



BUFFALO STATE
The State University of New York

Dietetics Combined Pathway (BS and MS) Handbook

April 10, 2024

Table of Contents	
History of the Dietetics Combined Pathway (BS and MS)	4
Verification Statement	5
Health, Nutrition and Dietetics Department	5
Philosophy/Degrees Granted	6
Mission Statement/Goals/Objectives	7
Pathway Admission Requirements	8
Description of Dietetics Combined Pathway (BS and MS)	9
Dietetics Combined Pathway (BS and MS) Academic Roadmap	12
Policy for Maintenance of Good Standing	14
Provisional Acceptance to Dietetics Combined Pathway (BS and MS)	14
Attendance/Participation/Supervised Experiential Learning	14
Documentation of Supervised Experiential Learning Hours	15
Clinical Evaluation	15
Definition of Good Standing in the Dietetics Combined Pathway (BS and MS)	16
Appeal Procedure	16
Policy: Standards for Appearance	17
Professional liability Insurance	19
Mandatory Health Insurance	19
Health Requirements	20
Illness or Injury during Supervised Practice	20
Drug Testing and Criminal Background Checks	20
Transportation/Travel	20
Telephones	21
Costs to Students	21
Distance Education Components	23
Financial Aid/Scholarships	23
Access to Student's Files/	23
Student Grievances	24
Library Resources	24
Outside Employment	26
Scholarships	26
Memberships in Professional Organizations	26
Areas of Dietetics Practice	27
Resumes	28
Registration Process and RDN Exam	28
Professional Practice Guidelines	29
When to Cosign	30
Filing Complaints to ACEND Regarding Accreditation Standards	30
Code of Ethics	31
Acknowledgement of Handbook Receipt	35

History of Dietetics Combined Pathway (BS and MS) at Buffalo State

The Dietetics Combined Pathway (BS and MS) at Buffalo State, SUNY began in the Fall of 1971 and was named the Coordinated Undergraduate Program (CUP) in Dietetics. Funding had been obtained through a five- year grant from the Allied Health and Manpower Division, National Institutes of Health for the program' s implementation. Buffalo State was one of six Institutions of Higher Education nationally to develop such an educational endeavor. The Buffalo State CUP one of the first six dietetics programs to utilize a variety of health care facilities within a community as key clinical sites for student learning in conjunction with classroom learning.

Subsequent special improvement grants for the years 1975-77 and 1977-80 were obtained from NIH to support the on-going development and evaluation of the program. Initially eight students were admitted to the program. Over a five-year period, a gradual increase of 16 students were enrolled.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) **changed the name of Coordinated Programs in Dietetics to the Dietitians Education Program (DEP)**. This name change was formally adopted by SUNY Buffalo State in Fall, 2014. Beginning in January 2024, the Commission on Dietetic Registration (CDR) required a master's degree to sitfor the registration examination for dietitian nutritionists. In response to the CDR master's degree requirement, the DEP was reorganized into a **Dietetics Combined Pathway (BS and MS)**. Together, the BS, Dietetics and MS, Dietetics fulfill all requirements of the Graduate Future Education Model standards for registration eligibility.

The design of the Dietetics Combined Pathway (BS and MS) is built on the concept of an integrated curriculum where the educational environment is expanded to include hospitals, long-term care facilities, community agencies, private counseling firms, and other sites in which nutrition services are delivered. Under the reorganized program, students will continue to participate in an integrated curriculum through the coordination of learning opportunities and supervision and evaluation of student performance in a variety of clinical settings. To maximize student learning and make best use of clinical experiences, enrollment is restricted to sixteen. Therefore, screening for admission is necessary. To facilitate learning, a staff of clinical instructors and a director teach courses, plan, supervise and evaluate the student learning experiences.

The Dietetics Combined Pathway (BS and MS) is an accelerated pathway, and is designed for the completion of all the educational and experiential learning requirements required to be eligible to take the exam for the registered dietitian nutritionist credential. Through the Dietetics Combined Pathway (BS and MS), undergraduates in the BS Dietetics complete 12 credits of graduate coursework in the M.S. degree during their senior year of undergraduate study. Students formally apply for graduate school admission in their senior year.

The Buffalo State University Dietetics Combined Pathway (BS and MS) is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Phone: 800/877-1600 ext. 5400. <http://www.eatrightPro.org/ACEND>.

Verification Statement

The signed verification statement documents that the graduate has completed all the requirements of a dietetics education program approved by ACEND and therefore are eligible to take the registration exam for Dietitian/Nutritionists administered by the Commission on Dietetic Registration (CDR). Verification statements are also required for Academy of Nutrition and Dietetics (subsequently referred to as the Academy) active membership.

Verification statements will be issued when the student has completed ACEND-accredited requirements (both didactic and experiential learning) and the registrar has cleared the student for master's degree graduation, which indicates that all degree requirements also have been completed. Dietetics Combined Pathway (BS and MS) requirements for a verification statement include:

1. completed competency checklist
2. timesheets documenting at least 800 hours of "planned work experience" as required by the NYS Office of the Professions for state certification as a Certified Dietitian Nutritionist, 1000 hours of supervised experiential learning including alternate experiential learning as required by ACEND.
3. Completion of the MS Dietetics
4. Maintenance of good standing in the program

The competency checklist and timesheets will be verified by the program director. For students who have previously completed a master's degree, a verification statement can be issued upon completion of requirements (didactic and supervised experiential learning). Upon successful completion of all academic and supervised practice requirements, Dietetics Combined Pathway (BS and MS) students are sent an electronic copy of a verification statement with electronic signature by the program director for use in applying to jobs, Academy membership, future certification or licensure applications, and personal record.

For more information about verification statements, visit the following ACEND website for a fact sheet on "Frequently Asked Questions about Verification Statements" [Frequently Asked Statements About Verification Statements](#)

Health, Nutrition, and Dietetics Department

In September 2015, the Dietetics and Nutrition Department merged with the Health and Wellness Department to form the new Health, Nutrition, and Dietetics (HND) Department. The Dietetics Combined Pathway (BS and MS) is currently housed within the HND Department within The School of the Professions.

Philosophy

Dietetics is a major component of comprehensive health care. The Dietetics Combined Pathway (BS and MS) is designed to promote a continuous learning process, permitting creative participation by the student. A plan for progression of learning allows the student to build on knowledge, understanding and skills, as the individual demonstrates various levels of competency toward attainment of stated student outcomes.

The didactic and supervised experiential learning are integral parts of the educational environment. Guided supervised experiential learning dovetails with theory to provide opportunity for applied learning. The student is encouraged to become self-evaluative and self-directive by completion of the program.

Students have multiple opportunities to engage in interprofessional practice. The goal of interprofessional practice activities is to gain skills in working with members of the health care to achieve common goals, solve problems and address complex issues in educational, clinical, and research settings.

College faculty, clinical instructors, preceptors, and students share the responsibility for achieving the outcomes of the program.

Degrees Granted

The Dietetics Combined Pathway (BS and MS) at Buffalo State leads to a Bachelor of Science and Master of Science degrees.

Dietetics Combined Pathway (BS and MS) Mission, Goals and Objectives

Mission Statement

The mission of the Dietetics Combined Pathway (BS and MS) is to prepare graduates for competent entry level practice as registered dietitian nutritionists within the context of academic excellence, experiential learning and community service that provides the foundation for an ongoing commitment to professional and leadership growth, community service, and a passion for life-long learning.

Goal 1: Graduates will attain the knowledge, skills, and professional characteristics needed for success as an entry level registered dietitian nutritionist.

1. Program completion: At least 80% of program graduates will complete program/degree requirements within 4.5 years (150% of program length).
2. Graduate Employment: Of graduates who seek employment, 75 percent will be employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Employer Satisfaction: Ninety percent of first year graduates will meet or exceed employer expectations for entry-level RDNs or 90 percent of graduates will report that they are meeting or exceeding employer expectations for entry-level RDNs.
4. Registration Exam:
 1. Ninety percent of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 2. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. Graduate satisfaction: Ninety percent of graduates will report one-year after program completion that the BS/MS Dietetics prepared them well for competent dietetics practice.

Goal 2: Graduates will demonstrate commitment to life-long learning, professional development, service and leadership in diverse professional and community endeavors.

Objective 1: Fifty percent of graduate respondents will report pursuing practice certification when surveyed five years after graduation.

Objective 2: Twenty percent of graduate respondents will report active membership (committee member or leadership position) in a dietetics-related professional or volunteer organization when surveyed five years after graduation.

Dietetics Combined Pathway (BS and MS) Admission Requirements

All students with sophomore, junior, or senior status meeting the eligibility requirements must apply for admission to the BS, Dietetics portion of the pathway during the designated period. Eligibility requirements are admission to Buffalo State University, a minimum cumulative GPA 2.75, and potential for completing of the following prerequisite courses prior to beginning the program in the fall:

BIO 100 Principles of Biology
BIO 308 Human Anatomy and Physiology I
BIO 309 Human Anatomy and Physiology Lab
CHE 111 Fundamentals of Chemistry I
CHE 113 Laboratory for Fundamentals of Chemistry I
CHE 112 Fundamentals of Chemistry II
CHE 114 Laboratory for Fundamentals of Chemistry II
CHE 201 Organic Chemistry I
CHE 203 Organic Chemistry I Laboratory
CHE 322 Biological Chemistry
NFS 100 Introduction to Food Preparation
NFS 102 Introductory Nutrition
NFS 200 Applied Food Chemistry
NFS 211 Applied Management in Dietetics I
NFS 230 Introduction to Dietetics
NFS 302 Advanced Nutrition
NFS 315 Life Cycle and Community Nutrition I
PSY 101 Introduction to Psychology

Selection will be based on GPA, completion of prerequisite courses, personal statement, faculty, faculty/employer recommendations, and volunteer/work experience. Up to 16 will be accepted into the program each year. Individuals interested in applying must contact the department for application information, which is available by December 1 of each year. An application information meeting is scheduled in December of each year.

Conditional admission is granted contingent upon the student maintaining a GPA 2.75, earning at least a “C” grade in all required Spring and summer courses, and adherence to conduct that is consistent with the Academy/CDR Code of Ethics for the profession. Conditional admission is outlined in the program’s policy on good standing. This policy is distributed at the application informational meeting and at the Spring orientation meeting for conditionally admitted students.

Through BS, Dietetics undergraduates apply for conditional admission to graduate school and complete up to 12 hours of graduate course work in the Master of Science in dietetics degree program once they have earned sufficient academic credits to obtain “senior status” on the degree works report. A maximum of 12 credits hours may be taken during the senior year, and these credits count toward both the bachelor’s and master’s degrees.

Students must attain and maintain a GPA of 3.0 for admission to the MS, Dietetics portion of the pathway. Upon formal admission to the graduate school, earned graduate credit will be applied to the graduate course of study and all graduate policies and privileges will apply. Graduate application fees are waived for students in the pathway. Students are formally admitted to the Graduate School following verification of the bachelor’s degree requirements and acceptance of an online application.

Admission is granted jointly by the Graduate School and the academic department in which the student plans to pursue graduate studies. Individual departments establish specific standards by which they judge admission. The Dietetics Combined Pathway (BS and MS) students must adhere to the program's policy for good standing to be granted admission to the graduate program.

Description of the Dietetics Combined Pathway (BS and MS) Experience

Semester I

In the first semester the focus of NFS 445 Nutritional Care A is centered on introduction to acute care, nutrition education, and food service experiences in which students apply knowledge and skills learned in NFS 401 Medical Nutritional Therapy I, NFS 315 and 316 Life Cycle/ Community I and II, and NFS 211 Applied Management in Dietetics I. The course sets the stage for practical training in subsequent courses each of which focus on a specific area of practice.

The experiences allow for the development of basic interviewing, nutrition education, presentation, introductory food service management skills, introduction to electronic medical records, and use of medical nutritional therapy and nutrition care process knowledge, skills and tools. Individual and group teaching assignments allow the student to develop skills in applying nutrition knowledge to various age groups, food/project management and group skills. Professional development of the student is emphasized throughout the courses.

Semester II

As the students learn about medical nutritional therapy for additional disease states and conditions including diabetes, renal disease, and pediatric malnutrition diagnoses in NFS 402, the supervised experiential learning reinforces classroom education in medical nutrition therapy and use of the nutrition care process in NFS 446 clinical rotations in pediatrics and adult acute care settings. Reviewing medical records and interviewing patients give students first-hand experiences that case studies in a text cannot equal. Formative experiences build skills in executing the nutrition care process. Diet histories obtained from patients are used by students, along with information from electronic medical records, to assess patients' nutrition needs, interview patients and write nutritional care plans with specific goals. Plans included limited interventions for implementing the goals, as well limited strategies for monitoring and evaluation. In the early rotation, the emphasis is on identifying and determining the necessary care rather than implementing the plan. Later in the rotation, students gain more experience implementing the intervention. A portion of the semester is spent in the community setting achieving related competencies. Students spend rotations focused on community nutrition, policy and public health. Community rotations are completed with a variety of partners where students gain experience with, for examples, WIC, local food banks, an outpatient renal clinic, developing nutrition education lessons for pre-school age children and conducting healthy cooking classes for adults. Additionally, students may participate in an interdisciplinary Iron Chef competition along with students from the speech language pathology department.

Summer (between Junior and Senior Year)

Students formally begin the pathway in the summer between junior and senior years with NFS 571 Experiential Learning in Food Service Systems in Health Care Through supervised experiential learning the student applies knowledge and principles of food systems management in a health care facility including directing the production and distribution of quantity food products, overseeing the purchasing, receipt and storage of products used in food production, applying principles of food safety and sanitation to the storage, production and service of food, applying agricultural practices, sustainability, developing quality performance improvement action plan and monitoring impact. Emphasis is on the operational aspects of food service production and clinical services, continuous quality improvement and food service management roles and responsibilities. In addition, the students complete a ServSafe course and become certified.

Semester III

This semester builds upon on knowledge and skills learned in previous semesters. NFS 447 Nutrition Care C in the senior year is divided into three rotations: 2 acute care rotations and 1 counseling rotation. Students are given responsibility accomplishing the entire nutritional care process for selected patients/clients within the time allowed and facility policies. Students learn how to coordinate the implementation and evaluation of medical nutrition therapy (MNT) with other members of the health care team (i.e. nurses, physicians, social workers, etc.). While still under the supervision of their clinical instructor, the students often work closely with facility dietitians and diet technicians regarding specific patients. Their electronic medical record notes are reviewed and co-signed by a clinical instructor. The students deal with a wide variety of patients, instruct patients on all types of modified diets, and become familiar with resources available for referral. In addition, experiences in counseling are provided in the Nutrition Education Counseling Center (NECC). Supervised experiential learning in acute care takes place two days a week (6.75 hours /day).

Students begin research training in NFS 430 Introduction to Nutrition Research and NFS 605 Current Trends in Nutrition with a wide variety of supervised experiential learning activities.

Semester IV

The second semester in the senior year is divided into two rotations to complete the requirements in NFS 448 Nutritional Care D, NFS 449 Nutritional Care E and graduate courses list on the Academic Roadmap.

NFS 448 is focused on acute patient care. Students will be in the hospital four days per week for a minimum for 32 hours per week over a four - five week period. The purpose of this rotation is to provide total nutritional care for increasing numbers of patients, refining and developing clinical patient management skills, continued learning and application of medical nutrition therapy and assuming the responsibilities of an entry level dietitian. This is a staff relief rotation in which the student becomes the supervised dietitian on the floor. Nutrition support skill building with emphasis on TPN is planned for two days per week.

NFS449 Nutrition Care this semester exposes students to nutritional care in a long-term facility (LTC). Students learn the differences between acute and chronic care, and how the various departments (i.e. physical therapy, occupational therapy) work together as a team in providing care. Students engage in 135 hours of supervised experiential learning. Students select nutrition assessment tools for patients in LTC, develops an individualized plan of care in collaboration

with the client/patient and team members, develops quality and/or performance improvement projects, analyzes quality performance improvement data to inform potential solutions, and adheres to nutrition related legislation, regulations and standards of practice related to LTC.

Students continue supervised experiential learning activities with HEW 605 Epidemiology and write their research proposals in NFS 689 Methods in Nutrition Research

Summer (between Senior and Graduate Years)

Students may take an elective this summer or in the Fall. The MS Dietetics requires 3 elective credits. Students have the option to register for NFS 550 Graduate Practicum in Dietetics. NFS550 allows the student to function in a professional role for 135 hours over the course of the semester. The student, faculty, and dietitian mentor select and develop goals and objectives for an area of dietetic practice to meet the student's learning needs and/or interest. The practicum provides an opportunity for students to gain a greater depth and breadth of experience and refine skills for independent functioning in dietetic practice. Students function under the supervision of a registered dietitian or facility staff designee who evaluates their professional performance.

Students will often collect data for their master's research.

Description of the MS Dietetics

Semester V

During semester V students enroll in graduate courses according to the Academic Roadmap. NFS 607 Experiential Learning in Weight Management and Diabetes and NFS 609 Experiential Learning in Advanced Medical Therapy house enhanced competencies. Experiential learning involves case studies, role playing, simulations structured as competency-based education in an online format. Additional elective courses are selected based on individual career aspirations if electives are not taken in the previous summer.

Semester VI

During Semester VI, students achieve competencies in NFS 601 Leadership and Project Management in Dietetics NFS 612 Nutrition Counseling. In addition, in NFS 690 Master's Project students will analyze research using the proper statistical techniques, refine their instruction and abstract, write up their results, produce a complete research manuscript, and present an oral presentation of their research in poster or lecture form.

ACADEMIC ROADMAP Dietetics Combined Pathway (BS and MS)

Freshman							
FIRST SEMESTER				SECOND SEMESTER			
Course Title	Catalog		Credits	Course Title	Catalog		Credits
Introduction to Psychology (IF-SS)	PSY		3	GE 23 Principles of Biology	BIO		3
Introduction to Food Preparation	NFS		3	Introduction to Nutrition (IF-NS)	NFS		3
GE 23 Fundamentals of Chemistry I	CHE		3	Fundamentals of Chemistry II	CHE		3
Fundamentals of Chemistry I Lab	CHE		1	Fundamentals of Chemistry II	CHE		1
GE 23 College Writing I	CWP		3	GE23 -Humanities			3
GE 23 World Language			3	GE 23 Argumentation and	CWP 102		3
Total			16	Total			16

For General Education Requirements: <https://generaleducation.buffalostate.edu/>

Sophomore							
THIRD SEMESTER				FOURTH SEMESTER			
Course Title	Catalog		Credits	Course Title	Catalog		Credits
Introduction to the Diet Profession	NFS		2	Advanced Nutrition	NFS		3
Applied Food Chemistry	NFS		1	Life Cycle/Community Nutrition	NFS		3
Organic Chemistry I and Org Chem I	CHE		4	Biological Chemistry	CHE		4
Human Anatomy and Physiology	BIO 300		3	Applied Management in Dietetics I	NFS 211		3
Human Anatomy and Physiology Lab	BIO 309		1	GE 23 World Hist Global/Diversity	ANT300, 301, or 302		3
GE 23 - Arts			3				
Total			14	Total			16

Junior Year							
FIFTH SEMESTER				SIXTH SEMESTER			
Course Title	Catalog		Credits	Course Title	Catalog		Credits
Applied Management in Dietetics II	NFS		3	Principles of Nutrition	NFS		2
Life Cycle/Community Nutrition II	NFS		3	Integrative and Functional	NFS		1
Medical Nutrition Therapy I	NFS		4	Medical Nutrition Therapy II	NFS		3
Nutrition Care A	NFS 445		3	Nutrition Care B	NFS 446		3
Survey of Microbiology	BIO 355		3	GE 23 Intro to Probability/Statistics	MAT 311		3
				GE 23 – US History			3
Total			16	Total			15

SUMMER SESSION			
Course Title	Catalog		Sequence
Experiential Learning in Food Service Systems in Health Care	NFS 571		3

Senior Year							
SEVENTH SEMESTER				EIGHT SEMESTER			
Course Title	Catalog		Credits	Course Title	Catalog		Credits
Medical Nutrition Therapy III	NFS		3	Nutrition Care D	NFS		4
GE 23 Introduction to Nutrition Research (Critical Thinking and Reasoning and Information	NFS 430		3	Nutrition Care E	NFS 449		2
Nutrition Care C	NFS		4	Epidemiology	HEW 605		3
Current Trends in Nutrition (GRAD)	NFS		3	Methods in Nutrition Res	NFS 689		3
Total			13				13

Optional SUMMER			
Course Title	Catalog		Sequence
Elective (may be taken in the Fall)			3

Graduate							
NINTH SEMESTER				TENTH SEMESTER			
Course Title	Catalog		Credits	Course Title	Catalog		Credits
Exp Learning in Wt Mgmt &	NFS		3	Nutrition Counseling	NFS		3
Exp Learning in Adv Med Diet	NFS		3	Master's Project	NFS 600		3
Elective (Statistics Recommended) if elective is not taken in the			3	Leadership And Project Management in Dietetics	NFS 601		3
Total			9	Total			9

Policy for Maintenance of Good Standing in the Dietetics Combined Pathway (BS and MS)

It is the policy of the Dietetics Combined Pathway (BS and MS) that students who are provisionally or fully admitted into the Dietetics Combined Pathway (BS and MS) maintain required academic and professional standards. Academic standards are set by the in the Dietetics Combined Pathway (BS and MS) Handbook. Professional standards are set by the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics.

A. Provisional Admission into the undergraduate BS Dietetics

Admission to the Dietetics Combined Pathway (BS and MS) is provisional, i.e., selected candidates may enter the in Fall if they earn a C or better in all prerequisite courses during the preceding Spring semester and Summer sessions, maintain a minimum 2.75 GPA, and conduct themselves in a manner that is consistent with the Academy of Nutrition and Dietetics/Commission on Dietetic Registration (CDR) Code of Ethics for the Profession of Dietetics. The Code's fundamental principle requires that an individual conduct himself/herself with honesty, integrity, and fairness.

Additionally, the Code requires responsibility in demonstrating respect for the values, rights, knowledge, and skills of others. Failure to meet academic standards or a failure to exercise conduct consistent with the Code of Ethics will lead to a rescinding of an offer to be admitted to the Dietetics Combined Pathway (BS and MS). If the reason for the rescinded offer is grades, the Dietetics Combined Pathway (BS and MS) Director will write the student notifying him/her of the decision. If the reason for the rescinded offer is a failure to exercise conduct consistent with the AND Code of Ethics:

1. The Dietetics Combined Pathway (BS and MS) Director will write a letter to the student stating concerns regarding failure to conduct themselves in a manner that is consistent with the Academy./CDR Code of Ethics.
2. Within one week of date of the letter, the student may either accept the decision or request a meeting to appeal the decision in writing. If a written response is not received by the Dietetics Combined Pathway (BS and MS) Director within one week, the decision to rescind will stand.
3. The meeting must be scheduled one week after receiving the student's response. The meeting will be between the Dietetics Combined Pathway (BS and MS) Director, the student, and any other member of the faculty whom the HND Chair determines should attend.
4. After the meeting, the Dietetics Combined Pathway (BS and MS) Director will notify the student of the final decision in writing.

B. Attendance/Participation/Supervised Experiential Learning

A minimum number of clinical hours are required each semester. Therefore, all absences from supervised practicewill be rescheduled arranged based on individual student needs, by the clinical instructor during the semester.

Students have the responsibility to personally notify and request an excused absence from their clinical instructor(s)if they will be late or absent from the clinical area during their scheduled rotation. Absence from a clinic must be made up. Excused absences include unavoidable extenuating circumstances (subject to the clinical instructor's discretion) that can be documented to the instructor's satisfaction. Examples of extenuating circumstances include illness (explanatory note from physician or clinic); family death (obituary); accident (police report); etc. Any arrangements for changing clinical days, hours or assignments must be approved **in advance** by the clinical instructor. A student who is persistently late or absent from the clinical area may be dismissed from the program.

Being persistently late is defined as arriving five minutes later than scheduled time more than once a week.

In both clinical and didactic courses, any student who does not complete assignments on time, shows little effort to participate in classes, post-conferences or discussion groups and has unexcused absence for more than two times from NFS classes/clinical experiences can be dismissed from the program. Absences and tardiness will negatively affect the course grade. Faculty will notify the Dietetics Combined Pathway (BS and MS) director of unexcused absences.

Students have the responsibility to complete clinical assignments within the time allotted with an acceptable level of proficiency at supervised experiential learning sites. Students unable to complete their assignments on time or with an acceptable level of proficiency will review their time management and competencies with the clinical instructor with written documentation. If significant improvement by the student is not demonstrated within a timeframe decided on by the clinical instructor and student, a warning will be issued to the student. After two warnings the Dietetics Combined Pathway (BS and MS) faculty will decide whether the student is given the option to continue in the program or will be required to repeat the course the following year.

Students found using supervised experiential learning time for assignments other than those assigned for the supervised experience will be issued a warning. Further disciplinary action will be taken if this behavior is continued after the warning.

Documentation of Supervised Experiential Learning Time

Students must keep timesheets for supervised experiential learning hours in both clinical and classroom courses. Each supervised experiential learning experience has been assigned an expected number of professional work setting and other hours. Timesheets must be totaled by the student and signed by instructors and/or preceptors prior to submission to the Dietetics Combined Pathway (BS and MS) via OneDrive personal folder. Students must not be used to replace employees.

C. Clinical Evaluation

Each clinical course (Nutritional Care A, B, C, D, E, and NFS571) will be graded on an S (Satisfactory) and U (Unsatisfactory) basis. Nutritional Care B & C have multiple rotations which must be passed with an S to attain a final S grade for the course; any unsatisfactory or conditional evaluations on specific objectives must be changed to a satisfactory by the end of the semester. To pass a clinical course, students must earn a satisfactory evaluation for ACEND competencies assigned to the course. For NFS 445 and NFS 446, a score of 3/5 is considered satisfactory. For NFS 447, NFS 448, NFS 449, and NFS 571, a score of 4/5 is considered satisfactory.

At the beginning of each rotation, the student may meet with the clinical instructor to discuss student's written personal objectives. Each clinical instructor will provide on-going feedback regarding student performance on a continual basis during the clinical rotation. Students are expected to assume the responsibility for initiating opportunities to discuss their performance with the clinical instructor, or the program director, any time they feel it is necessary. The student and the instructor at the end of each clinical rotation, will complete a formal written and oral evaluation of a student's performance. Nutritional Care A-D may also contain mid-rotation evaluation. If at anytime during the clinical rotation a student's performance is deemed unsatisfactory, a warning will be issued, and the student will be required to meet with the instructor and/or the BS/MS director. During this meeting, the faculty and the student will establish a plan of action to assist the student in the performance improvement performance. If the student's performance remains unsatisfactory, the student may be given permission to repeat the clinical rotation upon the recommendation of the clinical faculty within the following academic year, or be dismissed from the program at the discretion of the BS/MS director.

D. Definition of Good Standing in the Dietetics Combined Pathway (BS and MS)

To remain in good standing and to continue in the pathway, a student is required to:

- a. Comply with pathway policies specified in the Dietetics Combined Pathway (BS and MS) Handbook
- b. Attain satisfactory evaluation in each clinical rotation/course
- c. Attain a minimum grade of "C" in each undergraduate NFS didactic courses
- d. To earn a graduate degree or certificate, a student must maintain a minimum cumulative GPA of 3.0 (B grade) on a 4.0 scale in all graduate courses completed at the university as well as 80% or higher on assessments for ACEND required competencies.
- e. Demonstrate consistent improvement in professional development based on formative evaluation of professional characteristics in each clinical rotation.
- f. Conduct oneself in a manner that is consistent with the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics
- g. Attain a GPA of 3.0 for admission to the graduate portion of the pathway

Depending upon the circumstances, students who do not fulfill conditions for good standing and meet the stated attendance may be:

1. dismissed from the Pathway or
2. placed on Pathway probation for one semester and allowed to continue if the conditions for the probation are met.

Students dismissed from the pathway may appeal the decision for reasons other than grade criteria for which they may follow the University's appeal process. Students who are dismissed from the Dietetics Combined Pathway (BS and MS) may change to the Nutrition and Dietetics Program to complete their bachelor's degree if they meet the program's criteria for good standing. Those students must then complete an accredited dietetic internship and master's degree after graduation to complete eligibility requirements to take the national registration examination to attain the credential, Registered Dietitian Nutritionist.

E. Appeal Procedure

1. Appeals must be submitted in writing to the Dietetics Combined Pathway (BS and MS) Director. The Director has broad discretion to determine how to proceed including, but not limited to, dismissing the appeal, assembling an appeals committee, requesting further information, resolving the case through educational activities, or any other way deemed advisable.
2. When the Dietetics Combined Pathway (BS and MS) Dietetics Director determines how to proceed, the Dietetics Director will recommend and consult with the HND Chair.
3. The Dietetics Combined Pathway (BS and MS) Director will notify the student in writing of the appeal process. The student must respond in writing within one week if student chooses to proceed with the appeal. If the student fails to respond within one week, the appeal will be considered inactive.
4. Should it be determined that a department appeals committee hear the case, the Dietetics Combined Pathway (BS and MS) Dietetics director will either assemble a physical meeting of the appeals committee (e.g., all full-time nutrition faculty) or submit the student's written appeal electronically to Dietetics Combined Pathway (BS and MS) Dietetics faculty.

5. Appeals committee may accept or reject the appeal or request more information.
6. When the appeals committee arrives at a majority decision, the student will be notified by the Dietetics Combined Pathway (BS and MS) Dietetics Director in writing.

Code of Ethics. [Code of Ethics for the Nutrition and Dietetics Profession \(eatrightpro.org\)](http://eatrightpro.org)

Policy: Standards for Appearance:

Consistent with our primary experiential learning sites:

The Standards of Appearance Policy provides a consistent expectation of the appearance for all Dietetics Combined Pathway (BS and MS) students. Patients and customers look to workforce members including students to display the highest levels of professionalism and competence at all times. The Standards of Appearance policy sets supervised practice site expectations for the professionalism in attire, hygiene and appearance that students should exhibit on a daily basis.

Experiential learning sites strive to ensure that their image- internally and externally- reflects their culture, balancing professionalism with the expectations of our customers and the communities in which we work and live. A workforce member (including students) who is properly attired and groomed helps to create that favorable image. Therefore, all Dietetics Combined Pathway (BS and MS) students must comply with Standards of Appearance. Clinical instructors will inform students of acceptable site-specific variations of the standards of appearance, for example, no lab coats at Oishei Children's Hospital.

Instructions Applicable to All:

A. Apparel and Accessories

1. Apparel and accessories must be suitable for the environment in which they work, therefore individual departments may have additional requirements which will be explained by the department.
2. Generally accepted business norms will determine appropriate hair color, hairstyle and ornamentation. Hair color should be within naturally occurring color tones. Shoulder length or longer hair must be pulled back and off the collar.
3. Suitable professional or clinical attire is expected to be maintained if presenting for meetings, committee representation, or educational opportunities.
4. No item of apparel, jewelry, or button may carry a message emblem or logo.
5. Clinical departments can require street clothes: psychiatry, home health, etc.
6. Professional attire in the clinical area consists of a hip-length, pressed, clean white lab coat worn over business attire. Labcoats are for clinic ware only, i.e., they should not be worn outside the assigned facility for infection control.

B. General Requirements

1. Hygiene

- a. Due to close contact with others, personal grooming and cleanliness are absolutely essential and required.
- b. All staff members will be free of body odor.
- c. Light perfume/cologne or aftershave should be avoided in patient care areas.
- d. Cosmetics should be conservative

2. **Fingernails and Eyelashes**
 - a. Nails must be no longer than ¼ inch from tip of finger, clean and well-manicured and should not interfere with the performance of duties.
 - b. No artificial nails or tips are permitted in patient care areas and may be prohibited in other areas such as food services, pharmacy, labs, environmental services (EVS) etc.
 - c. False eyelashes must not exceed 15mm in length, eyelash jewels are prohibited.
3. **Hair**
 - a. Students are expected to maintain good hygiene at all times.
 - b. Facial hair must be neat, clean and trimmed at all times.
 - c. Students who have facial hair interfering with the proper fitting of respiratory masks/PPE will be required to shave unless they can provide proof of medical or religious reasons why they cannot shave. This may or may not be approved by the HR and/or Department Director.
 - d. For those in direct patient care areas, hair that is longer than shoulder length, including loose and braided strands, must be styled off the shoulders, pulled back and secured.
 - e. Hair accessories may be worn as long as they do not affect patient or safety standards of care. In patient care settings, the length of accessories should not go past the shoulder and all straps of the accessories should be tucked away to ensure nothing can be caught on medical equipment. Headscarves, head wraps, and headbands are acceptable as long as they are clean and not presenting as a safety risk due to length of accessories.
 - f. Religious and cultural head coverings such as hijabs, turbans, etc are encouraged and respected as appropriate in the workplace.
4. **Tattoos** -Tattoos that are visible must not contain messages, pictures or symbols that are inconsistent with institution policies and principles or are otherwise inappropriate in the workplace or offensive to patients.
5. **Piercing**
 - a. Nose piercing is permitted if small stud jewelry is worn. No added piercings, such as eyelids, tongue, eyebrows, lips, etc. are permitted.
 - b. For the safety of staff members, stud or small hoop earrings only are permitted while providing direct patient care.
6. **Identification Badge**
 - a. Each staff member must wear the official employer issued photo identification badge while on duty.
 - b. The identification badge must be worn and clearly visible at the lapel level. ID Badges may not be worn on Lanyards. Keys may not be worn with the ID badge.
 - c. Student identification badges may not be defaced in any manner and must be worn with the students' name and picture showing for easy identification by customers and co-workers.
 - d. Unauthorized stickers may not be placed over the badge photograph or elsewhere on the identification badge.
 - e. Student badges may not be worn off duty, when the identification badge is worn the standard of appearance policy is in effect.

- f. Student presenting to work without their identification badge must purchase either a replacement badge or return home to retrieve the badge; time will be documented based on time and attendance policy.
 - g. The official Buffalo State identification name badge must be worn at all times in affiliated sites and must be clearly visible.
7. **Jewelry** -Jewelry should be small and minimized below the elbow to enhance hand hygiene.
8. **Undergarments**
- a. At no time may undergarments be exposed or visible through clothing.
 - b. T-shirts worn as undergarments must be clean and tucked in. Additionally, t-shirt sleeves must not be visible from under uniform sleeve.
9. **Outerwear**
- a. Winter coats, jackets, and accessories may not be worn inside the facility; they should be put away in a coatroom, locker or break room.
 - b. If wearing a hooded sweatshirt or jacket, the hood must be down.
 - c. Uniform and lab jackets must be kept clean.
10. **Footwear**
- a. Shoes must be clean and well-kept, with slip-resistant soles. Shoes with laces must be tied and of the same color as the shoe.
 - b. Flip flops, beachwear and sandals with significant exposure of the foot are not appropriate professional attire and are not acceptable. Moccasins and slippers are not permitted.

Individuals who are out of compliance with this policy may be sent home and required to make up the lost time. The director must approve requests on an individual basis for accommodations due to disability, religion, or national origin one month in advance of clinical placements.

Professional Liability Insurance

Students are required to purchase a one-year liability coverage plan for the junior and senior year clinical experiences, and NFS 550 effective the first day of classes of the fall semester each year. Proof of the policy (certificate of insurance-COI) is to be submitted to the program director one-week prior to the first clinic day. Graduate students who take NFS550 Graduate Practicum in Dietetics must purchase professional liability insurance for the duration of the rotation and submit a COI to the program director prior to the start of the rotation.

Mandatory Health Insurance

Health insurance is mandatory for pathway semesters 1-IV and for NFS550. If you cannot afford health insurance, make an appointment at Weigel for guidance on signing up for low-cost health insurance. A photocopy of your insurance card must be submitted to the Dietetics Combined Pathway (BS and MS) one- director one-week prior to commencement of clinical rotations.

Health Requirements

Prior to participating in the Dietetics Combined Pathway (BS and MS) pathway each student must have a physical examination (within one year), a health history and immunization records on file at the Student Health Services. A copy of the health data summary is to be given to the Dietetics Combined Pathway (BS and MS) director annually during the designated time. The health forms are distributed by the Dietetics Combined Pathway (BS and MS) director.

A health data summary form must be completed each year and show evidence that the student has had a physical examination and a PPD test within the last twelve months as well as other required vaccinations in order to meet the current New York State Health Code and requirements of supervised experiential learning sites.

Required immunizations are Rubella, Measles, Mumps, Varicella (chickenpox) and annual Tuberculin Testing (PPD), and tetanus booster within 10 years. The Hepatitis B vaccine or titer is required. Meningococcal meningitis immunization is determined by NYS law and University health policy and is required for some rotations. Documentation of annual flu shot is required annually. Students are also expected to be fully vaccinated against COVID-19. Refer to the health data summary form. Note number of immunizations for each vaccination. Incomplete vaccination records are not acceptable.

Additional information about University immunization requirements and health insurance is available at the following website: [University Immunization Requirements](#)

Illness or Injury during Supervised Practice

Emergency medical care during supervised practice in hospitals will be provided to students at the students' expense/insurance. In the event that a student is exposed to an infectious or environmental hazard or other occupational injury while at a clinical supervised practice site, the site, upon notice of such incident from the student will provide such emergency care as is provided to employees, including, where applicable: examination and evaluation by the site's emergency department or other appropriate facility as soon as possible after the injury. In the event that the site does not have the resources to provide such emergency care, the site will refer such students to the nearest emergency facility.

Drug Testing and Criminal Background Checks

Some experiential learning sites require drug testing and criminal background checks. The costs for drug testing and background checks are the responsibility of the student, unless the site covers of the costs. All testing and background checks must be completed prior to reporting for supervised experiential learning rotations. Students in who have been convicted of a felony must review the college policy at:

<https://deanofstudents.buffalostate.edu/admission-persons-prior-felony-convictions> and contact the dean of students. Students are required to disclose whether they have been convicted of a felony. To disclose please email deanofstudents@buffalostate.edu. Failure to disclose prior to signing the acknowledgement of receipt and explanation of this handbook (last page) is considered to be a violation of Dietetics Combined Pathway (BS and MS) policy.

Transportation/Travel

All students are responsible for arranging their travel to and from clinical sites. Many of the facilities in which supervised experiential learning takes place are accessible by public transportation <https://metro.nfta.com/schedules/routes>. Many students have shared rides with each other in the past; however, this neither commits those owning cars to provide rides for others nor guarantees those

without cars a ride. Owners of cars are responsible for travel liability for themselves and riders in their car. Students using public transportation assume personal responsibility for their safety. Instructor and fellow students can usually provide advice about parking at different facilities. Sites vary as to fees for parking; some are free, and others charge.

Telephones

In order to maintain a learning atmosphere, protect individual privacy, and avoid disruption of classroom and clinical settings, telephones are not permitted unless they can be set to vibration mode only. Some clinical sites may completely prohibit cell phones. Students will be made aware of the site policy during orientation sessions. Asking individual sites/preceptors about using cell phones. Refrain from texting/emails not related to clinic during clinic time.

Any misuse of telephones will result in the telephone being banned from the classroom and clinical site. Repeated misuse can result in disciplinary action affecting the course grade.

On campus, any pages or calls may be returned at designated breaks or after class. If someone needs to reach a student in case of emergency, the following is the established procedure: students can be reached through the College Public Safety Office or through the Department Office (878-5913).

Clinical Sites: any calls may be returned at designated breaks, during lunch, or after clinic. If someone needs to reach a student in case of emergency, the following is the established procedure: students can be reached through the clinical instructor or a designated person on the clinical staff. Clinical instructors will make students aware of specific communication protocols that have been established to facilitate communication with students and clinical staff.

Costs to Student

1. Undergraduate and Graduate Tuition and Fees

The current information on tuition and fees is available at the Buffalo State website: <https://suny.buffalostate.edu/student-accounts>.

Students are required to pay tuition and fees upon receipt of invoice. Deductions are made under various state and federal financial aid programs. The tuition for NY State residents, out-of-state residents and part-time students is provided on the website.

2. Fees

A detailed accounting of summary of fees and benefits can be found here: <https://studentaccounts.buffalostate.edu/tuition-and-fees>

3. Housing – Residence Life

Information pertaining to housing and the cost are available at: [Housing Costs | Residence Life Office | SUNY Buffalo State University](#). All undergraduate resident students with less than 60 academic credits must purchase a meal plan each semester (excluding residents of Moore Complex Apartments and the Student Apartment Residence Life Office, License Terms and Conditions Last updated 02/2022 Page 2 of 25 Complex). All residents must have a health history, physical examination, and complete immunization record on file at the Weigel Health Center.

4. Health Insurance Options

Documentation of health insurance is mandatory. Visit for options for to obtain insurance on your own: <https://weigel.buffalostate.edu/new-students>

5. Immunizations

To register for classes, all students must be in compliance with New York State law and affiliation agreements regarding immunizations. Immunization records must be provided to the health center in order to register for classes. The Health Center can provide assistance for obtaining records and/or provide measles, mumps, and rubella: <http://weigel.buffalostate.edu/new-students>.

6. **Immunizations required** are Rubella, Measles, Mumps, and annual Tuberculin Testing (PPD), varicella, COVID-19 vaccine with booster, and as well as the Hepatitis B vaccine. The hepatitis B series is administered over a period of 6 months and often is not covered by routine health insurance. A PPD test is required annually. Tetanus shot is required within the last 10 years. A Dietetics Combined Pathway (BS and MS) health data summary form must be completed each year with specifics of each immunization and show evidence that the student has had a physical examination within the last twelve months and is fit to participate in clinical rotations.

7. Books

Most courses require textbooks that are mandatory for the course. The cost varies per semester based on the courses in which students are enrolled. In addition, certain courses require students to purchase lab manuals and course material costing up to \$60, for example, subscription to the eNCPT.

8. Lab Coats, Name Tags, and AND Dues

Students must purchase lab coats and name tags to be worn for their supervised experiential learning sites. Labcoat costs vary, but average \$20. Estimated cost for name tags is \$18.

9. Academy of Nutrition and Dietetics dues

Student membership in the Academy of Nutrition and Dietetics may be required for selected upper division NFS classes. Cost- \$58

10. Travel Expenses

Students are responsible to pay transportation costs to school and supervised experiential learning sites. Travel is generally limited to Western New York. NFTA student transit passes are available <https://financeandmanagement.buffalostate.edu/ride-bus-or-rail>

11. Drug Testing and Background Checks

Students are responsible for costs when required by a supervised experiential learning site unless the cost is covered by the supervised experiential learning site.

12. CPR and ServSafe Certifications

Students are responsible for the costs of mandatory CPR (\$35, varies) when required by sites and ServSafe (books and exam costs \$80) certifications.

Distance Education Components

General education courses and courses required for the dietetics major may be offered online or as hybrid courses. Syllabus information includes class-specific technological information such as required internet and computer access, computer programs (Word, PowerPoint) and preferred web browser. If hybrid course, information about format, communication guidelines and schedule for online sessions is specified. There is no additional cost for online courses.

Financial Aid/Scholarships

Students enrolled at Buffalo State are eligible for financial aid and scholarships. Information regarding student loans including deferments and student employment is available from the Financial Aid Office in Moot Hall. Scholarship information can be obtained from Campus Application Portal for Scholarships (CAPS) <http://financialaid.buffalostate.edu/scholarships>.

Financial Aid

The goal of the Financial Aid Office is to assist students with securing sufficient funding to cover their educational expenses. Annually, 85 percent of all undergraduate students receive some form of financial aid (federal, state, institutional, and/or private) while attending Buffalo State. Staff members in the Financial Aid Office, Moot Hall 230, are available year-round to assist students and their families with the financial aid application process.

Contact the Financial Aid Office at (716) 878-4902 and/or <http://financialaid.buffalostate.edu/>. Additional financial aid information is available at email: finaid@buffalostate.edu.

Scholarships

In addition, Dietetics majors may apply for Department Scholarships, Phi Upsilon Omicron Scholarships Great Lakes Region Academy of Nutrition and Dietetics and New York State Academy of Nutrition and Dietetics. Many students from Buffalo State have received scholarships from other sources including Academy of Nutrition and Dietetics Foundation and Phi Upsilon Omicron at the national level. Online application for college scholarships are offered in the fall and spring through the Campus Application Portal for Scholarships <https://buffalostate.academicworks.com/>

Among the eligibility criteria for an Academy Foundation scholarship <http://www.eatrightfoundation.org/Foundation/scholarships/>. Applicants must be Academy members at least one month before the application deadline. A scholarship may require membership in a specific dietetic practice group (DPG), and/or residency in a specific state. A scholarship may be earmarked for underrepresented groups.

UNIVERSITY POLICIES and MISCELLANEOUS INFORMATION

Access to Student's Files

The HND Department follows the procedures outlined under **FERPA (Federal Education Rights & Privacy Act)**. <http://registrar.buffalostate.edu/ferpa-faculty-and-staff>.

Student Grievances

If a student has an academic grievance with a didactic course the student should first consult the course instructor. If a solution cannot be found, the complaint must be submitted in writing to the Health, Nutrition and Dietetics Chair and Buffalo State College grievances procedures will be followed.

<https://ecatalog.buffalostate.edu/undergraduate/academic-policies/student-complaints-grievances-appeals/> or [Student Complaints, Grievances, and Appeals < Buffalo State](#)

Library Resources

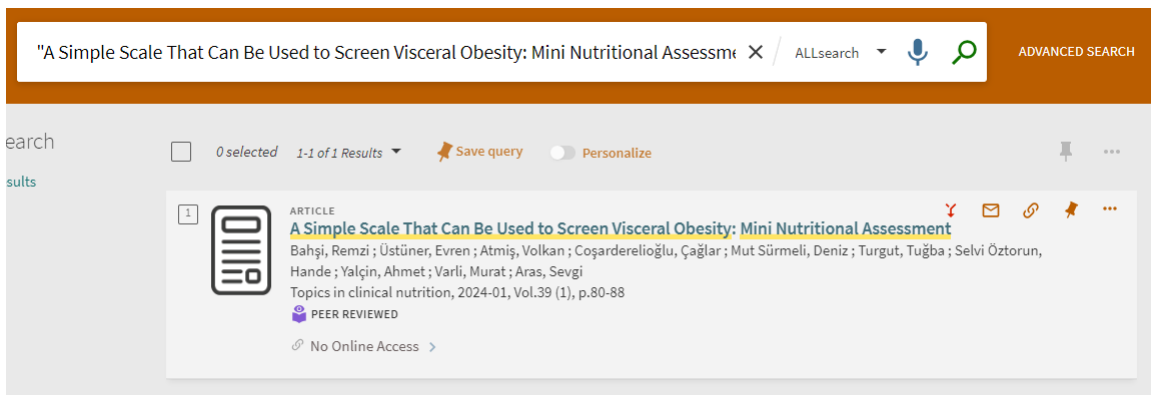
Most students have found it necessary to explore resources other than Butler Library for papers, coursework and additional information while working in the various hospitals. Since the launch of the MS, Dietetics, Butler Library has partnered with Dietetics Combined Pathway (BS and MS) to enhance nutrition journal offerings. The library purchased access to:

- Advances in Nutrition
- American Journal of Clinical Nutrition
- Annals of Internal Medicine
- Canadian Journal of Dietetics Practice and Research
- Current Developments in Nutrition
- European Journal of Clinical Nutrition
- Journal of Nutrition
- JPEN
- New England Journal of Medicine
- Nutrition and Dietetics
- Obesity

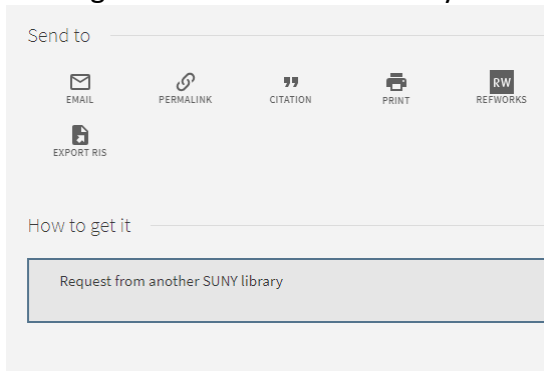
The library is arranging for RePrints Desk purchase on demand for the following:

- British Journal of Sports Medicine
- JAMA
- Journal of Human Nutrition and Dietetics
- The Lancet
- The Lancet: Diabetes and Endocrinology
- The Lancet: Gastroenterology and Hepatology
- International Journal of Sport Nutrition and Exercise Metabolism
- Topics in Clinical Nutrition

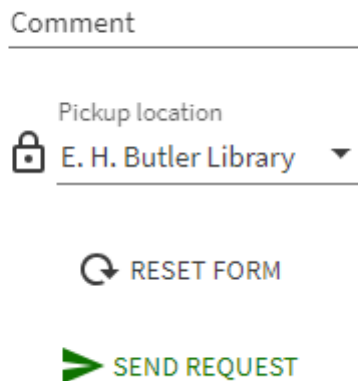
Interlibrary loan is available for books or electronic free receipt of journals not held by Butler Library, Illiad, <https://library.buffalostate.edu/home/interlibraryloan>. Butler also has access to [SUNY Resource Sharing](#) which is even faster and more convenient than Illiad. Here is an example - [a search for a title in Topics in clinical nutrition:](#)



Clicking on the article title allows you to **Request from another SUNY library:**



Clicking on **Send Request** sends this out to be filled by a group of SUNY libraries.



If it can be filled, students will get an email with a link to the PDF - if not, students will get an email with a link to submit the request via Iliad.

Students have found the Health Sciences Library at UB, public libraries, and the libraries located in hospitals to be helpful, as well as the electronic library Hospital Library Online (<https://kaleidahealth.ovidds.com>). Students must set up an account on site and use it on site once every 3 months to maintain an active account. Buffalo State students can request particular books be sent to Buffalo State to sign out through interlibrary loan (<https://library.buffalostate.edu/home/interlibraryloan>). One must have a Buffalo and Erie County Library card to sign out books at the public libraries. Policies regarding Clinical Instructor will inform students of library policies during orientation to clinical site.

Of particular importance are:

- PubMed: <https://pubmed.ncbi.nlm.nih.gov/>
- Medline: Full-text database providing access to top-tier biomedical and health journals
- Alt Healthwatch: Provides perspectives on complementary, holistic and integrated approaches to healthcare and wellness from journals (some peer-reviewed) and reports.

References in written assignments should use AMA 11th style.

Outside Employment While in the Program

Some students have found it difficult to combine working part-time with their busy schedule in the pathway, especially starting with first semester of the junior year. Others have been able to coordinate the two with organizing and planning of their schedules. Students should consider their own abilities as well as financial needs in deciding whether or not they will be able to handle working while in the pathway. It is important to note that the student needs to arrange work hours around clinical hours, which cannot be altered. Students are strongly advised to outside work during their senior year when they are taking graduate courses in addition to clinical courses. Ideally, outside work should be limited to 10 hours per week.

Working in food service operations has given some students a better understanding of the food production and management aspect of dietetics. Other students with jobs at local hospitals and nursing homes as diet clerks found that these experiences were helpful because they had more exposure to patient care, menu selection, use of special products, and different nutritional services departments. Whenever, possible work experience is encouraged during the summers.

Additional Experiences

Opportunities for independent studies or special projects are available to students. Students can also participate in the University's Undergraduate Research Program. Often these experiences can be useful in exploring an area of special interest. If students are interested in either of these options, they are encouraged to discuss this matter with their academic advisor.

Memberships in Professional Organizations

ACADEMY OF NUTRITION AND DIETETICS Students are required apply for student membership in the Academy of Nutrition and Dietetics (special rate for students). This entitles the member to receive a copy of the Journal of the Academy of Nutrition and Dietetics (monthly) and access to member only benefits on the professional website. Visit the Student Membership page to learn more about member benefits: [Member Benefits \(eatrightpro.org\)](#), Membership is mandatory in the senior year (\$58) . Call 1 800 877 1600 to become a member. Benefits of student membership in the academy include:

- [eatrightCareers](#): Accelerate your career search by posting your resume, viewing openings and receiving job alerts.
- [Education and Internship Matching Information](#): Find information for students seeking a career in nutrition and dietetics, as well as students who are currently enrolled in nutrition and dietetics program through the Accreditation Council for Education in Nutrition and Dietetics.

- [eMentoring](#): Academy student members are supported by a wide range of career guidance programs, including the Academy's eMentoring program. Students can search for one using a variety of parameters such as years of experience, practice area, languages spoken and even types of mentoring. To access the mentor/mentee profile, you will have to register first; your Academy User Name and password will not automatically provide you with access to the site.
- **Student Community**: Exclusively for Student members of the Academy, this is the place to find Academy opportunities, resources and updates posted via Discussion Posts, Announcements, Events Calendar, and Library documents, some of which will be delivered directly into your email inbox. This community is your one-stop-shop for asking questions and holding discussions with fellow students from all over the world.
- [Research Project Resources](#): Designing a research project is a careful process that involves many steps. The Academy and the Nutrition Research Network offer many resources to help members through each stage of the process, from development of the research question through reporting and disseminating results. Students are also able to get [access to a member list](#) to conduct research.
- [Student Scoop](#): An e-newsletter exclusively for you. It's published monthly and includes articles on relevant topics such as preparing for internships and ways to volunteer.
- [Student Liaison](#): As a liaison participate in recruitment and retention of student members and will communicate with the Academy on important topics.
- [Volunteer Opportunities](#): Opportunities are available to get involved at all levels of the organization – leadership positions, advocating for the profession or getting involved with your affiliate.

THE GREAT LAKES REGION ACADEMY OF NUTRITION AND DIETETICS: The GLRAND is a local affiliate of the New York State Academy of Nutrition and Dietetics (NYSAND) and ACADEMY. At activities sponsored by the GLRAND (i.e. meetings, lectures, workshops, etc.), students have a chance to meet dietitians from various settings in the community. Programs are held to promote nutrition knowledge of both the general public as well as professionals in the field of nutrition. Membership is complementary with Academy membership E-mail communication keep members informed of upcoming events, announcements, job openings, etc. nys@nysand.ccsend.com

ERIE/NIAGARA COUNTY NUTRITION COMMITTEE: Student membership in this group is available. The goal of this Committee is "to improve the nutritional status, interpret and promote understanding of nutritional needs of the people of Erie/Niagara County, New York. A special rate for annual membership is available for students.

Areas of Dietetic Practice

Registered dietitians practice in many different settings, such as, acute care hospitals, long-term care facilities, neighborhood health centers, corporate food management systems, wellness centers and private practice. The following are the areas of practice:

- **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 providing nutrition counseling to individuals and groups. 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.

See also: Academy of Nutrition and Dietetics. *Compensation and benefits survey of the dietetics profession*. 2021. Chicago, Ill: Academy of Nutrition and Dietetics.

<https://www.eatrightstore.org/product-type/books/compensation-benefits-survey-of-the-dietetics-profession-2021>

Additional resources about the dietetics profession can be found on the Academy website www.eatright.org, through journal articles, Dietetic Practice Group (DPG) publications and other publications.

Resumes

Below are some suggestions that may be used when Dietetics Combined Pathway (BS and MS) students begin writing resumes:

- Visit: [Career & Professional Education \(buffalostate.edu\)](http://buffalostate.edu)

- YOU CAN POST YOUR RESUME FOR EMPLOYERS TO SEARCH USING THE CAREER AND PROFESSIONAL EDUCATION CENTER'S BENGALLINK [Student/Alumni Sign In \(symplicity.com\)](http://symplicity.com) .

- Utilize information provided in the "Student Portfolio".

- Supervised Experiential Learning, if detailed on your resume, should be included under the Education category, rather than the Employment category.

The Registration Process and RDN Exam

To become a Registered Dietitian Nutritionist (RDN), a student completing the Dietetics Combined Pathway (BS and MS) must pay a registration fee and pass the registration examination. Specific information about registration will be given to students in the last semester. The registration exam is computerized and offered year-round at designated sites. Exam candidates must make their own appointment. Study guides for the exam and various review workshops are available.

After becoming a Registered Dietitian Nutritionist (RDN), RDNs must design and complete a Commission on Dietetic Registration (CDR) "Professional Development Portfolio" every five years in order to maintain registration (as well as pay an annual registration fee). Explanation of this portfolio development process will be discussed during the last semester.

Professional Practice

Professional practice is guided by the A.N.D Code of Ethics ([Code of Ethics for the Nutrition and Dietetics Profession \(eatrightpro.org\)](#)), Scope of Dietetic Practice Framework ([Scope of Practice \(eatrightpro.org\)](#)), Standards of Practice and Standards of Professional Performance ([Scope of Practice \(eatrightpro.org\)](#)). Specific information about these resources is included in coursework and discussed in on-campus seminars. The Code of Ethics is included in this handbook. All of these guides can be accessed on the Academy website.

Scope of Practice

Scope of practice in nutrition and dietetics encompasses the range of roles, activities and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state. In today's dynamic, diverse health care environment, demand is increasing for quality food and nutrition services that are delivered in varied settings by RDNs and NDTRs.

- [Scope and Standards for the RDNs and NDTRs Collection](#)
- [Scope and Standards of Practice for Nutrition and Dietetics Practitioners Brochure](#) (PDF)
- [Scope of Practice Decision Algorithm](#) (PDF)
- [Journal of Academy of Nutrition and Dietetics: Why Do Practitioners Need to Read the Revised 2017 Scope/Standards Documents?](#) (PDF)
- [Scope/Standards Timelines](#) (PDF)

Focus Area Standards of Practice and Standards of Professional Performance are tools used by practitioners for self-assessment, professional development and advancement of practice. The focus area SOP and SOPP define competent, proficient and expert levels of practice for credentialed dietetics practitioners to use in professional development.

- [Focus Area Standards for CDR Specialist Credentials](#), *Journal of the Academy of Nutrition and Dietetics* Collection
 - [Nephrology Nutrition Highlights](#) (Joint Publication with the National Kidney Foundation)
 - [Oncology Nutrition Highlights](#)
 - [Post-Acute and Long-Term Care Nutrition Highlights](#)
 - [Sports and Human Performance Nutrition Highlights](#)
- [Focus Area Standards for RDNs](#), *Journal of the Academy of Nutrition and Dietetics* Collection
 - [Clinical Nutrition Management Highlights](#) (SOPP only)
 - [Diabetes Care Highlights](#)
 - [Eating Disorders Highlights](#)
 - [Education of Nutrition and Dietetics Practitioners Highlights](#) (SOPP only)
 - [Intellectual and Developmental Disabilities Highlights](#)
 - [Management of Food and Nutrition Systems Highlights](#) (SOPP only)
 - [Mental Health and Addictions Highlights](#)
 - [Nutrition in Integrative and Functional Medicine Highlights](#)
 - [Nutrition Support Highlights](#) (Joint Publication with the American Society for Parenteral and Enteral Nutrition)
 - [Public Health and Community Nutrition Highlights](#)
 - [Sustainable, Resilient, and Healthy Food and Water Systems Highlights](#) (SOPP only)

PRACTICE TIPS: When to Cosign

Step 1: Understand What It Means to Cosign

Medical Legal Aspects of Medical Records, states that cosigning implies that the registered dietitian nutritionist (RDN) instructor/staff has approved the care given and assumes responsibility for it. The staff RDN or clinical instructor is responsible for the nutrition care provided by the individual (dietetic students, interns, unlicensed and/or unregistered dietitian). The individual works under the supervision of an RDN and this assigned RDN is ultimately responsible and accountable to the patient/client, employer/organization, and regulator for nutrition activities assigned to this individual.

Understand Use of Credentials and Titles

How should the notes be cosigned?

The Commission on Dietetic Registration (CDR) recognizes and certifies the terms RDN or RD and NDTR or DTR.

Cosigner may add to the notes entered by the student or intern. It is best practice to use the student status which best represents the individual, e.g.; student dietitian or dietetic intern. Student dietitians may not use the credential, registered dietitian nutritionist in any form, e.g., RDN eligible, RD2B, etc.

Filing complaints to ACEND related to accreditation standards

ACEND® 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. However, the ACEND 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. The procedure for filing a complaint may be found via the following link: [Filing a Complaint \(eatrightpro.org\)](http://eatrightpro.org)

For complaints related to ACEND accreditation standards, a student with a complaint should attempt to resolve the complaint informally with the faculty or staff member involved. The assistance of the BS/MS, Dietetics, director may be sought to resolve the dispute to the satisfaction of both parties.

Retaliation against a person who files a complaint, serves as a witness, or assists or participates in any manner in this procedure is strictly prohibited

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018



Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code

applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics

practitioner or other professionals.

- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies

and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Acknowledgement of Dietetics Combined Pathway (BS and MS) Handbook Receipt

I, _____ (printed name of student) acknowledge that I have received a copy of the Dietetics Combined Pathway (BS and MS) Handbook for my personal use/reference.

The contents of the handbook have been explained to me and I have been provided an opportunity to discuss and/or question the contents.

I understand that I am expected to be responsible for following the policies/guidelines as specified in the handbook and that failure to comply with them may result in program probation or dismissal. I also understand that the handbook may occasionally be revised and that I am responsible for abiding by any revisions.

Signature _____

Print name: _____

Date: _____