropriate quantity of Verification Statements and to safeguard them until the time they are to be used in various application processes.

## Who completes and can sign verification statements?

The Verification Statement form(s) are to be signed and completed by the appropriate program director. The signature must be that of the Program Director on record with ACEND at AND when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or pre-issued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. Statements may also be signed with an electronic signature. Program Directors may affix their institutional seal on this form.

## Who determines the requirements for program completion?

Program Directors are responsible for evaluating transcripts or prior experience and determining coursework and/or supervised experiences students must complete to fulfill current curriculum requirements for their program. Because coursework and/or supervised practice experiences needed to complete program requirements may vary from program to program, students must complete the current requirements of the program from which they will receive the Verification Statement.

## What is the Difference between a Verification Statement and a Declaration of Intent?

The Declaration of Intent to Complete form is completed by your Didactic Program Director when you are applying to dietetic internship (in February 2025, for example.) before completing your DPD coursework (to be completed in May 2025, for example). It is a standardized form provided by the Didactic Program Director and is required as part of the DI application materials. By signing a Declaration of Intent your DPD Director is stating that you are expected to complete the DPD in a specified amount of time and the courses left to complete the DPD. ***An example copy of the Declaration of Intent is provided next.***



**Declaration of Intent to Complete  
Degree and/or ACEND Minimum  
Academic Requirements**

**Based upon courses already completed, projected courses listed below, and completion of at least a baccalaureate degree, the following applicant will meet the minimum academic requirements for the Didactic Program in Dietetics accredited/approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.**

Applicant's name:	Jane C. Doe	
College or University Didactic Program in Dietetics:	Russell Sage College	
Degree granted or to be granted:	BS, DPD	
Month/Year Degree completed or to be completed:	May, 2025	
College or University conferring Degree, if different from above:		

Attach official transcript(s) for courses completed to date.

LIST COURSE(S) AND DATES(S) OF PROJECTED COMPLETION  
ACEND Minimum Academic Requirements

NTR 417-nutrition and Human Disease, May 2025 NTR 448-Special Topics in Nutrition, May 2025 BIO 208- Microbiology, May 2025	
Electives: WLD 401- Women Changing the World	
Didactic Program Director Name:	Martha Wasserbauer, MS, RDN, CDN, CNSC
Director's Signature:	
Applicant's Signature:	
Date:	1-10-25

Academy of Nutrition and Dietetics, 2000. May be copied for noncommercial purposes.  
8/00 AEPSO

**ACEND STANDARDS**  
**Foundation Knowledge Requirements and**  
**Learning Outcomes for Didactic Program in Dietetics**  
**June 2022**

***Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.***

***Knowledge***

***Upon completion of the program, graduates are able to:***

**KRDN 1.1**

Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.

**KRDN 1.2**

Select and use appropriate current information technologies to locate and apply evidence-based guidelines and protocols

**KRDN 1.3**

Apply critical thinking skills.

***Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.***

***Knowledge***

***Upon completion of the program, graduates are able to:***

**KRDN 2.1**

Demonstrate effective and professional oral and written communication and Documentation.

**KRDN 2.2**

Describe the governance of nutrition and dietetics practice, such as the Scope of Practice for the Registered Dietitian Nutritionist and the Code of Ethics for the Profession of Nutrition and Dietetics.

**KRDN 2.3**

Assess the impact of a public policy position on nutrition and dietetics practice.

**KRDN 2.4**

Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

**KRDN 2.5**

Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates.

**KRDN 2.6**

Demonstrate cultural humility, awareness of personal biases and an understanding of cultural differences as they contribute to diversity, equity and inclusion.



**KRDN 2.7**

Describe contributing factors to health inequity in nutrition and dietetics including structural bias, social inequities, health disparities and discrimination.

**KRDN 2.8**

Participate in a nutrition and dietetics professional organization and explain the significant role of the organization.

**KRDN 2.9**

Defend a position on issues impacting the nutrition and dietetics profession.

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

***Knowledge***

***Upon completion of the program, graduates are able to:***

**KRDN 3.1**

Use the Nutrition Care Process and clinical workflow elements to assess nutritional parameters, diagnose nutrition related problems, determine appropriate nutrition interventions and develop plans to monitor the effectiveness of these interventions.

**KRDN 3.2**

Develop an educational session or program/educational strategy for a target population.

**KRDN 3.3**

Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.

**KRDN 3.4**

Practice routine Health screening assessments, including measuring blood pressure and conducting waived point of care laboratory testing (such as blood glucose or cholesterol).

**KRDN 3.5**

Describe concepts of nutritional genomics and how they relate to medical nutrition therapy, health and disease.

**KRDN 3.6**

Develop nutritionally sound meals, menus and meal plans that promote health and disease management and meet client's/patient's needs.

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

***Knowledge***

***Upon completion of the program, graduates are able to:***

**KRDN 4.1**

Apply management theories to the development of programs or services.

**KRDN 4.2**

Evaluate a budget/financial management plan and interpret financial data.

**KRDN 4.3**

Demonstrate an understanding of the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.

**KRDN 4.4**

Apply the principles of human resource management to different situations.

**KRDN 4.5**

Apply safety and sanitation principles related to food, personnel and consumers.

**KRDN 4.6**

Explain the processes involved in delivering quality food and nutrition services.

**KRDN 4.7**

Evaluate data to be used in decision-making for continuous quality improvement.

***Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.***

**KRDN 5.1**

Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

**KRDN 5.2**

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

**KRDN 5.3**

Practice how to self-advocate for opportunities in a variety of settings (such as asking for needed support, presenting an elevator pitch).

**KRDN 5.4**

Practice resolving differences or dealing with conflict.

**KRDN 5.5**

Promote team involvement and recognize the skills of each member.

**KRDN 5.6**

*Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.*

*DIETETIC INTERNSHIP (DI) PROGRAM  
INFORMATION*

## DPD Students Timeline for DI-MS Application Process



## Russell Sage College Dietetic Internship Program

Russell Sage College (RSC) offers an MS-DI in Applied Nutrition, an MS-DI in Nutrition and Dietetics, and graduate certificate Dietetic Internship (DI) that is housed within the School of Health Sciences. For those with a bachelor's degree and DPD verification statement, a 42-credit MS-DI is available in two different timeframes: traditional (21-month) and part-time (28-months). As an RSC student you can apply to this program through the pre-select option (early acceptance) in the fall semester or wait to apply via DICAS in the spring. A 24-credit graduate certificate program is also offered both full and part-time for those entering the program with a graduate degree with DPD verification statement. For those wishing to enter the program with a master's degree in an area other than Nutrition and Dietetics (without DPD verification statement) we offer a MS-DI in Nutrition and Dietetics. A review of previous coursework transcripts determines the DPD credits required. The RSC DI participates in the fall and spring DICAS application cycles each year if applying through DICAS.

**IMPORTANT:** If you apply to the DI program through pre-select and are accepted you do not apply through DICAS. If you apply pre-select to the program and are encouraged to apply to the program through DICAS for the spring admission.

### **Application deadlines:**

Pre-select application deadline: October 11th, 2024 by 5pm EST

### **DICAS application cycle deadlines:**

2025-2026 DI application opens August 5, 2024 for Fall and Spring admissions.

- Fall Application Deadline: October 5, 2024. Acceptance notification: November 1, 2024. Applicant notification: deadline November 15, 2024.
- Spring Application deadline: February 1, 2025. Acceptance notification: March 1, 2025. Applicant notification: deadline March 15, 2025.

Russell Sage College  
Dietetic Internship Preselect Application Process  
Application Directions

Russell Sage College (RSC) offers a MS-DI in Applied Nutrition and graduate certificate Dietetic Internship (DI) that is housed within the School of Health Sciences. For those with a bachelor's degree and DPD verification statement a 42-credit MS-DI is available in two different timeframes: traditional (21-month) and part-time (28-months). A 24-credit graduate certificate program is also offered both full (10-months) and part-time (22 months) for those entering the program with a graduate degree.

Qualified students have the special opportunity to apply for early admission to the DI program. Acceptance is provisional based on maintaining an overall and DPD GPA of a 3.0 and successful completion of the DPD program. A description of the program at RSC can be found at:

<https://www.sage.edu/academics/programs/dietetic-internship/>

Minimum Qualifications:

1. Enrolled in a DPD program at RSC
2. Attended an information session (general or pre-select) or met with the DI Director
3. Completed or enrolled in at least the following DPD and supporting courses:
  - Anatomy & Physiology 1 (BIO 201)
  - Anatomy & Physiology 2 (BIO 202)
  - Intro to General Chemistry (CHM 103)
  - Intro to Organic and Biochemistry (CHM 104)
  - Microbiology (BIO 208)
  - Nutritional Biochemistry (CHM 220)
  - Foundations of Nutrition Science (NTR 201)
  - Food, Culture and Nutrition (HUM 201)
  - Intro to Psychology (PSY 101)
  - Exercise Physiology (SCI 310)
  - Intro to Food Science (NTR 211)
  - Food Service Systems Management (NTR 313)
  - Quantity Food Production (NTR 314)
  - Nutrition Metabolism I (NTR 501/401)
  - Nutrition Metabolism II (NTR 503/403)
  - Advanced Food Science (NTR 502/402)
  - Medical Nutrition Therapy I (NTR 504/404)
  - Community Nutrition (NTR 325)
  - Research Methods for the Professions (SOC 350)
  - Nutrition Counseling Across the Lifespan (NTR 507/407)
  - Medical Nutrition Therapy II (NTR 517/417)
  - Current Issues in Nutrition (NTR 522/422)
  - Statistics with Computer Applications (PSY 207) or Applied Statistics (MAT 220)
4. Achieved a minimum Overall GPA of 3.0
5. Achieved a minimum GPA of 3.0 in the DPD and supporting courses:

- Anatomy & Physiology 1 (BIO 201)
  - Anatomy & Physiology 2 (BIO 202)
  - Intro to General Chemistry (CHM 103)
  - Intro to Organic and Biochemistry (CHM 104)
  - Microbiology (BIO 208)
  - Nutritional Biochemistry (CHM 220)
  - Foundations of Nutrition Science (NTR 201)
  - Food, Culture and Nutrition (HUM 201)
  - Intro to Psychology (PSY 101)
  - Exercise Physiology (SCI 310)
  - Intro to Food Science (NTR 211)
  - Food Service Systems Management (NTR 313)
  - Quantity Food Production (NTR 314)
  - Nutrition Metabolism I (NTR 501/401)
  - Nutrition Metabolism II (NTR 503/403)
  - Advanced Food Science (NTR 502/402)
  - Medical Nutrition Therapy I (NTR 504/404)
  - Community Nutrition (NTR 325)
  - Research Methods for the Professions (SOC 350)
  - Nutrition Counseling Across the Lifespan (NTR 507/407)
  - Medical Nutrition Therapy II (NTR 517/417)
  - Current Issues in Nutrition (NTR 522/422)
  - Statistics with Computer Applications (PSY 207) or Applied Statistics (MAT 220)
6. Demonstrated leadership at RSC or at a prior college/university (e.g. participated in club activities), and/or in the community (beyond the 24 hours of volunteer hours required to complete the DPD program)
  7. Obtained work experience, volunteer activities and/or observational experiences which indicates a familiarity with the dietetics field and a well-rounded background
  8. Have current Academy membership
  9. Demonstrate professional behavior in all interactions with colleagues, program faculty and staff both inside and outside of the classroom environment.

Preselect Application Process:

1. Complete the 2024-2025 application form (must be typed)
2. Attend an information session (general or pre-select) or meet with the DI faculty (must indicate date of attendance or meeting)
3. Submit application with all required accompanying documents, including Letter of Application, all applicable Official Transcripts, Declaration of Intent Form (obtained from and signed by the DPD Program Director at least one week before the application is due) and Evaluation of Professionalism to the Dietetic Internship Director. All application materials must be submitted via email in a zip file with the exception of official e-transcripts which should be emailed to [schmil2@sage.edu](mailto:schmil2@sage.edu) OR hardcopies delivered directly to Laurel Petersen, Office Coordinator
4. Application deadline is October 11, 2024 by 5PM EST
5. Students will be notified of their acceptance via email in November

Students admitted via the DI Preselect Application Process must:

1. Maintain a minimum Overall GPA of 3.0
2. Maintain a minimum GPA of 3.0 in the Nutrition & Supporting Courses, from all institutions;
3. Complete all DPD requirements and receive a bachelor's degree and/or Verification Statement prior to beginning the DI;
4. Following acceptance, please submit a confirmation email of intent to complete the RSC DI (date will be specified upon acceptance). Please send an email to Professor Schmitt at [schmil2@sage.edu](mailto:schmil2@sage.edu).






III. DPD & Supporting Courses\*:

Complete and submit the [GPA spreadsheet](#) (template provided). Please be sure to list the semester and year when you completed or anticipate completion for each of the courses listed below. Also indicate the grade earned or whether in progress (IP). Only provide information for the following courses or substitute courses. If you have completed these courses at institutions other than RSC please indicate the institution and course that was transferred in to fill these requirements. Below is how you can manually calculate your GPA for your reference:

GPA Conversion (use to determine grade points earned):

A	4
A-	3.7
B+	3.3
B	3
B-	2.7
C+	2.3
C	2
C-	1.7

Course	Semester/Year	Grade or IP	No. of Credits	Grade Points Earned
<i>Example: Anatomy &amp; Physiology 1 (BIO 201)</i>	<i>FA17</i>	<i>B+</i>	<i>4</i>	<i>13.2</i>
Anatomy & Physiology 1 (BIO 201)				
Anatomy & Physiology 2 (BIO 202)				
Intro to General Chemistry (CHM 103)				
Intro to Organic and Biochemistry (CHM 104) or Organic Chemistry (CHM 201)				
Microbiology (BIO 208)				
Nutritional Biochemistry (CHM 220)				
Foundations of Nutrition Science (NTR 201)				
Food, Culture and Nutrition (HUM 201)				
Intro to Psychology (PSY 101)				
Exercise Physiology (SCI 310)				
Intro to Food Science (NTR 211)				
Food Service Systems Management (NTR 313)				
Quantity Food Production (NTR 314)				

Nutrition Metabolism I (NTR 501/401)				
Nutrition Metabolism II (NTR 503/403)				
Advanced Food Science (NTR 502/402)				
Medical Nutrition Therapy I (NTR 504/404)				
Community Nutrition (NTR 325)				
Research Methods for the Professions (SOC 350)				
Nutrition Counseling Across the Lifespan (NTR 507/407)				
Medical Nutrition Therapy II (NTR 517/417)				
Current Issues in Nutrition (NTR 522/422)				
Statistics with Computer Applications (PSY 207) or Applied Statistics (MAT 220)				

Total Credits: \_\_\_\_\_

Total Grade Points Earned: \_\_\_\_\_

GPA\*: \_\_\_\_\_

*\*(To calculate DPD + Support Courses GPA, divide the total grade points by the total credits)*

**IV. Work (paid & volunteer) and observational experience related to Dietetics:**

List all experience related to the field of dietetics, beginning with the most recent experience. Include paid, volunteer and related observational experiences; indicate if experiences were paid or volunteer. Do not include experiences required for a college course. You may insert additional rows.

Place of Employment	Name and Title of Supervisor	Dates & Hours/Week	Paid/Volunteer	Position, Title & Responsibilities

**Other work experience:**

List all other work experience, beginning with the most recent experience. Indicate if experience was paid or volunteer. You may insert additional rows.

Place of Employment	Name and Title of Supervisor	Dates & Hours/Week	Paid/Volunteer	Position, Title & Responsibilities

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V. Honors, extracurricular/volunteer activities:

List organizations, appointed or elected offices, scholarships, and honors received. You may insert additional lines. Include dates/years of involvement and level of participation.

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VI. Letter of Application:

Provide a single spaced, typed letter addressed to the DI faculty, no more than two pages in length attached to the application form. It should include the following: reason for applying to the RSC DI, personal and professional achievements, short and long-term goals, and strengths and weaknesses.

VII. Transcripts:

See above.

VIII. Academy Membership

Provide proof of membership (receipt or email confirmation is sufficient).

IX. AND Declaration Intent Form or DPD Verification Form- obtained from DPD Director.

Provide a copy of your Declaration of Intent or Verification Statement. If accepted you will be required to submit an original Verification Statement.

All students who meet the established criteria may apply. The acceptance decision will be made by the DI and nutrition faculty committee. Students will be selected based on the strength of their application and a majority vote of the faculty committee. Students must maintain eligibility for the program throughout their college career or they will lose their position in the program. Students not selected may still apply for the RSC DI or other programs through DICAS during their senior year at RSC or upon completion of all DPD requirements.

I have reviewed the RSC DI program website and read all materials regarding the DI preselect application process. The selection decision made by the DI Director is final and I agree to abide by it. I further agree that if selected for this program, I will make every effort to maintain my eligibility. If I accept the early-admission appointment into the program I understand that I cannot apply to other programs through DICAS. Should I decide to withdraw from this program at any time, I will notify my DPD faculty advisor and the DI Director in writing immediately.

I understand that my selection into the DI Program is contingent upon my maintaining a GPA of 3.0 in DPD and Supporting courses, completion of the bachelor's degree and/or DPD requirements and maintenance of professional behavior prior to the start date of the DI.

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Student Signature

Print

Date

All materials must be received by October 11, 2024 by 5PM EST. Applicants will be notified of acceptance status in November.

## TIPS FOR USING THE ACEND ONLINE DIRECTORY OF DIETETIC INTERNSHIPS

The ACEND online Directory of Dietetic Internships is on the ACEND Website at <https://www.eatrightpro.org/acend/accredited-programs/accredited-programs-directory>

**Use the edit function to narrow your search for programs with a particular feature. To use this function:**

Always start your word search at the beginning of the directory list.

Use the edit function by pressing the Control key and the key for the letter F simultaneously.

In the box that appears, type the word or phrase you want to find. You do not need to match the word case.

Click on Find Next to find the next occurrence of the word or phrase.

Continue to Click Find Next to find additional occurrences.

Below are some examples of searches you can use to find specific programs in the Dietetic Internship list:

**State or City:** Search for the State or City by name. Use the 2-letter abbreviation for the state and check the box to select the whole word only.

**Enrollment date:** These are generally shown as a month. Enter the full name of the month.

**Length of the Program:** The length of the program is generally shown as a range of two months. For example try finding programs that are 9 to 10 months or 10 to 11 months.

**Computer Match Date:** Enter April or November or exempt.

**Stipend:** Entering the word stipend will find programs with monetary as well as non-monetary stipends.

**Emphasis area:** 207 of the 259 internships have defined emphasis areas. The table below shows the emphasis areas and the number of programs in each category. To find the programs for a particular emphasis area type in the name of the emphasis area as shown below:

Number of Emphasis Area		Number of Emphasis Area	
	Programs		Programs
2	Business/Entrepreneur	1	Natural Medicine
1	Child Nutrition	4	Nutrition Education
31	Community	33	Nutrition Therapy
1	Community/Urban Health	2	Nutrition Therapy/Community
1	Developmental Disabilities	1	Pediatrics, Maternal and Child Health
10	Food Service Systems	1	Psychiatric Disabilities in Long Term Care
110	General	2	Sub Acute Long Term Care
1	Information Technology	1	Research
3	Military Skills	1	Wellness
1	Medical Dietetics		

## ***DICAS Instructions***

The Russell Sage College Dietetic Internship and MS-DI programs participate in both the fall and spring application cycles. The application for the 2025-2026 academic year opens August 5, 2024. All three application steps must be completed by the applicable deadline for the application to be considered complete.

- Fall application deadline: October 5, 2024
- Spring application deadline: February 1, 2025

Please complete the following 3 application steps:

1. Apply electronically via the Dietetic Internship Centralized Application Services (DICAS).
2. Complete the application release form.
3. Pay Russell Sage Dietetic Internship application fee – send by mail
  - a. A check for \$40 payable to Russell Sage College. *This fee is waived for current RSC students.*

ATTN: Lisa Schmitt, MS, RDN, CDN  
Dietetic Internship Director, Nutrition Science Department  
Russell Sage College  
65 1st Street  
Troy, NY 12180

## ***Acceptance Process***

### ***Notification Day***

Students will be notified of their acceptance or rejection on or before via email:

- Fall applicants: November 1
- Spring applicants: March 1

### ***Appointment Day***

Accepted applicants must notify the RSC DI Director of their acceptance or withdrawal via email on or before the following dates:

- Fall applicants: November 15
- Spring applicants: March 15

***Important Applicant Responsibilities***

If an applicant does not notify RSC DI Director of acceptance of appointment by stipulated deadline, the applicant forfeits their accepted spot.

For additional dietetic internship application procedures from the Accreditation Council for Education in Nutrition and Dietetics, refer to ACEND's Applicant Process for Students webpage.



## Gainful Employment

Regulations implemented by the United States Department of Education require public and non-profit institutions that participate in federal financial aid programs to report certain information about their non-degree educational programs that lead to gainful employment in a recognized occupation.

The regulation pertains to our students enrolled in our certificate programs that qualify for federal financial aid.

The information provided for each program, includes total program costs, median loan debt, job placement rates and other consumer information. This information is intended to help our certificate students make informed choices about the educational programs they pursue.

The information reported is based on data for students that completed the program between July 1st 2015 and June 30th, 2016.

On July 1, 2019, the U.S. Department of Education published final regulations (the “Final Rule”) rescinding requirements for programs that are eligible for Title IV federal student financial aid based on preparing students for gainful employment in a recognized occupation. The Department also exercised its statutory authority under the Higher Education Act of 1965 to designate the Final Rule, which is not effective until July 1, 2020, “for early implementation, beginning on July 1, 2019, at the discretion of each institution.” Russell Sage College implemented this change effective July 1, 2019.

For further information, please contact The Office of Financial Aid:

518-244-4525 or 518-292-1783.

<https://www.sage.edu/admission/financial-aid/graduate-aid/approved-certificate-programs/>

<https://www.sage.edu/academics/programs/dietetic-internship/>

***NUTRITION***  
***GRADUATE PROGRAMS***

**MASTER OF SCIENCE  
IN NUTRITION AND DIETETICS**

**THE COURSES WITHIN THE MASTER OF SCIENCE  
IN NUTRITION AND DIETETICS PROGRAM PROVIDES STUDENTS WITH BOTH THE  
REQUIREMENTS TO RECEIVE A DPD VERIFICATION STATEMENT AS WELL AS AN MS  
DEGREE. THIS PROGRAM IS APPROPRIATE FOR STUDENTS WHO DO NOT HAVE AN  
UNDERGRADUATE DEGREE IN NUTRITION.**

## ***Master of Science in Nutrition and Dietetics***

The Master of Science in Nutrition and Dietetics is a 45-credit hour program specifically designed for students who hold a Bachelor's degree in a field other than nutrition. The program provides the core didactic program in dietetics (DPD) coursework required to prepare students to pursue the Registered Dietitian (RD) credential as well as a terminal Master's degree.

All rules that apply to the undergraduate BS students also apply to Master of Science in Nutrition and Dietetics students. Students who successfully complete all DPD coursework\* within the program will be able to obtain a verification statement (See Dietetics/DPD Program Section) and be eligible to apply to a dietetic internship (See Dietetic Internship Section).

### **Admission Requirements**

Applicants to the program must meet the general admission requirements for Russell Sage Graduate School and have an undergraduate GPA of 3.0 or above.

Official transcripts will be evaluated upon admission. Certain undergraduate nutrition prerequisites will be required in preparation for graduate study.

\*Students need to receive a grade of C or above in HUM 201 and all NTR courses, as well as have a cumulative GPA of 2.8 or above in order to successfully complete the DPD and obtain a verification statement.

### **Notes**

*\* By the completion of NTR 522, students are required to complete a total of 24 hours of approved nutrition community volunteer experience.*

*\* Students are required to become members of the Academy of Nutrition and Dietetics (AND) during their first year (Annual Dues about \$58).*

**Russell Sage College Graduate School**  
**Program of Study for Master of Science in Nutrition and Dietetics**

√	Course	Credits
<b>Core Courses:</b>		
	NTR 501 – Nutritional Metabolism I: Macronutrients*	3
	NTR 502 – Advanced Food Science*	4
	NTR 503 – Nutritional Metabolism II: Micronutrients*	3
	NTR 504 – Medical Nutrition Therapy I*	4
	NTR 507 – Nutrition Counseling Across the Lifespan*	3
	NTR 517 – Medical Nutrition Therapy II*	4
	NTR 522 – Current Issues in Nutrition*	3
	NTR 551 – Research Methods for the Health Sciences**	3
	NTR 555 – Nutrition Communication	3
<b>Elective Courses (Choose 3)</b>		
	NTR 549 – Nutrition & Disease Management for Pediatrics	3
	NTR 553 – Epidemiology for the Health Sciences**	3
	NTR 560 – Sports Nutrition	3
	NTR 561 – Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 563 – Nutrition Support	3
	NTR 564 – Psychology of Eating & Eating Disorders	3
<b>Research Courses</b>		
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
	<b>Total Degree Credit Hours</b>	<b>45</b>
<b>Prerequisite Courses**</b>		
	HUM 201 – Food, Culture, & Nutrition	3
	SCI 310 – Exercise Physiology	4
	NTR 201 – Foundations of Nutrition Science	4
	NTR 211 – Introduction to Food Science	4
	NTR 313 – Food Service Systems Management	3
	NTR 314 – Quantity Food Production	3
	NTR 325 – Community Nutrition	4
	BIO 201 – Anatomy & Physiology I	4
	BIO 202 – Anatomy & Physiology II	4
	BIO 208 – Microbiology	4
	CHM 103 – Introduction to General Chemistry	4
	CHM 201 –Organic Chemistry	4
	CHM 220 – Nutritional Biochemistry	3
	PSY 101 – Introduction to Psychology	3
	MAT 220 – Applied Statistics I	3

**MASTER OF SCIENCE  
IN APPLIED NUTRITION**

**THE COURSES WITHIN THE MASTER OF SCIENCE  
IN APPLIED NUTRITION ARE 100% ONLINE\***

**Attention Russell Sage College Nutrition Students**

RSC Nutrition students (BS, DPD and/or DI) with GPA of 3.0 or above complete a simplified MS application where the **following documents are waived:**

- o Resume
- o Reference letters
- o Personal statement

\* Some face-to-face prerequisite courses may apply.

## Master of Science in Applied Nutrition

The demand for nutrition professionals is on the rise. With the emergence of the obesity epidemic and the new era of nutritional genetics, unprecedented and exciting career opportunities are becoming available for nutrition graduates. In addition, changes in health care, increases in reimbursements, and the need for evidence-based practice require nutrition professionals to obtain advanced clinical and research skills.

The MS in Applied Nutrition is based on a solid scientific foundation with a strong focus in nutritional epidemiology, food and nutrition program evaluation, and the most up to date issues in the nutrition field. This MS degree enhances promotion and job mobility for individuals in health, dietetics, and the food industry, as well as community and public health nutritionists.

**The M.S. in Applied Nutrition is completely online and is designed to be flexible and to accommodate the returning adult learner. Emphasis is placed on providing students with the following skills:**

- Critical evaluation skills through analysis of research literature.
- Ability to integrate and apply what is learned to relevant and current situations.
- In-depth knowledge and understanding of the most recent developments in the field.
- Strong background in theory of health behavior and the translation of theory into practice, a valuable tool in public health, community as well as clinical nutrition settings.
- Skills in planning, conducting, and evaluating food and nutrition programs and interventions.
- Hands-on experience in designing and conducting research including identifying research hypotheses, developing surveys, collecting and analyzing data, as well as interpreting results and write-up. All students will be encouraged to publish their work.

### Admission Requirements

Applicants to the program must meet the general admission requirements for RSC Graduate School and have an undergraduate GPA of 3.0 or above.

### Registered Dietitians with Graduate Credits

Official transcripts will be evaluated. A maximum of seven graduate credits or 25 percent of the degree, whichever is greater, may be transferred from another institution if such work was completed within five years of the first course counted toward the MS degree at RSC. Transferred credits must be a “B” or better.

### Registered Dietitians Who Completed the RSC Graduate School Dietetic Internship

Selected credits earned through the RSC Graduate School Dietetic Internship will apply to the MS in Applied Nutrition. Students must complete the remaining 21 credits, part of which includes a guided master’s research project, in order to graduate with an M.S. in Applied Nutrition.

### Applicants with Bachelor’s Degree in a Field Other Than Nutrition

Official transcripts will be evaluated. Certain undergraduate general prerequisites (Introduction to psychology, statistics, research methods, general and organic chemistry) and undergraduate nutrition

course prerequisites taken at RSC, including NTR 201 and NTR 325 will be required in preparation for graduate study.

**General Information**

Students may attend the MS degree program on a full-time or part-time basis. The program has a minimum of three to four terms for full-time students. For students with a BS in Nutrition or related field, the program is completely online to accommodate working students and those who reside beyond the Capital Region of NY.



**SAGE GRADUATE SCHOOLS**  
**Program of Study for Master of Science in Applied Nutrition**  
**For Students with a BS in Nutrition**

	Course	Credits
<b>Research Methods Courses (9 credits)</b>		
	<b>NTR 551 – Research Methods for the Health Sciences</b>	<b>3</b>
	<b>NTR 690 – Directed Research I – MS Thesis</b>	<b>3</b>
	<b>NTR 691 – Directed Research II – MS Thesis</b>	<b>3</b>
<b>Core Courses: Choose 7 of the following courses* (21 credits)</b>		
	<b>NTR 549 – Nutrition and Disease Management in Pediatrics</b>	<b>3</b>
	<b>NTR 553 - Nutritional Epidemiology</b>	<b>3</b>
	<b>NTR 555 – Nutrition Research: Interpretation and Communication</b>	<b>3</b>
	<b>NTR 560 – Sports Nutrition</b>	<b>3</b>
	<b>NTR 561- Nutrition Programs &amp; Interventions: Theory &amp; Practice</b>	<b>3</b>
	<b>NTR 562 – Weight Management</b>	<b>3</b>
	<b>NTR 563 – Nutrition Support</b>	<b>3</b>
	<b>NTR 564 – The Psychology of Eating with Emphasis on Eating Disorders</b>	<b>3</b>
<b>Total Degree Credit Hours</b>		<b>30</b>

*\*Any NTR graduate MS course may count. HSA and MBA courses may also count with permission from program director*

**SAGE GRADUATE SCHOOL**  
**Master of Science in Applied Nutrition**  
**Program of Study for Students with a Bachelor's Degree in a Field Other than Nutrition**

Completed	Course	Credits
<b>Core Courses: (Choose 5)</b>		
	NTR 549 – Nutrition and Disease Management in Pediatrics	3
	NTR 553 - Epidemiology for the Health Sciences	3
	NTR 555 – Nutrition Research: Interpretation and Communication	3
	NTR 560 – Sports Nutrition	3
	NTR 561- Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 563 – Nutrition Support	3
	NTR 564 – The Psychology of Eating	3
<b>Support Courses</b>		
	NTR 507 – Nutrition Counseling*	3
	NTR 501 – Nutrition Metabolism I*	3
	NTR 503 – Nutrition Metabolism II*	3
<b>Research Methods Courses</b>		
	NTR 551 – Research Methods for the Health Sciences	3
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
<b>Total Degree Credit Hours</b>		<b>33</b>
<b>Prerequisites:*</b>		
	NTR 201 – Foundations of Nutrition Science	4
	NTR 325 – Community Nutrition	4
	PSY 101 – Introduction to Psychology	3
	CHM 104 – Organic and Biochemistry or CHM 201 – Organic Chemistry	4
	CHM 103 - General Chemistry	4
	MAT 220 – Applied Statistics I	3
<b>*By permission of program director, equivalent courses may apply</b>		

# MASTER OF SCIENCE IN APPLIED NUTRITION with DIETETIC INTERNSHIP\*

RUSSELL SAGE GRADUATE SCHOOLS  
Program of Study for  
Master of Science in Applied Nutrition  
Student with Dietetic Internship

Completed	Course	Credits
<b>Core Courses: Choose 3 of the following *</b>		
	NTR 549 – Nutrition and Disease Management in Pediatrics	3
	NTR 553 - <u>Epidemiology</u> for the Health Sciences	3
	NTR 560 – Sports Nutrition	3
	NTR 561- <u>Nutrition</u> Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 563 – Nutrition Support	3
	NTR 564 – The Psychology of Eating with Emphasis on Eating Disorders	3
<b>Research Methods Courses</b>		
	NTR 551 – Research Methods for the Health Sciences	3
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
<b>Dietetic Internship Courses</b>		
	NTR 525 - Advanced Medical Nutrition Therapy	3
	NTR 530 – Practicum in Dietetic Internship I	6
	NTR 531 – Practicum in Dietetic Internship II	6
	NTR 532 - Practicum in Dietetic Internship III	6
	NTR 555 – Nutrition Research: Interpretation and Communication	3
<b>Total Degree Credit Hours</b>		<b>42</b>

*\*Any NTR graduate MS course may count. HSA and MBA courses may also count with permission from program director*

**\* Please note, students must be accepted to the Russell Sage Dietetic Internship either before or concurrently with enrollment in the MS Applied Nutrition - Dietetic Internship program**

**MASTER OF SCIENCE IN NUTRITION & DIETETICS**  
**with DIETETIC INTERNSHIP\***

## SAGE GRADUATE SCHOOL

### Program of Study for Master of Science in Nutrition and Dietetics with Dietetic Internship

√	Course	Credits
<b>Core Courses:</b>		
	NTR 501 – Nutritional Metabolism I: Macronutrients*	3
	NTR 502 – Advanced Food Science*	4
	NTR 503 – Nutritional Metabolism II: Micronutrients*	3
	NTR 504 – Medical Nutrition Therapy I*	4
	NTR 507 – Nutrition Counseling Across the Lifespan*	3
	NTR 517 – Medical Nutrition Therapy II*	4
	NTR 522 – Current Issues in Nutrition*	3
	NTR 551 – Research Methods for the Health Sciences**	3
	NTR 555 – Nutrition Communication	3
<b>Elective Courses (Choose 3)</b>		
	NTR 549 – Nutrition & Disease Management for Pediatrics	3
	NTR 553 – Epidemiology for the Health Sciences**	3
	NTR 560 – Sports Nutrition	3
	NTR 561 – Nutrition Programs & Interventions: Theory & Practice	3
	NTR 562 – Weight Management	3
	NTR 563 – Nutrition Support	3
	NTR 564 – Psychology of Eating & Eating Disorders	3
<b>Research Courses</b>		
	NTR 690 – Directed Research I – MS Thesis	3
	NTR 691 – Directed Research II – MS Thesis	3
<b>Dietetic Internship Courses</b>		
	NTR 525 - Advanced Medical Nutrition Therapy	3
	NTR 530 – Practicum in Dietetic Internship I	6
	NTR 531 – Practicum in Dietetic Internship II	6
	NTR 532 - Practicum in Dietetic Internship III	6
<b>Total Degree &amp; Dietetic Internship Credit Hours</b>		<b>66</b>

Prerequisite Courses**		
	HUM 201 – Food, Culture, & Nutrition	3
	SCI 310 – Exercise Physiology	4
	NTR 201 – Foundations of Nutrition Science	4
	NTR 211 – Introduction to Food Science	4
	NTR 313 – Food Service Systems Management	3
	NTR 314 – Quantity Food Production	3
	NTR 325 – Community Nutrition	4
	BIO 201 – Anatomy & Physiology I	4
	BIO 202 – Anatomy & Physiology II	4
	BIO 208 – Microbiology	4
	CHM 103 – Introduction to General Chemistry	4
	CHM 201 – Organic Chemistry	4
	CHM 220 – Nutritional Biochemistry	3
	PSY 101 – Introduction to Psychology	3
	MAT 220 – Applied Statistics I	3
* Core Didactic Program in Dietetics (DPD) Courses – Offered face-to-face on campus		
** By permission of program director, equivalent courses may apply		

**\* Please note, students must be accepted to the Russell Sage Dietetic Internship either before or concurrently with enrollment in the MS Applied Nutrition - Dietetic Internship program**

## **Russell Sage College Graduate School Grievances and Appeals**

Students who wish to request reconsideration of academic decisions made with regard to their progress and performance in the academic program may appeal to the Academic Standards Subcommittee of the RSC Graduate School Curriculum Committee. Students who wish to appeal to the Academic Standards Subcommittee must write to the Dean of RSC Graduate School, explaining the nature and rationale for the request. The student's program director and the dean each make a recommendation to the Academic Standards Subcommittee, which then makes a determination regarding the student's request. The Dean of RSC Graduate School communicates the determination to the student.

The RSC Graduate School Grievance Appeals Panel reviews student grievances which have been acted upon by the Academic Standards Committee of the SGS Curriculum Committee. The Grievance Appeals Panel will consider student grievances concerning academic matters including:

- the degree process such as grading, evaluation, or status;
- allegedly unprofessional conduct toward students;
- allegedly unfair or discriminatory treatment of students;
- allegedly unfair disciplinary actions.

The request for an appeal must be made in writing to the Dean of RSC Graduate School, within 30 days of the student's receipt of the determination of the Academic Standards Subcommittee. The letter requesting an appeal must state the basis of the grievance and the facts that support it. It should include a summary of steps already taken (or why steps were omitted). The student/appellant must state why the resolution is unfair or unsatisfactory. The student must state what the desired remedy is. The Dean will transmit the appeal to the RSC Graduate School Curriculum Committee (SGSCC) Chairperson to determine whether or not the appeal will be accepted for review. If the appeal involves a student from the program in which the Chair of the SGSCC serves, the Chair will designate a member of the SGSCC who is not affiliated with the appellant's program to determine whether or not the appeal will be accepted for review. If an appeal is accepted for review, a Grievance Appeals Panel will be formed to hear the case within 20 business days of receipt of the student's request.

### **Conditions for Dismissal**

The administrative officers at RSC reserve the right to require at any time the withdrawal of students for reasons of health or conduct or whose academic standing does not comply with the regulations; in such cases fees will not be refunded or remitted, in whole or in part, and neither RSC nor any of its officers shall be under any liability whatsoever for such exclusion.

# ***PROFESSIONAL ORGANIZATIONS***

## **COMMUNITY AND PROFESSIONAL SERVICE HIGHLY VALUED IN THE NUTRITION SCIENCE DEPARTMENT**

All nutrition majors are encouraged to participate in the Student Nutrition Club and other extracurricular organizations on and off campus as evidence of community and professional service.

### **ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP**

AND Membership enables students to access the AND web site for position papers, journal articles and much more. In addition, long standing membership sends the message that you are committed to the field and are serious about your studies. An application to join AND can be found on the AND website at [www.eatright.org](http://www.eatright.org).

**All JUNIORS, SENIORS, and MS-Dietetic students are required  
to be student members of the Academy of Nutrition and Dietetics.**

Student membership benefits include: finding AND scholarships, search for jobs, networking, access research you can use in your classes such as the Evidence Analysis Library (EAL) and learn more about the profession. You will also be entitled to student discounts on some publications. As a student member of AND you will be a member of the New York State Academy of Nutrition & Dietetics (NYSAND).



# ACADEMY OF NUTRITION AND DIETETICS

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**2024-2025**

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***Visit us on Facebook or Instagram to see what's new and exciting  
in the Nutrition Science Department.***

***In Facebook, search for Russell Sage College Nutrition Department or  
go to <https://www.facebook.com/RSCNutrition/>***

In Instagram, search @sage\_nutritionclub or go to  
[https://www.instagram.com/sage\\_nutritionclub/](https://www.instagram.com/sage_nutritionclub/)