
California State University, Sacramento
Didactic Program in Dietetics (DPD)
Department of Family and Consumer Sciences
College of Social Sciences & Interdisciplinary Studies
Student Handbook
2023 - 2024



Didactic Program in Dietetics Director

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Table of Contents

Department and Program Contact Information	1
Program Information	2
New Registered Dietitian Nutritionist Requirements.....	3
Nutrition, Food & Dietetics Program Diversity, Equity, and Inclusion Statement	3
Didactic Program in Dietetics' Mission, Goals and Objectives	4
Dietetics Curriculum Requirements	6
Declaring Dietetics Concentration:	7
Student Performance Monitoring, Remediation, and Retention.....	8
DPD Verification Statement	9
Knowledge for Registered Dietitian Nutritionists (KRDNs)	9
Post-baccalaureate Didactic Program in Dietetics	11
International Degree Holders.....	15
Assessment of Prior Learning.....	16
Becoming a Registered Dietitian Nutritionist (RDN)	17
Becoming an Nutrition & Dietetics Technician, Registered (NDTR).....	20
Suggestions to Improve Chances at Securing a Dietetic Internship	23
Student Success Resources	24
Professional Memberships and Student Clubs.....	27
Student Conduct Policies.....	28
Policies Regarding Service Learning or Field Placements.....	31
Filing Complaints and Grade Appeals	32
Student Rights & Educational Records	34
Student Employment	34
Code of Ethics for the Nutrition and Dietetics Profession	35
Tuition, Fees & Living Expenses.....	36
Refund of Tuition and Fees, Withdrawal of Classes.....	36
Financial Aid & Scholarship Services.....	37
Distance Education Resources, Policies and Standards	39
Frequently Asked Questions	46

Appendices

Dietetics Concentration Declaration Form and Advising Sheet, Course Map

Department and Program Contact Information

We are pleased to offer you information about our the Dietetics Concentration under the Nutrition, Food & Dietetics program in the department of Family and Consumer Sciences (FACS) at California State University, Sacramento (Sacramento State).

This handbook is designed to assist you in planning your coursework and answer some questions you may have about the educational path to becoming a Registered Dietitian Nutritionist (RDN) or a Nutrition and Dietetic Technician, Registered (NDTR). It contains general information about our program including Mission, Goals, and Objectives, accreditation status, application process and requirements for graduation, and advising-related information. There is also information about our university's policies and procedures that provide guidance for your academic career at Sacramento State.

Note: This handbook is not intended to replace regular appointments with your academic advisor. Rather, it is meant to be a source of supplemental information for your academic pathway.

FACS Department Location, Office Hours, and Staff

Location

California State University, Sacramento
6000 J Street (MS 6053)
Mariposa Hall - Room 3000
Sacramento, CA 95819-6053
Phone: (916) 278-6393

Office Hours

Monday - Friday
8:00 am - noon
1:00 pm - 5:00 pm

Note: Department office hours are subject to change during the Summer and Winter intersessions. Visit the department [website](#) for office hour-related information.

Staff

Lynn Hanna, PhD **Department Chair**
Heather Rogers, **Administrative Support Coordinator II**
Andrea Adams, **Instructional Support Assistant II**

DPD Director Contact Information

Urvashi Mulasi, PhD, RDN
Email: mulasi@csus.edu
Office Location: Mariposa Hall, Room 3035
Phone: (916) 278-4287
Website: Didactic Program in Dietetics website can be accessed [here](#).
Nutrition, Food & Dietetics website can be accessed [here](#).

Student Assistant Aimee Minalkumar Patel
Email: dpd@csus.edu

Program Information

The Family and Consumer Sciences Department at Sacramento State offers a Bachelor of Science degree in Nutrition and Food with a Concentration in Dietetics. The Dietetics Concentration prepares students for supervised practice leading to eligibility for the Commission on Dietetic Registration credentialing exam to become a registered dietitian nutritionist (RDN), as well as prepares students for nutrition and dietetic technician, registered (NDTR) credential, graduate school, and a variety of careers in clinical nutrition, community nutrition, private practice, food service administration, and food science.

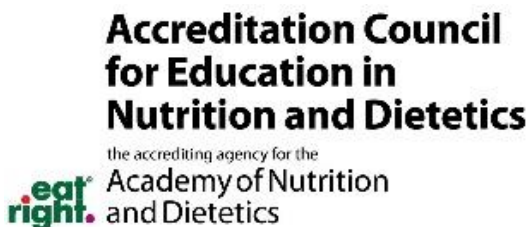
The Dietetics Concentration is a Didactic Program in Dietetics (DPD) and is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (the Academy).

Contact information for the Academy of Nutrition and Dietetics

Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois 60606-6995
Phone: 800/877-1600
Phone: 312/899-0040120
Fax: 312/899-4817
Academy website can be accessed [here](#)

Contact information for ACEND®

Email: ACEND@eatright.org
Phone: 800/877-1600, ext. 5400
Mail: 120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995
ACEND website can be accessed [here](#)



About ACEND-Accredited Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as Registered Dietitian Nutritionists or Nutrition and Dietetic Technicians, Registered.

A DPD program provides the required dietetics coursework leading to a bachelor's or graduate degree. Graduates of ACEND-accredited programs who are verified by the program director may apply for Dietetic Internships to establish eligibility to write the Commission on Dietetic Registration (CDR) registration examination for dietitians. ACEND provides a [search engine](#) that locates accredited dietetics programs by state and educational options available.

New Registered Dietitian Nutritionist Requirements

Master's Degree Requirement Effective January 1, 2024

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) **before 12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit [CDR's Website](#).

Nutrition, Food & Dietetics Program Diversity, Equity, and Inclusion Statement

In alignment with Sacramento State's antiracism, diversity, equity, and inclusion imperative, the Nutrition, Food & Dietetics Program is committed to creating, achieving, and maintaining a diverse, equitable, caring, and inclusive environment for all students, faculty, staff, and community members.

We fully embrace and value each individual's strengths and diverse lived experience and commit to practicing the antiracism, diversity, equity, and inclusion principles for all teaching, service, and scholarly activities. We are dedicated to providing equal and equitable access to all individuals in an environment free from bias, and discrimination, based on race, ethnicity, gender identity, gender expression, sexual orientation, family situation or structure, age, ability, socioeconomic status, nationality, religion, political affiliation, veteran status, immigration status, or disciplinary areas, etc.



Adobe Stock Photo

Sacramento State is committed to valuing diversity and creating a welcoming and inclusive campus free from oppression where all students, faculty, staff, and community members feel a sense of belonging and mutual respect. To identify and address bias incidents that occur in our everyday environments, the Division of Inclusive Excellence has developed a [Bias Reporting Tool](#). The tool is used only to report non-emergency bias incidents, and does not lead to formal investigations, execute progressive discipline, adjudicate cases or issue sanctions. The tool allows the university to capture experiences of bias that do not fall within the jurisdiction of other offices but deserve to be acknowledged, affirmed, and addressed in a systematic manner.

Didactic Program in Dietetics' Mission, Goals and Objectives

Mission

The mission of the Didactic Program in Dietetics is to produce a diverse population of graduates to become culturally sensitive, competent, valuable, and ethical members of the nutrition, food, and dietetics profession. The program delivers a high-quality curriculum and experiential learning activities and produces graduates prepared for supervised practice leading to eligibility for the Commission on Dietetic Registration credentialing exam to become entry-level registered dietitian nutritionists.

Goals and Objectives

Goal 1: Program graduates will be prepared for successful entry into graduate school, supervised practice, or employment in the nutrition, food, and dietetics profession.

Objective Measures:

- 1.1 At least 80% of students complete program requirements within three years (150% of planned program length).
- 1.2 At least 60% of program graduates apply for admission to a supervised practice program prior to or within 12 months of graduation.
- 1.3 Of program graduates who apply to a supervised practice program, at least 60% percent are admitted within 12 months of graduation.
- 1.4 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%.
- 1.5 At least 75% of supervised practice directors responding to a survey will rate program graduates' preparation for supervised practice as "adequate" or better.
- 1.6 At least 80% of graduates who respond to the post-graduation survey will be enrolled in a supervised practice program or graduate program or employed in a nutrition and dietetics-related field within 12 months of graduation.
- 1.7 At least 80% of the graduates who respond to the post-graduation survey will rate the program as "adequate" or higher in preparing them for supervised practice, graduate school, or employment.

Goal 2: Program graduates will have a diverse representation and an understanding of cultural humility, diversity, equity, and inclusion.

Objective Measures:

- 2.1 At least 25% of graduates will be from underrepresented minority groups.

2.2 At least 80% of graduates who respond to the post-graduation survey will indicate that the program prepared them for an understanding of cultural humility, diversity, equity, and inclusion.

Goal 3: Program graduates will be nutrition and dietetics professionals committed to continuing education and service to the profession.

Objective Measures:

3.1 At least 50% of DPD graduates responding to the post-graduation survey will indicate membership in a professional organization.

3.2 At least 50% of graduates responding to the post-graduation survey will indicate having participated in one or more professional activities, including but not limited to continuing education events, workshops, seminars, meetings, professional updates.

Program outcomes data are available upon request.



“Food Production and Sustainability” (NUFD 110) students assisting with “Farm to Fork” campus event

Dietetics Curriculum Requirements

The majority of required courses for the Dietetics program are offered through our department (Appendix). Additional courses are required in Biology, Chemistry, Mathematics & Statistics, and Psychology. Students who intend to earn a BS with a Concentration in Dietetics declare the Nutrition and Food Major first. After completing the prerequisites, students can declare dietetics concentration. Students must complete all major requirements, university graduation and general education requirements to earn their degree and Verification Statement.

Timeline for Completion

Transfer students have prior credit that is counted towards their degree requirements, and are able to complete program requirements (major, general education, and graduation requirements) within three years. Freshmen complete the requirements within four years of beginning their coursework at Sacramento State.

Students usually declare the Dietetics Concentration in their Junior year and complete the dietetics requirements within two years of declaring concentration. **The maximum time allowed to complete the dietetics requirements is within three years after dietetics declaration, i.e., 150% of planned program length.**

Program Requirements

Required Lower Division Core Courses (23 Units)

BIO 10	Basic Biological Concepts 1 (3)
CHEM 1A	General Chemistry I (5)
NUFD 9	Food Safety and Sanitation (3)
NUFD 10	Nutrition And Wellness 1 (3)
NUFD 11	Principles of Food Preparation (3)
PSYC 2	Introductory Psychology 1 (3)
STAT 1	Introduction to Statistics 1 (3)

Required Upper Division Core Courses (59 Units)

NUFD 100	Research: Methods and Application in Nutrition and Food (3)
NUFD 107	Nutrition Education, Communication, and Counseling (3)
NUFD 110	Food Production and Sustainability (4)
NUFD 113	Nutrition And Metabolism 1 (3)
NUFD 114	Cultural and Social Aspects of Food (3)
NUFD 115	Nutrition: Pre-conception Through Childhood (3)
NUFD 119	Nutrition: Adolescence Through Older Adulthood (3)
NUFD 168	Senior Seminar (3)

CONCENTRATION 34

TOTAL UNITS 82

Concentration in Dietetics (34 units)

Required Lower Division Courses (12 Units)

BIO 39 Microbiology for Allied Health Students (4)

CHEM 1B General Chemistry II (5)

CHEM 20 Organic Chemistry Lecture—Brief Course (3)

Required Upper Division Courses (22 Units)

BIO 131 Systemic Physiology (4)

CHEM 161 General Biochemistry (3)

NUFD 116 Food Service Management (3)

NUFD 117 Community Nutrition (3)

NUFD 118A Medical Nutrition Therapy I (3)

NUFD 118B Medical Nutrition Therapy II (3)

NUFD 121 Nutrition Assessment, Methods and Support (3)

Declaring Dietetics Concentration:

Current NUFD Majors

You are eligible to declare the Dietetics Concentration after completing the following courses **with a grade of at least C**. Overall GPA must be at least 2.75. Only first or second attempts will be considered.

Prerequisite Course List

BIO 10 Basic Biological Concepts (3)

CHEM 1A General Chemistry I (5)

CHEM 1B General Chemistry II (5)

NUFD 9 Food Safety and Sanitation (3)

NUFD 10 Nutrition And Wellness (3)

NUFD 11 Principles of Food Preparation (3)

NUFD 113 Nutrition And Metabolism (3)

STAT 1 Introduction to Statistics (3)

To declare the Dietetics Concentration:

1. Complete the Declaring Dietetics Concentration form which includes the Advising Sheet (Appendix).
2. Collect unofficial transcripts from all institutions where the prerequisite courses were taken, including at Sacramento State.

Submit the Dietetics Concentration form and transcripts to Dr. Mulasi (mulasi@csus.edu) for approval. See the declaration form for other instructions.

Baccalaureate Degree Requirements (Dietetics Concentration)

Degree requirements fall into the following three categories: major/minor requirements; General Education requirements; and other Graduation requirements, which are subject to catalog rights policy. A minimum of **120 total semester units** are required for graduation; no more than 70 units taken at a community college or other two-year college may be applied to this total. Additionally, **at least 39 of the total units must be in upper-division courses.**

Dietetics Concentration requires the completion of **82 units**. A grade of at least C is required in core prerequisite classes (Bio 10; Chem 1A, 1B; NUFD 9,10,11,113; Stat 1). A grade of C- is required in other upper-division prerequisites, including Chem 20, Bio 131, Chem 161, NUFD 118A. **Concurrent enrollment for a major class and its prerequisite class is NOT permissible.**

All undergraduate students must complete a minimum of 48 units of [General Education](#) requirement and other [Graduation Requirements](#).

Student Performance Monitoring, Remediation, and Retention

Contact academic advisors, including the DPD Director, to discuss options if you are struggling academically or having personal challenges that impact your work.

The DPD Director monitors student academic performance in collaboration with course faculty through the various knowledge requirements for RDNs (KRDNs) in DPD courses. If a student does not pass a KRDN, the DPD Director will be in communication with the student to repeat an assignment without impacting their grade.

Prerequisite courses should have the minimum grade to progress in the next upper-level course. The course instructors check the prerequisite requirements during the first week of classes, and concurrent enrollment in a prerequisite course and the upper-level course is not allowed.

If you are struggling academically or having personal challenges that impact your work, the DPD Director will offer remediation strategies, including advising, counseling, and tutoring options on campus. For example, several dietetics students take advantage of the [Peer-Assisted Learning Program](#) that provides peer-led tutoring for science classes, including chemistry and biology. Several student support services, including counseling and crisis or emergency assistance, are available (see the section on Student Success Resources).

Academic Standing and Probation

At the end of each semester, students receive their Academic Standing, which is posted on the unofficial transcript below the grade point average (GPA) calculation. Information about Academic Policies and Academic Standing can be found [here](#).

A student is put on **Academic Probation** when their Sacramento State GPA or Cumulative GPA is below 2.0. The first semester on academic probation serves as a warning, and a student on probation is limited to enrolling in no more than 14 units per semester. For students on Academic Probation, if their

Sacramento State or Cumulative GPA is below 1.85 (for Juniors) or below 1.95 (for seniors), they are academically disqualified. More information about Academic Probation and Reinstatement Process can be found [here](#).

DPD Verification Statement

The DPD Director reviews the student's degree progress on a regular basis. Upon successful completion of the degree requirements, including the major and GE/GR, the registrar approves the student for graduation. Once the degree is officially posted in the transcript, the DPD Director will issue the graduate a Verification Statement; the form is completed, signed, and supplied by the DPD Director. The signed Verification Statement documents that an individual has completed the requirements of a nutrition and dietetics education program accredited by the Accreditation Council for Education in Nutrition and Dietetics.

Knowledge for Registered Dietitian Nutritionists (KRDNs)

The DPD curriculum covers the following KRDNs under the 2022 ACEND Standards:

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

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 nutrition and dietetics practitioner level of practice.

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 Client Services: Development and delivery of information, products and services to individuals, groups and populations.

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.

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.

Post-baccalaureate Didactic Program in Dietetics

Overview

Our program has **limited seats** for individuals with post-baccalaureate status or those with advanced degrees who are seeking a DPD Verification Statement. The post-baccalaureate DPD is for non-degree seeking candidates only.

You may find it helpful to review our Advising Sheet to familiarize yourself with our program requirements.

We do not offer a second bachelor's degree. If you choose to complete the DPD courses only to earn a Verification Statement, you will enroll through our College of Continuing Education (CCE) as an open-university student

Things to Know Before Applying (DPD Program)

- The program is competitive with limited seating and candidate's GPA, prior coursework, work experience, and interest in dietetics is evaluated through the **Enrollment Application**.
- **GPA and grading requirements:**
 - Overall GPA must be ≥ 3.0
 - It is recommended that you complete the equivalent for General Chemistry (Chem 1A, 1B), Organic Chemistry (Chem 20); General Biology (Bio 10), Microbiology (Bio 39); Introductory Psychology (Psyc 2); Statistics (Stat 1); Food Safety and Sanitation (NUFD 9), Nutrition and Wellness (NUFD 10), and Principles of Food Preparation (NUFD 11) courses at a Community or Junior college if not completed previously, before beginning courses at Sac State.

If you haven't taken these courses, see a full list of courses articulated with other institutions at Assist.org

- At least four courses must be completed at Sacramento State. Usually, these include Foodservice Management (NUFD 116), Community Nutrition (NUFD 117), Medical Nutrition Therapy (NUFD 118A and 118B), Nutrition Assessment (NUFD 121), and Dietetic Pathways (NUFD 199D). Other coursework will be evaluated for grades and recency. Most dietetic internship programs have a course grade or recency requirement, especially for the Medical Nutrition Therapy classes.
- While lower-division DPD courses can be transferred from another institution, all upper-division courses must be taken through the Open University Program. Open University Program allows you to take classes on a space-available basis without being formally admitted to Sacramento State.
- A grade of **at least C** is required in the following (or equivalent) courses: Bio 10; Chem 1A, 1B; NUFD 9, 10, 11, 113; Stat 1

- A grade of **at least C-** is required in the remaining DPD courses.
- Candidates will be provided a Verification Statement after completion of DPD coursework.
- The **Enrollment Application** has instructions on filling and uploading the dietetics advising sheet and uploading a copy of your unofficial transcripts and recent resume that lists relevant work experience. Your official transcripts will be collected after enrollment.
- The expected timeline for application review is 3 – 4 weeks after the application is submitted. Applications will be evaluated on a first-come, first-serve basis. Applications will not be evaluated four weeks prior to the beginning of the semester (view Sac State **Academic Calendar** for regular semester start dates). Please plan to fill out your application accordingly. Incomplete applications will not be evaluated.
- The DPD Director will contact you after application review.
- While lower division DPD courses can be transferred from another institution, all upper-division courses must be taken through **Open University** program. Open University program allows you to take classes on a space-available basis without being formally admitted to Sacramento State University. View the Open University **FAQ page** for more information.
- If you have an international degree, you are required to have your coursework evaluated by a foreign degree evaluating agency listed **here** before contacting us. Also see the section below on ‘International Students’ about other eligibility requirements.
- The Open University fee is approximately \$250 per unit. Most DPD courses are 3 units, so the typical cost to enroll in one 3-unit course would be \$750. The fee covers the cost of instructional support, enrollment and record keeping. Financial aid is not available. Waivers are not accepted.

How to Apply to Open University

General Information:

- In a typical semester, individuals have to wait until the first week of the semester for registration. Check the **Open University** webpage for registration deadlines. See other detailed instructions by Open University program on how to register below.
- One week before the semester begins, complete the CCE class **registration form** for the specific classes you are seeking enrollment. Collect instructor and department chair’s signatures during the first week of classes. Check the class schedule **here**.
- Seats in the courses are not guaranteed; baccalaureate degree-seeking students are given priority. Individuals are enrolled based on seat availability and instructor permission and this might take up to 2 weeks after semester begins.

Enrollment Conditions*:

- There must be space available in the class and approval must be obtained from the instructor and the department chair.
- Open University students are required to complete all academic work assigned by the instructor unless they are registered as “audit.”
- Anyone with an outstanding university obligation (hold) will not be allowed to enroll in classes until that hold is cleared.
- Disqualified/Dismissed students are not eligible to take classes through Open University.
- Students who wish to take a course for Credit/No Credit instead of a letter grade must complete and submit a petition at the time of enrollment. Changes to grading basis will not be allowed after enrollment.

How to Register*:

- If this is your first time taking Open University classes online at Sac State, fill out the Open University **Intent to Enroll form** 2 weeks before classes begin and submit to cccreditreg@csus.edu for processing.
- Once received by our registration reps, they will assign you a Sac State ID number and email you instructions on how to set up your SacLink account. The response may take up to 48 hours.
- Choose your desired course(s) from the **Sacramento State class schedule**.
- Download the CCE course **registration form**.
- On the first day of class, ask for permission to add. If the course is an online course you may find the instructor’s email by going to CSUS.edu, clicking on the menu at the upper right hand side of your screen and choosing “Directory”.
- Obtain permission from the instructor and department chair via email or in-person. The instructor will be able to tell you who their department chair is and then you may locate them through the directory as well.
- Submit the form and approvals electronically to cccreditreg@csus.edu or in person at **Napa Hall**.
- You will be able to pay for the class through your Student Center. There is no fee to pay by credit card online and we will accept American Express, Mastercard, or Discover.
- You have 14 days from registration to pay or census date, which ever comes first. Adds submitted after census date must be paid within 3 days from enrollment.

Attention Graduate Students*

Those students using Open University to explore graduate school options who later apply to Sacramento State for graduate studies should be aware that only six eligible units earned prior to classification can be applied toward a subsequent master's degree program.

Attention International Students*

If you are an international student, please be advised that you may not be eligible to take a course through Open University.

1. If you are here on an F-1 visa, you need authorization from your school advisor.
2. If you are here on an F-2 or J-2 visa, you will need to get clearance on the course you are taking when you submit your registration to CCE.
 - If you are here on a B-1 or B-2 visa, you are NOT eligible to take courses through Open University.
 - When submitting your registration, please have your visa with you because a photocopy will need to be made for your record. Please call (916) 278-6984 or email cccreditreg@csus.edu for questions about your status.

***Reference:** Sacramento State College of Continuing Education. Open University. Available at <https://cce.csus.edu/open-university>

Concurrent Enrollment (Masters and Postbaccalaureate DPD)

If you are interested in MS+DPD route and wish to complete the DPD coursework within 2 years while taking graduate courses, it is recommended to plan your course load accordingly. Enrollment in graduate courses and DPD courses concurrently will require preplanning and time management. Review our advising sheet to understand course requirements and prerequisites.

Acceptance in the Masters program is required for consideration into the postbaccalaureate DPD enrollment.

Minimum GPA for enrollment is 3.0. First complete the equivalent to Chem **1A, 1B, 20; Bio 10, 39; Psyc 2, Stat 1; NUFD 9, 10, and 11 at a Community or Junior College (JC)** (see a full list of articulation at assist.org). Before enrolling in a course at JC, check that the course you take at JC articulates, i.e., is transferrable at Sacramento State. Academic advisors use assist.org to review articulations between Sac State and other institutions.

These **DPD prerequisite courses** will lay the foundation for upper-division sciences and nutrition courses; **a minimum of C grade is required in these courses.**

Apart from the above-mentioned prerequisites, complete **Bio 131; NUFD 107, 110, 114, 115, 119, and 121 at Sacramento State before applying to the Master's program to ensure timely completion of DPD coursework.** One can enroll in these courses through our **Open University** program. Information about Open University enrollment is provided above.

NUFD 117 (Community Nutrition) and NUFD 100 (Research: Methods and Application in Nutrition and Food) courses are waived since MS students will enroll in graduate-level Community Nutrition (NUFD 222) and Research Methods (NUFD 200) courses.

NUFD 118A, 116, 118B, 199D; Chem 161 will be taken concurrently with graduate courses.

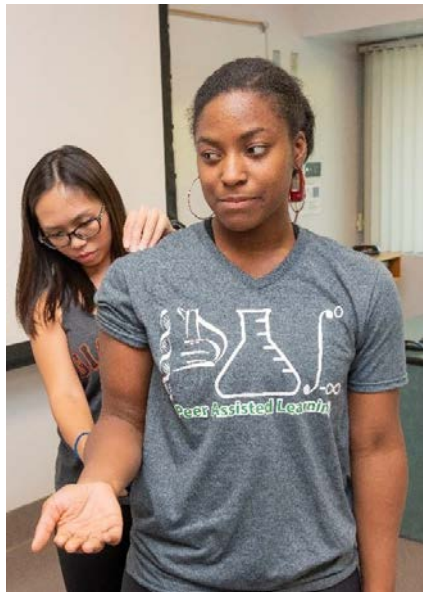
DPD Verification Statements will be granted after successful completion of DPD courses with the required grading (i.e., at least C in DPD prerequisites and at least C- in other DPD courses)

International Degree Holders

If you have an international degree, you are required to have your coursework evaluated by a [foreign degree evaluating agency](#) first.

If interested in the postbaccalaureate program, once the foreign degree evaluation is completed, complete [DPD Enrollment Application](#) with the required documents.

The Academy has provided [resources and information](#) for international students you might find helpful in order to become an RD and pursue a career in dietetics, including answers to frequently asked questions.



Students in “*Nutrition Assessment*” (NUFD 121) course practicing taking anthropometric measurements

Assessment of Prior Learning

Evaluation Process

First-time Sacramento State transfer students are required to attend the mandatory New Student Orientation. The university's Transfer Credit Evaluations Office conducts an official prior coursework review summarizing previous college credit, including General Education requirements. All applicable work in progress will be evaluated only when the final grades are received. The evaluation results are available in the student's academic record which can be accessed in MySacState.

Acceptance of Transfer Credit

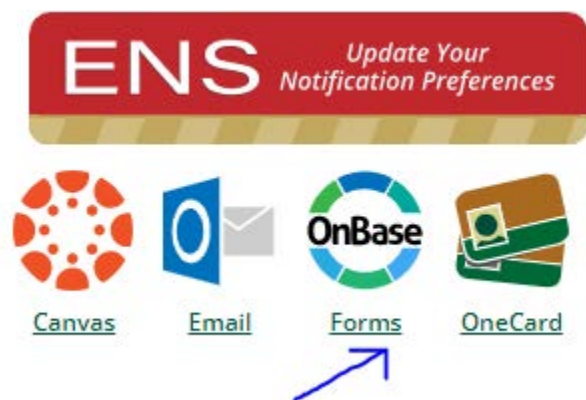
Generally, students will be granted credit for baccalaureate-level courses successfully completed at regionally accredited two or four-year colleges. All courses, **except remedial**, are accepted for degree credit from institutions awarding four-year degrees.

Articulation Agreements

For transfer credit agreements, use the following tools in order:

1. California public institutions: [ASSIST.org](https://assist.org)
2. All other agreements: [Transfer Evaluation System \(TES\)](#)
3. If neither ASSIST or TES apply: Submit a [Transfer Course Equivalency form](#) with course syllabi. The Transfer Course Equivalency Form is submitted to the department that reviews a specific course. For example, if you completed general biology at another institution, you will submit the course syllabi for evaluation in the Biology Department. The courses must be of the same level; a lower-division course can only be substituted with a lower-division course, and an upper-division course can only be substituted with an upper-division course.

The Transfer Course Equivalency form can be accessed in the OnBase form database under MySacState.



Becoming a Registered Dietitian Nutritionist (RDN)

RDN Education and Professional Requirements

1. Complete a minimum of bachelor's degree* granted by a college or university accredited by a U.S. Department of Education (USDE) recognized accrediting agency or foreign equivalent and coursework through an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic (DPD), Coordinated (CP), Graduate Program (GP) or Foreign (FDE) program. See a list of accredited programs [here](#).

Sacramento State has an undergraduate Didactic Program in Dietetics (DPD). Upon successful completion of DPD coursework, individuals will be provided a copy of the DPD Verification Statement.

2. Complete supervised practice/experience (Dietetic Internship) through an ACEND-accredited Dietetic Internship (DI), Coordinated (CP), Graduate Program (GP), or an Individualized Supervised Practice Pathway (ISPP) offered through an ACEND-accredited program. Information on ACEND-accredited programs is available [here](#).
3. Pass the national registration examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's [website](#).
4. Complete continuing professional educational requirements to maintain registration.

*** Effective January 1, 2024, the Commission on Dietetic Registration will require a minimum of a master's degree to be eligible for the credentialing exam to become a registered dietitian nutritionist.**

Some RDNs hold additional certifications in their specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or through other medical and nutrition organizations. These certifications are recognized within the profession, but not required. CDR offers Board Certification as a Specialist in Pediatric, Renal, Gerontological, Pediatric Critical Care, and Oncology Nutrition, as well as Sports Dietetics and Obesity and Weight Management. [Board Certification](#) is granted in recognition of an applicant's documented practice experience and successful completion of an examination in the specialty area.

RDN Licensure Requirement

The state of California does not require licensure to practice. However, in most states, graduates must also obtain licensure or certification to practice. Visit the CDR webpage on [licensure](#) for more information.

Pathways to be an RDN

Several options exist to meet the RDN Registration Eligibility. Find more information at the Academy Find accredited programs here. Some options are listed below:

Didactic Programs in Dietetics (DPD) + Dietetic Internships (DI)

This pathway requires completion of 2 programs. First, completion of accredited Didactic Program in Dietetics (classroom coursework) and then completion of accredited dietetic internship (supervised practice).

Accredited DPD programs can include undergraduate, graduate, or postgraduate coursework. Sacramento State DPD is at the undergraduate (Dietetics Concentration) and postbaccalaureate level. DPD Verification Statement is received after program completion.

Coordinated Program in Dietetics (CP)

This path involves undergraduate or graduate level coursework and 1000 hours of dietetic internship that makes one eligible for RDN exam. Also known as combined program.

Graduate Program in Nutrition and Dietetics (GP)

This path involves graduate level coursework and 1000 hours of dietetic internship that makes one eligible for the RDN exam. DPD Verification Statement is generally not required for admission. However, common prerequisites include courses that one would take for their DPD coursework. Examples include Nutrition and Metabolism; General Bio; 1 year of General Chem with lab; Organic Chem with lab; Biochemistry; Physiology with lab; Microbiology with lab; Psychology; Statistics OR DPD Verification Statement in lieu of these courses. Programs might require GPA to be at least 3.0.

Computer Matching Process

Most applicants for supervised practice complete a web-based application service, Dietetics Inclusive Centralized Application Services ([DICAS](#)) to apply to multiple programs by completing a single online application.

[D&D Digital](#) is a web-based service that matches supervised practice applicants to dietetic internships each spring and fall based on both the applicants' and programs' ranked order of preference.

More information about DICAS and D&D Digital can be found [here](#).

CDR RDN Credentialing Examination

After successfully completing the eligibility requirements and being validated by CDR, individuals are eligible to take the registration examination for dietitians. Information about the RDN exam process, including frequently asked questions, can be found [here](#). To know more about the RDN test specifications, study outline, exam handbook for candidates, exam preparation, and to purchase a study guide (\$ 50) click [here](#).

RDN Careers

Registered Dietitian Nutritionists 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 RDN. RDNs 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. RDNs 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.

Reference: Content taken from Academy's [RDN Fact Sheet](#)

RDN Job Compensation & Outlook

According to the 2021 Compensation & Benefits Survey of the Dietetics Profession, among all practicing RDNs in all positions, the national median full-time salary of RDNs is **\$72,000** per year.

Median salary in the Pacific region is **\$83,000** per year. RDN salaries and fees vary by the level of education or degree earned, region of the country, area of employment, additional Certifications, scope

of responsibility. Salaries increase with years of experience and many RDNs, particularly those in the management and executive leadership, consultation and business, and education and research, can earn incomes of **\$100,000** or higher.

Specific work settings for which median hourly wages are highest include pharmaceutical or nutrition products manufacturer, distributor, or retailer (\$45.67); food or equipment manufacturer, distributor, or retailer (\$44.71); contract food management company (\$41.66); college, university, or academic medical center (\$40.97).

According to the Bureau of Labor Statistics, employment of dietitians and nutritionists is projected to grow **7% from 2021-2031**, as fast as the average for all occupations. In recent years, interest in the role of food and nutrition in promoting health and wellness has increased, particularly as a part of preventative healthcare in medical settings and a growing and aging population and public interest in nutrition.

Becoming an Nutrition & Dietetics Technician, Registered (NDTR)

Nutrition and Dietetic Technician, Registered (NDTRs) are educated and trained at the technical level of nutrition and dietetics practice for the delivery of safe, culturally competent, quality food and nutrition services. NDTRs are an integral part of healthcare and food service management teams.

NDTRs work under the supervision of a Registered Dietitian Nutritionist (RDN) when in direct patient/client nutrition care in practice areas such as:

Hospitals, clinics, nursing homes, retirement centers, hospices, home health-care programs and research facilities conducting patient/client screens, gathering data and performing assigned tasks to assist RDNs in providing medical nutrition therapy.

NDTR Educational and Professional Requirements

1. Earn at least an associate's degree and complete an accredited NDTR program. These programs include 450 hours of supervised practice experience in various community programs, health-care and foodservice facilities.

OR

Earn at least a bachelor's degree and complete coursework in ACEND accredited Didactic Program in Dietetics (DPD). California State University, Sacramento is a DPD and individuals completing a bachelors in Nutrition and Food with a Concentration in Dietetics are eligible to sit in the NDTR national exam.

[Learn more](#) about other didactic programs in dietetics or coordinated programs in dietetics.

2. Pass a national exam for NDTRs. Once one completes their educational requirements, they may schedule to take CDR's Registration Examination for Dietetic Technicians to become credentialed as a nutrition and dietetics technician, registered.

3. Stay up-to-date in dietetics through continuing education. After successfully passing the national exam and earning the credential, NDTRs maintain ongoing professional development in order to stay up to date on the latest research, recommendations and best practices.

Pathways to be an NDTR

There are several kinds of accredited dietetics education programs—each offering a different experience and “pathway” to NDTR eligibility.

- ✚ Nutrition and Dietetics Technician Programs (DTs) offer associate's degree level coursework and at least 450 hours of supervised practice for NDTR eligibility.
- ✚ Didactic Programs in Dietetics Programs (DPDs) offer bachelor's and graduate level dietitian coursework.
- ✚ Coordinated Programs in Dietetics (CPs) offer bachelor's and graduate level dietitian coursework.

NDTR Credentialing

DPD graduates who earn the NDTR credential can obtain positions in food service management, [clinical nutrition care in hospitals, long-term care, community nutrition, supermarket/retail, school nutrition](#), wellness and other settings and gain valuable work experience. NDTRs provide quality clinical nutrition care under the supervision of an RDN and are versatile employees who have been trained in food service and clinical aspects of nutrition management and care.

NDTR Careers

NDTRs may work independently in providing general nutrition education to healthy populations in a variety of settings such as:

- 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, assisting Registered Dietitians with the implementation of programs and presentation of 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, conducting nutrient analysis and data collection, and overseeing foodservice sanitation and food safety

Click the links below for more information about the NDTR credential.

[NDTR Informational Videos](#)

[NDTR Career Options](#)

[NDTR Exam Eligibility and Requirements](#)

NDTR Job Compensation

The 2021 Compensation & Benefits Survey of the Dietetics Profession indicates that the median total cash compensation for NDTRs employed in the position full time for at least one year is **\$49,900**. Years of work experience, responsibility level, education level and highest degree earned, specialty certifications including Certified Dietary Manager, Certified Food Protection Professional, increase job compensation.

Reference: Content taken from Academy's [NDTR's Fact Sheet](#) and [website](#).



Student volunteers stocking up the campus food pantry

Suggestions to Improve Chances at Securing a Dietetic Internship

Dietetic internships are competitive and it is important to understand which experiences might be helpful for one to secure a desired spot. Here is list of qualifications provided by the Academy that will make one's application stand out from others:

- ❖ **GPA:** Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered, it is one of the most highly weighted. A GPA of 3.0 is often listed as the minimum considered by most DI programs. If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.

- ❖ **Recommendation letters:** Letters of recommendation and references should be from individuals who can truly attest to the quality of your work and your character, and are willing to put positive recommendations in writing. Ask for letters of recommendation from people who know that you do high-quality work, have a strong study and work ethic, and behave in a professional and ethical manner. Always cultivate good relationships with your advisors, teachers, and employers.

- ❖ **Communication:** Pay attention to how you communicate, whether verbally or written, because this conveys much about your sense of organization and attention to detail. Communicate thoughtfully, honestly and politely, whether in writing or verbally. Always keep your writing professional, cordial, and factual.

- ❖ **Experience:** Gain relevant experience in the field of nutrition. This can be paid, unpaid, or volunteer work. If possible, seek experience at a facility that serves as a practice site for an internship program, so that preceptors and the program director can become familiar with your abilities. Keep a documented record of hours spent in volunteering, jobs, etc. for your dietetic internship application.
 - Volunteer and provide community service, especially in areas related to health and nutrition.
 - Get practical, paid work experiences, especially in areas related to your desired area(s) of practice.
 - Become involved in professional organizations, such as college dietetics clubs; district-, state- and national-dietetics associations; especially at the leadership level.
 - Publish and present any relevant research, projects or work that you have done in journals and at conferences or in poster sessions.

Student Success Resources

[Academic Calendar](#)– Academic Calendar is a schedule of all of the events that occur in an academic year. These events may include examination dates, spring break or reading week and the last day of the semester.

[Class Schedule](#) - Information about course offerings by program. Students should log into [My Sac State](#) and click on ‘Search the Class Schedule’ for real-time class schedule information, including the number of open seats.

[Career Center](#) – Offers career counseling, workshops, and information about jobs and internships. Provides training on career preparedness topics including creating an elevator pitch, developing resume and personal statement, creating LinkedIn, interviewing skills, and how to negotiate salary.

[Academic Advising Center](#) - Academic Advising Center offers freshman and transfer orientation, freshman advising, and general education and graduation requirement advising for all students.

[NUFD Academic Advising](#) - NUFN faculty advisors can assist you with major course selection; degree progress evaluation; volunteer and internship opportunities; and career or graduate education planning. You can meet with any NUFN advisor during scheduled office hours virtually or in-person. Virtual monthly group advising and peer advising sessions are also available.

[Student Success Center](#): Virtual and in-person drop-in hours or scheduled appointments. Advising regarding:

- General Education (GE) and Graduation Requirements (GR)
- Course and academic planning using the Smart Planner
- Interpretation of University academic policies
- Basic career exploration and planning
- Academic probation, disqualification and dismissal advising
- GPA calculation
- Referrals to campus resources and faculty advisors

[Library](#) - The Sacramento State Library serves as a multifaceted student success resource by providing access to a wide range of information, study spaces, research support, technology, workshops, and more. It plays a crucial role in enhancing students' academic experiences and aiding their overall success during their time at the university.

[Disability Access Center](#) (DAC) provides a wide range of academic accommodations that ensure individuals with disability have equal educational access.

[Student Technology Resources](#)- IRT powers the technology behind mission critical resources, strategic University goals, and the essential work of faculty, staff, and students. Access all the tech resources you need to promote and facilitate your role as a student.

[Campus Technology](#) - Sacramento State campus technology serves as a pivotal student success resource by providing seamless access to online learning platforms, robust academic resources, and efficient administrative tools. Through its user-friendly interfaces and tech-enabled services, students can engage in personalized learning, streamline course management, and stay connected, enhancing their academic journey and overall collegiate experience.

[Health and Counseling](#) - Sacramento State's health and counseling services play a vital role in supporting student success by offering comprehensive physical and mental well-being support. From accessible medical care to confidential counseling sessions, these resources empower students to prioritize their health, ultimately fostering a conducive environment for academic achievement and personal growth. Your physical and mental health are important to your success as a college student. Student Health and Counseling Services (SHCS) in The WELL offers medical, counseling, and wellness services to help you get and stay healthy during your time at Sac State.

SHCS offers: Primary Care medical services, including sexual and reproductive healthcare, transgender care, and immunizations; urgent care for acute illness, injuries, and urgent counseling needs; pharmacy for prescriptions and over-the-counter products; mental health counseling, including individual sessions, group counseling, support groups, mindfulness training, and peer counseling; athletic training for sports injury rehabilitation; wellness services, including nutrition counseling, peer led health education and wellness workshops, and free safer sex supplies; violence and sexual assault support services. Most services are covered by the Health Services fee and available at no additional cost.

[CARES](#) - If you are experiencing challenges with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away! The CARES office provides case management support for any enrolled student. Email the CARES office at cares@csus.edu to speak with a case manager about the resources available to you. Check out the [CARES website](#).

[ASI Food Pantry](#)- Students can access free food, which include a wide variety of non-perishable items such as pastas, beans, box meals, canned vegetables and fruits, crackers, hygiene supplies, etc.

[ASI Pop-Up Pantry](#)- The Pop Up Pantry is located at the Residence Halls Parking Lot. Drive up to receive your box of food! Walk-up station will also available.

[CalFresh Application Assistance](#)- CalFresh is a federally funded program and available to students who are finding it hard to afford groceries. Much life financial aid helps with academic expenses, CalFresh is like food aid to help with food expenses. Students who are eligible can qualify for up to \$192/month to help with groceries.

[Student Emergency Fund](#)- Emergency grants are available to eligible students who have experienced a loss of income or added expenses because of the pandemic or are experiencing a one-time crisis that is financially affecting their education. There is also support for emergency housing.

[Peer-Assisted Learning](#) (PAL) program offers support and tutoring for Bio (Bio 10) and Chem (Chem 1 A, 1B) courses.

Further resources and information: [Martin Luther King Center](#), [Multicultural Center](#), [Dreamer Resource Center](#), [Student Success Center](#), [Academic Advising](#), [PARC](#), [Reading & Writing Center](#), [Grading Policy](#), [Academic Calendar](#), [Hornet Honor Code](#), [Student Rights and Responsibilities](#)



Nutrition, Food & Dietetics students demonstrating cooking lessons at the university's Cardiovascular Wellness Program

Professional Memberships and Student Clubs

If you are thinking about a career in dietetics, joining the [Academy of Nutrition and Dietetics](#) is recommended. The Academy is the world's largest organization of food and nutrition professionals, representing more than 112,000 credentialed practitioners: registered dietitian nutritionists; nutrition and dietetics technicians, registered; and other professionals and students.

With the **Academy membership** (\$58/year for student members), you will gain full access to the Academy's online database of internships and job postings. Members will find scholarships and educational stipends for individuals pursuing undergraduate and advanced degrees in dietetics. Other resources include dietetic internship matching information, mentoring or career guidance, and volunteer opportunities.

You may also consider joining the [California Academy of Nutrition and Dietetics](#) (Northern Area District). Membership is \$15/yr

At Sacramento State, our department's [Food and Nutrition \(FAN\) Club](#) helps students get involved in and off campus in nutrition-related events and activities.



Food and Nutrition (FAN) Club at Sacramento State

Student Conduct Policies

Students should be aware of the following procedures and policies related to expected conduct.

CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation (Nondiscrimination Policy)

The California State University (CSU or University) is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including nonbinary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, and employment free from Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation.

Full Nondiscrimination Policy, including appropriate procedures for investigating or adjudicating Complaints that fall under this Policy can be found [here](#).

Sexual Misconduct Policy

Sac State is committed to supporting students and fostering a campus environment free of sexual misconduct and gender-based discrimination. If a student chooses to disclose to a faculty or staff member an experience related to sexual misconduct which includes, but is not limited to rape, relationship violence, or stalking, all faculty and staff members are obligated to report this disclosure to the university's Title IX Coordinator. Contact Sac State's Title IX Coordinator, Skip Bishop, at (916) 278-5770 or email at william.bishop@csus.edu. Upon receipt of the report, the Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources, including resolution options for holding accountable the person who harmed you. Students who elect not to discuss their experience with the Title IX Coordinator can speak confidentially to the following confidential resources:

Student Health & Counseling Services at The WELL
On Campus Phone Number: 916-278-6461
Website: www.csus.edu/shcs

Campus Confidential Advocate – Laura Swartzen
Email: weave@csus.edu
On Campus Phone Number: 916-278-5850 (during business hours)
WEAVE 24/7 Hotline: 916-920-2952

Other University Policies Involving Student Conduct

- [Academic Honesty Policy and Procedures](#): CSU Sacramento Policy STU-0100
- [Incidents of Disruptive Student Behavior in the Classroom](#): CSU Sacramento Policy UMD3250
- [Student Conduct Code Policy](#): CSU Sacramento Policy STU-0116

Professionalism and Student Conduct

The DPD program at California State University, Sacramento abides by the [university policy](#) on academic misconduct. The university policy establishes rules and responsibilities concerning academic dishonesty. The following is an excerpt taken from the policy manual:

CHEATING

At Sacramento State, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at Sacramento State includes, but is not limited to:

- a. Copying, in part or in whole, from another's test or other evaluation instrument.
- b. Using crib notes, "cheat sheets," or any other device, including electronic devices not permitted by the instructor as an aid in writing an examination.
- c. Submitting work previously graded in another course unless doing so has been approved by the course instructor or by department policy.
- d. Submitting work simultaneously presented in more than one course, unless doing so has been approved by the respective course instructors or by the department policies of the respective departments.
- e. Altering or interfering with grading or grading instructions.
- f. Sitting for an examination by a surrogate, or as a surrogate.
- g. Any act that interferes with a fair grading environment. Examples include talking, texting, or communicating during an exam; working past allotted time; helping another student to cheat; sharing or showing coursework to other students before submission; and stealing or interfering with other students' work.
- h. Any form of dishonesty for academic advantage. Examples include false excuses for missed deadlines; falsified data or results; re-submitting an altered exam for a re-grade; submitting false information in a grade appeal; or forging a signature in an academic document.
- i. Aiding or abetting in any of the actions described above.
- j. At Sacramento State, academic dishonesty is a serious offense, a violation of the Student Conduct Code(<https://www.csus.edu/umannual/student/ums16150.htm>), and will not be tolerated. Academic dishonesty is defined as any act of cheating or plagiarism, including the use of artificial intelligence or ChatGPT to generate or complete work. All students are expected to be familiar with and adhere to the Academic Honesty Policy as outlined in the Academic Honesty Policy (<https://www.csus.edu/umannual/student/stu-100.htm>). Violations of the policy will result in disciplinary action and/or academic sanctions. Academic sanctions may include an oral reprimand, reduction in an assigned grade or failing grade, or a referral for administrative/disciplinary sanctions.
- k. In accordance with university policy, disruptive behavior in the classroom will not be tolerated. Disruptive behavior is defined as any actions that interfere with the process of teaching and learning. If behavior is perceived to be disruptive, you will be informed that your actions are disruptive and asked to cease the behavior. **If the behavior continues, you may be dismissed from the class and referred to the Office of Student Conduct.** If you fail to leave the class, the University Police Department may provide assistance. As a student, it is important to understand and abide by these policies in order to maintain a positive and productive classroom environment. The full policy can be found here:

PLAGIARISM

Plagiarism, as a form of cheating, is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it.

Acknowledgement is not necessary when the material used is common knowledge. Plagiarism at Sacramento State includes but is not limited to:

1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and
2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.

STUDENT RESPONSIBILITIES

1. Knowing what constitutes academic dishonesty and taking steps to avoid it, including:
 - a. Understanding what constitutes cheating and plagiarism and seeking clarification when they are uncertain.
 - b. Taking responsibility for making sure academic work complies with Sacramento State's academic honesty standards whether working individually or as part of a group.
2. Not taking credit for academic work that is not their own.
3. Not knowingly encouraging or making possible cheating by others.
4. Knowing the policies and procedures regarding academic honesty as specified in this document.
5. Exercising their option, if so inclined, to inform the instructor or the Student Conduct Officer of alleged cheating.
6. Knowing and following the rules instituted to preserve academic honesty. This includes learning and following the particular rules and expectations for specific classes, exams, and course assignments. Ignorance of these rules is not a defense to academic dishonesty..

Policies Regarding Service Learning or Field Placements

The policies in place for classroom service learning or field placement include:

Prevention of interns to replace employees. It is the policy of the California State University, Sacramento Didactic Program in Dietetics to conduct the program in compliance with the minimum wage ruling. The US Department of Labor publication entitled EMPLOYMENT RELATIONSHIP UNDER THE FAIR LABOR STANDARDS ACT, dated February 1973, states the following under the heading "Trainees": The Supreme Court has held that the words to "suffer or permit to work," as used in the Act to define "employ," do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.
4. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
5. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent training.

Liability: Each field placement has a signed agreement with Sacramento State which ensures that liability insurance is provided either through Student Professional Liability Insurance Program (SPLIP) or Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). A copy of each is kept and managed by CEC.

Each student enrolled a service learning/ field placement course completes a Release of Liability, Waiver and Right to Sue, Assumption of Risk and Agreement to Pay Claims form via CEC Connect. Therefore no other liability insurance will be required for the student to purchase unless desired by the student.

Each student enrolled in a service learning/ field placement course completes a Student Emergency Contact and Information Form and is given to the field placement program to keep on file in case of a student illness or injury. No additional liability insurance will be required.

Illness/Injury at a Rotation Site and/or in travel to or from an assigned site: The facility shall, on any day when a student is receiving training at its facilities, provide necessary emergency health care or first aid for accidents occurring at its facilities. Except as provided in this paragraph, the facility shall

have no obligation to furnish medical or surgical care to any student. Neither the University nor the Learning Site assumes any financial responsibility in the event an intern becomes ill or injured as a result of his/her participation in a learning activity at the Rotation Site. In the event that an intern is injured or becomes ill while at a Learning Site, the Learning Site and/or Intern will contact the Instructor in charge of the service learning as soon as possible. Each Learning Site has the Instructor's e-mail address and phone number. If necessary, the intern's emergency contact will be contacted by the rotation site, instructor, or department. This contact information is provided to the field placement program. The intern will make his/her own arrangements for medical attention as needed.

Drug Testing, criminal background checks, or any other medical tests or procedures, required by the facility in order for a student to be placed for field placement or service learning can be conducted at Sacramento State (Health Center and/or Police Department) or is provided through the field placement program. Students have to pay for the testing.

Filing Complaints and Grade Appeals

If you have complaints that cannot be resolved by talking to your instructor, contact the DPD Director. For issues involving the program director, you may contact the department chair. Complaints are handled confidentially.

If you have complaints related to the DPD program that cannot be resolved by University procedures or the DPD director, you may file a complaint at ACEND using the information [here](#). ACEND® has established a process for reviewing complaints against accredited programs.

While students may submit a complaint against an accredited program to ACEND, 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 and anonymous complaints are not considered.

University Complaint Procedures For Students

A student grievance exists where a student claims that a violation, misapplication, or misinterpretation of a University policy, procedure, or practice has occurred.

Should a condition exist that a student believes is in violation of the rules, procedures, policies, or the standards of the university, it is important that they bring it to the attention of the appropriate individual or office as determined below.

I. Discrimination, Harassment, and/or Retaliation (DHR)

In cases involving an employee or member of the faculty which is based on discrimination refer to policy on System-wide Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating & Domestic Violence, & Stalking Policy (EO) 1095 (or any superseding policy or EO).

In matters involving a discrimination, harassment, and/or retaliation violation contact the Office of Equal Opportunity.

II. Academic Rights

In cases involving a violation of academic rights refer to policy on Student Rights and Responsibilities and the Academic Honesty Policy and Procedures; or if it is a grade/course dispute refer to policy Grade Appeal Process as found in the University Policy Manual. In matters involving academic rights of students outlined in the above policies and in your classes or programs contact the office of the Vice President for Academic Affairs (ie. Provost) for appropriate referral, 230 Sacramento Hall.

III. **Student Affairs**

In matters involving all other grievances contact the office of the Vice President for Student Affairs for appropriate referral, 3008 Lassen Hall. For appeals related to student affairs the Vice President for Student Affairs will hear the matter and render a recommendation within 10 days of the appeal has been received. This recommendation may sustain the original finding, may find in favor of the complainant and refer the matter back to the appropriate unit for reconsideration, or make a separate recommendation as appropriate.

Grade Appeals

While there is a presumption that grades assigned by faculty are correct, students who believe that a correct final grade has not been assigned may use the Student Grade Appeal Procedure. This procedure may only be used to appeal earned letter or "CR"/"NC" grades and the assignment of a WU grade. Students must start this procedure no later than the beginning of the Fall or Spring semester following the semester in which the grade was earned. The procedure requires that students seek to resolve the matter informally with the instructor of record before initiating a formal grade appeal. Copies of the Student Grade Appeal Process are available at the office of each academic department and the offices of the Vice President for Student Affairs and Vice President for Academic Affairs.

Procedures to file other complaints regarding Bias, Campus Safety, Faculty Office Hours or Missed Classes, and Unprofessional or Inappropriate Conduct can be found [here](#).



Sacramento State Campus

Student Rights & Educational Records

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, sets forth requirements regarding the privacy of student records. This law applies to postsecondary institutions as well as K-12 schools.

FERPA governs:

- The disclosure of education records maintained by an educational institution; and
- Access to these records.

Education records are defined as records that are directly related to a student, and maintained by an educational agency or institution or by a party acting for the agency or institution, if certain conditions are met.

FERPA rights given to students:

- Right to inspect and review their education records.
- Right to request to amend their education records.
- Right to limit disclosure of "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) known as directory information.
- Right to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA.

More information about FERPA can be found [here](#).

Student Employment

Student employees play a vital role in filling employment needs in many areas of the university and are an integral part of the success of Sacramento State. As part of the Office of Human Resources, the Student Employment Office is dedicated to helping enhance student learning by providing meaningful work experiences on campus and ensuring that students get the most out of their employment experiences throughout their time at Sac State.

Student employment requirements, guidelines, hiring process, policies and procedures can be found in the Student Employment Office [handbook](#).



Treats prepared by “*Food Production and Sustainability*” (NUFD 110) students

Code of Ethics for the Nutrition and Dietetics Profession

Code of Ethics provides guidance to nutrition and dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the **values and ethical principles** guiding the profession and to set forth commitments and obligations of the nutrition and dietetics practitioner to the public, clients, the profession, colleagues, and all others to which they provide service. Find more information about the Code of Ethics [here](#).

As a dietetics student, you are expected to understand and follow the Code of Ethics. The Code consists of 4 principles and 32 standards. The four principles are as follows:

1. Competence and professional development in practice (**Non-Maleficence**, i.e., intent to not inflict harm)
2. Integrity in personal and organizational behaviors and practices (**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)
3. Professionalism (**Beneficence**; encompasses taking positive steps to benefit others, which includes balancing benefit and risk)
4. Social responsibility for local, regional, national, global nutrition and well-being (**Justice**; support for equitable, and appropriate treatment for individuals and fair allocation of resources)



Students in the “*Senior Seminar*” (NUFD 168) course

Tuition, Fees & Living Expenses

Visit [Current Tuition & Fees](#) for a description of financial deadlines and registration fees, including tuition, mandatory campus fees, and non-resident tuition fees.

[Student Living Expenses](#) gives information on living expense estimates including books and supplies, food and housing, transportation, and other miscellaneous personal expenses. The cost for books and supplies vary depending on whether books are purchased new or used; per semester costs of books and supplies is approximately \$ 1,136. Additional charges may apply on a class-by-class basis for items such as laboratory fees (\$25 or more) and the purchase of a laboratory coat (\$35 or more).

For off-campus housing, the typical market cost of a one bedroom apartment in the Sacramento area is \$1741/month. Actual costs of room and board will vary. Many students living off-campus have roommates, which decreases housing costs.

[Sacramento State Net Price Calculator](#) provides estimated net price information for the cost of attendance, including tuition and fees, books and supplies, food and housing, and other related expenses. The cost of attendance changes every year.

Refund of Tuition and Fees, Withdrawal of Classes

It is the student's responsibility to become familiar with policies and procedures concerning add/drop, withdraw, and refund deadlines. Information on procedures and deadlines for canceling registration and dropping classes is available on the [Bursar's Office website](#).

Refund of Tuition and Fees

In order to receive a full refund of tuition and mandatory fees, including nonresident tuition, less an administrative charge established by the university, a student must cancel registration or drop all courses prior to the first day of instruction for the term. The Application Fee, Installment Fee, Reenrollment Fee, and Late Registration Fee are not refundable.

Students are responsible to drop their own classes if they are not attending. Once the term begins, prorated registration fees will be charged for each calendar day that a student remains enrolled.

This policy applies even if you have not made a payment. Withdrawing or dropping units could result in charges for (including but not limited to):

- Prorated registration fees
- Late payment fees
- Repayment of Financial Aid
- Prorated Housing charges
- Cancellation fees for Housing

If a refund is processed for you:

- Refunds will first be applied to any outstanding debt owed to the University.
- Refunds of credit card payments will be refunded back to the credit card.
- Refunds of check payments are subject to a waiting period of 10 business days.

Students who officially **withdraw** or drop units by the published deadlines do not need to request a refund or credit to their account, as these will be processed beginning after the first two weeks of the term.

Students who believe they have extenuating circumstances that might warrant a refund after the published deadlines may submit a **Refund Application** with a complete explanation of the circumstances and any supporting documentation to the Bursar's Office.

Withdrawal of Classes

Students who officially withdraw from the University prior to the first day of instruction will receive a 100% refund of Graduate Business Professional fees, tuition fees, campus fees, and non-resident tuition (minus a \$10 processing fee). After this date students are eligible to receive a pro-rated refund only if withdrawing from all classes. If registration fees have not been paid in full at the time of withdrawal, the balance due will be pro-rated. Beginning with the first day of instruction through the 60% date of the semester, refunds will be on a pro-rata basis using the official withdrawal date. Students are not eligible to receive a refund for withdrawing after the 60% date. The pro-rata refund will be calculated by the number of calendar days from the first day of the semester to the date of withdrawal, regardless of when a student enrolled or when the course began.

To officially withdraw you must complete and file a Withdrawal form <https://www.csus.edu/student-affairs/centers-programs/student-services-center/forms.html>

Financial Aid & Scholarship Services

Financial aid refers to programs such as state grants, federal grants, federal work-study, scholarships, and student and parent loans. These programs are designed in combination to help students cover the costs of education.

Information about financial aid can be found by visiting the [Student Services Center](#) website.

Following links provide information about financial aid, tutorials and resources on financial aid, information about fee deferment, scholarships, loans, grants, and for peer-to-peer Financial Wellness program.

- [✦ Apply for Financial Aid](#)
- [✦ Financial Aid Fee Deferment](#)
- [✦ Scholarships Office](#)
- [✦ Federal Student Loans](#)
- [✦ Grants](#)
- [✦ Financial Wellness](#)

Federal Work Study (FWS) program helps students earn funds for educational expenses while providing part-time work experience. Visit the FWS program website to know more about the application process and other requirements for participation.

Academy of Nutrition and Dietetics Scholarships: Funds are available for qualified candidates to receive scholarships through the [Academy of Nutrition and Dietetics Foundation](#).

[The California Academy of Nutrition and Dietetics Foundation](#) offers scholarships annually to dietetic students and professionals.

[International Financial Assistance and Resources Directory](#) is for U.S. and international students and professionals seeking funding for professional study, work experience or research in their home country or abroad. (Made possible by Alice Adelheid Wimpfheimer, MS, RD, CDN, through the Wimpfheimer-Guggenheim Fund for International Exchange in Nutrition, Dietetics and Management.)



Nutrition and Food students volunteering at campus food pantry

Distance Education Resources, Policies and Standards

Student Technology Resources for Distance Education

SacLink Account : Your SacLink Account gives access to My Sac State, Canvas, Zoom, Office 365, and Qualtrics. You can connect to campus Wi-Fi networks, host and edit your personal web pages, search library databases, and access university computers and virtual campus computer labs.

Microsoft 365: Access to programs such as [Teams](#), [OneDrive](#), [Outlook Email](#), [Word](#), [PowerPoint](#), and [Excel](#). Access Microsoft 365 with your Sac State login credentials. You can download Microsoft Office 365 Pro Plus for free on up to five personally-owned devices. Watch the Getting Started with Office 365 [Video](#)

Sac State Email (Outlook): When you establish a SacLink account, you will have access to many campus services including your Sac State Email. Sac State email is the campus' official email system and when you join the university you obtain your own Sac State email account to use. Sac State email is powered by Microsoft Office 365 and it is using [Outlook on the Web](#)

My Sac State: The campus portal organizes services, news and information personalized for you, and is your go-to resource to access academic and business programs, check email, access Canvas, view system notifications, and manage your SacLink account.

Hornet Learning Online 101 This is an online self-paced course that reviews all information related to online courses, including student skills needed for online education, technology requirements, and campus resources and IT support services.

Coursework Essentials

CANVAS: You will use Canvas to access course materials for most of your courses, submit assignments and projects, access live or recorded lectures, take quizzes and exams, review your grades and progress in your course(s) and communicate with your instructors and peers. Watch the CANVAS [Student App Video](#).

Zoom – Information on getting started with Zoom, how to access sessions and recordings, and scheduling Zoom sessions for coursework.

Adobe Creative Cloud: Photoshop, InDesign, Illustrator, Acrobat Pro and more – graphic design, video, web, and photography tools you need! Available in campus Computer Labs, on University-managed devices, and can be added to personal devices as a licensing add-on.

Turnitin - Turnitin overview, access and submit Turnitin assignments in Canvas, viewing a similarity report, access to assignment feedback and grades.

LockDown Browser - Download and install LockDown Browser, steps to taking an exam with Lockdown Browser, viewing quiz/exam results, troubleshooting tips.

[Making Videos and Media](#) - Resources to create video presentations and poster presentations.

[Accessibility](#): Within your Canvas courses, the Ally Accessibility Tools provide you the option to download an alternative format for course files and Canvas page content that your instructors post. These formats can be used by you to customize course content so you can see, hear and even translate readings to fit your learning style. Watch this [video](#) on how to access Ally Accessibility Tool. [Here](#) are some common frequently asked questions by students about Ally.

[Doing Research](#) - Create a survey with Qualtrics, access data analysis resources such as SPSS and related tutorials.

Campus Resources

[Campus Wifi Eduroam](#) Once you are in the Eduroam Wi-Fi network, you are instantly connected on campus, and at any participating eduroam hotspot – without data or roaming charges.

[Computer Labs](#) Sac State has several computer lab spaces available, some are open 24 hours. If you are not on campus, we offer an off-campus remote [Computer Lab Remote](#) Access to help you stay connected to the essential tools you need for coursework. You will have access to the full suite of campus computer lab software from your own device.

[Library](#) services include electronic delivery of required course materials such as books and media, access to full-text databases, reference assistance and instruction, remote access to networked resources, resource management services, and reciprocal borrowing and interlibrary loan services.

[Printing](#) You can print, copy, and scan to cloud using a campus PrintSmart device using OneCard. Students can send a print job to any SmartPrint printer on campus.

Hardware and Software Requirements

Hardware is the device (i.e. computer, tablet, smartphone) and equipment (webcam, headphones, etc.) you will use when accessing a course. Software refers to the programs and other operating information used by a computer (i.e. wifi connection, web browser, Microsoft Word, etc.).

Get Hardware You Need

If you do not have a computer at home or work, there are a variety of University-supported tools and resources that our campus technology division, Information Resources and Technology (also known as IRT) offers to students:

- ✓ [Laptop and Hotspot Checkout](#): You can borrow a laptop, hotspot, or webcam for the length of a semester to support your remote learning during the COVID-19 pandemic.
- ✓ The [Remote Learning for Students](#) website details these resources further so that you can have the supplies that you need for remote learning.

Access the [Software and Tools Catalog](#) needed for your course

Remote Learning Security

- ❖ Review the [Mobile Device Security](#) and [Personal Device Security Guidelines](#) and make any necessary updates to your device(s).
- ❖ **Phishing Awareness:** Unfortunately, cyberattacks are growing more sophisticated by the day. They often look official, with familiar logos or messaging, and will try to trick you into giving up information that can be later used in scams. Stay off their hook - learn what to look for, and how to report it to keep it from creating additional harm.

Report Suspected Phishing

First thing's first: **do not** click any links or open any attachments (they may contain viruses or malware), and report the message immediately in **either of these 2 ways:**



2. Click the **PhishMe Reporter** button built into your Outlook menu. This automatically generates a report to the IRT Information Security Team.

[Device-specific how To's for using PhishMe Reporter](#)

3. Forward the suspicious message to abuse@csus.edu.

- ❖ Sacramento State participates in [2-Step Verification with Duo](#), which provides extra account protection even if an attacker gains access to your password. As a security best practice, all faculty, staff, and students are required to enroll and use Duo to protect their account and identity. For more information, access the [Duo Enrollment Guide](#)

[Learn more about 2-Step Verification with Duo](#)

- ❖ [Global Protect Virtual Private Network \(VPN\)](#) provides a secure network connection for students to

access University online resources from personal or University-managed devices on campus or working remotely.

Global Protect VPN is a security best practice to protect against potential threats from unsecured home or public Wi-Fi, and complements other campus security measures, including [Two-Step Verification with Duo](#) to prevent unauthorized access to your account and campus resources.

Need IT Help?

Find us:

Information Security Office
Academic Information Resources Center, Suite 3010
Mon - Fri, 8 a.m. – 5 p.m.

Contact us:

Phone: (916) 278-7337
Email: servicedesk@csus.edu
Request Support [HERE](#)

Other Ways to get IT Help

Find Answers

Quickly find answers to common questions or issues.

General Support

Send a message to us. We'll respond within a day.

Quick Chat and Urgent Support

Chat with us for quick questions or urgent support.

Appointments and Advice

Looking for to set up a follow up call? Leave a voicemail at 916-278-7337.

Distance Education Policies and Standards

Verifying Student Identity and Protection of Privacy

[IT Security Guidance for Remote Access](#) contains information on using personal and university devices safely, and the current [CSU Information Security Policy and Standards](#) for accessing university resources remotely.

Access to Level 1 (confidential) data require multi-factor authentication, including both a secure password and the use of an authenticator. An authenticator can be software based (push technology or software token) or hardware based (physical token.) Some examples of Level 1 data are: Passwords or credentials that grant access, Personal Identification Numbers, birth date combined with last four digits of SSN and name, credit card numbers with cardholder name, driver's license number, state identification card, and other forms of national or international identification (such as passports, visas, etc.), biometric information, electronic or digitized signatures, Medical records. See other examples of Level 1 data in CSU [Data Classification and Protection Standards](#)



“Community Nutrition” (NUFD 117) students presenting projects based on their field placements

Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

1. Dishonesty, including:
 - A. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - B. Furnishing false information to a University official, faculty member, or campus office.
 - C. Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction or damage to University property or other property in the University community.

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

Frequently Asked Questions

When are the new requirements for a Master's degree expected? Do we need a degree in Nutrition?

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a Master's degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN). There is no requirement that the degree must be in Nutrition. Furthermore, the graduate degree may be an MS, MA, MBA, MPH, MCN, or any other graduate degree program.

What is a Dietetic Internship?

A Dietetic Internship (DI) is a postbaccalaureate program that provides only the required competencies (supervised practice) and admits students who have already completed an ACEND-accredited DPD and at least a baccalaureate degree. A Dietetic Internship provides a minimum of 1000 hours of supervised learning experiences primarily in hospitals and other care facilities. The length of the program, date the program begins, tuition or fees charged, stipends, graduate credits, housing, and availability of financial aid vary among programs and may be important determinants in the selection of programs.

Most programs require a 10 - 12 month time span to complete, others integrate coursework leading to a Master's degree into the experience. Some programs are part-time with the supervised component at a minimum of 20 hours per week, and may be completed over a two-year period. While all programs provide training in core areas of dietetics (clinical, foodservice management and administration, community, elective), programs may have an area of focus, example the DI program at Sac State has a focus on disease prevention, health promotion, advocacy, and public policy.

What are distance programs for dietetic internships?

Most DI programs are on-site, some are distance programs. In a distance program, you are responsible for setting up your supervised practice experiences, so applicants must be self-disciplined, motivated, and comfortable with online education. Furthermore, having professional writing skills is important as you will be communicating with your preceptors and program faculty online.

How important are grades/GPA in this curriculum, particularly with respect to being accepted into a Dietetic Internship?

A GPA of 3.0 is often listed as the minimum considered by most DI programs. Make sure that your GPA is above the minimum required by the internship, the higher the better. Although GPA is not the only factor considered, it is one of the most highly weighted. If your GPA is not competitive (i.e., low or close to the minimum required), consider retaking courses to bring it up to the highest possible level.

DI programs might have a minimum grade requirement for nutrition courses, including a minimum grade of a C in all nutrition classes or a grade of at least a B in Medical Nutrition Therapy classes.

How can I get assistance with the Dietetic Internship application process?

Senior dietetics students are enrolled in the "*Dietetic Pathways*" (NUFD 199D) course (1 unit) during

the fall semester. This course discusses dietetics career pathways, DI application process, and internship, job, or graduate school readiness. Additional assistance is provided by the DPD Director during office hours or by appointment.

How do I increase my chance of being selected in the desired program?

A few tips have been provided in this handbook to improve your chances in securing a DI.

Is there financial aid for dietetic internships?

Most DI programs do not offer financial aid. You are recommended to search the Academy's website for potential scholarships; having a student membership gives you access to various scholarships within the [Academy](#), including the [local dietetic associations](#). A few DI programs have a stipend built into them and might also offer housing options. Information about financial aid and costs is usually available on the DI program's website.

DPD graduates might opt to take a year off to save funds for the internship. Some interns have lived with family or worked on weekends during their internship.

I already hold a bachelor's degree in another field (or an advanced degree in nutrition or a different area). How do I complete the DPD coursework?

Information about the post-baccalaureate applicants can be found in this handbook. Read the instructions for DPD Enrollment Form and supporting documents required for coursework evaluation.

What is the Computer Matching Process?

The Academy contracts with a company called D&D Digital to operate the DI Match and help applicants obtain an Internship (<http://www.dnddigital.com/>). Briefly, the process of matching involves the following components:

- ✓ Applicants submit rank order lists of internships (through DICAS), applicants can "reorder" DI rankings only during a specified time period following the registration deadline.
- ✓ Each DI program screens their own applications and submits rank order lists of applicants to D&D Digital.
- ✓ Internship prepares its highest ranked applicants, equal in number to their class size. Internships are removed from applicant lists if the internship did not rank the applicant.
- ✓ Applicants are provided one match. Match happens when an applicant's highest ranked internship = Internship's highest ranked list of applicants.
- ✓ Participants should only rank internships they are willing to accept as interns.
- ✓ All information submitted to D&D Digital is kept confidential.

Faculty Advisors



Faculty Advisors (From Left to Right): Drs. Mical Shilts, Nadine Braunstein, Urvashi Mulasi, Lynn Hanna, Kelly Thompson, Wendy Buchan, and Seunghee Wie

Email:

Wendy Buchan: wbuchan@csus.edu

Nadine Braunstein: braunstein@csus.edu

Lynn Hanna: lhanna@csus.edu

Urvashi Mulasi: mulasi@csus.edu

Mical Shilts: shiltsm@csus.edu

Kelly Thompson: kelly.thompson@csus.edu

Seunghee Wie: wie@csus.edu

DPD Director, Urvashi Mulasi

DI Director, Nadine Braunstein

NUFD Program Coordinator, Seunghee Wie

FACS Department Chair, Lynn Hanna

Nutrition and Food Program (Dietetics Concentration)

Declaring Dietetics Concentration Form

Requirements for declaring the dietetics concentration include completion of the below mentioned 28 core units with a grade of at least C in these courses and an overall GPA of at least 2.75.

Name: _____ Student ID: _____

Phone Number: _____ Email Address: _____

Semester and Year started at Sacramento State: _____ Overall GPA : _____

List the semesters and grades for the following prerequisite courses for dietetics.

Course	Equivalent Course Title (if not at Sac State)*	Institution Where Completed (if not at Sac State)*	Semester	Grade
BIO 10: Basic Biological Concepts				
CHEM 1A: General Chemistry I				
CHEM 1B: General Chemistry II				
NUFD 9: Food Safety and Sanitation				
NUFD 10: Nutrition and Wellness				
NUFD 11: Principles of Food Preparation				
NUFD 113: Nutrition and Metabolism				
STAT 1: Introduction to Statistics				

***Example:**

Course	Equivalent Course Title (if not at Sac State)*	Institution Where Completed (if not at Sac State)*	Semester	Grade
BIO 10: Basic Biological Concepts	BIOL 308: Contemporary Biology	Sacramento City College	Fall 2021	A
CHEM 1A: General Chemistry I			Spring 2022	B

CHECKLIST: Review that the following documents are complete and email to Dr. Mulasi (mulasi@csus.edu)

Declaring Dietetics Concentration Form.

Completed Dietetics Advising Sheet (found below). Under Dietetics Concentration Requirements, indicate the semester the course was completed or the semester you intend to take the course. Review the Graduation and General Education requirements, if questions about GE, schedule an appointment with [Student Success Center](#).

Unofficial transcripts from all institutions including Sacramento State where the above-mentioned dietetics prerequisite courses were taken. **Yellow highlight the prerequisite courses in your transcripts.**

Student Signature: _____

Date: _____

DPD Director Signature: _____

Date: _____

DIETETICS ADVISING SHEET

(NUTRITION AND FOOD PROGRAM)

Catalog 2023-2024

Date:

Student:

Advisor:

Please use this advising sheet in conjunction with professional advising. Advisors can help identify your correct catalog rights, courses that complete multiple requirements (overlap) & provide requirement updates.

To declare the Dietetics Concentration, first year or transfer students admitted as Nutrition and Food Major are required to complete the Core Course requirements below (Section A, 28 units) with a grade of at least C in each course, and an overall GPA ≥ 2.75 . Only first and second course attempts will be considered. Advising sessions for Nutrition and Food/Dietetics are scheduled on a monthly basis during the fall and spring semesters. Visit the [NUFD program website](#) and the [Didactic Program Dietetics \(DPD\) website](#) for more information.

The Didactic Program of Dietetics is granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

DIETETICS CONCENTRATION Requirements

A. Required Core courses (28 units)	Prerequisite [†]	NOTE
BIO 10 Basic Biological Concepts (3) (GE B2)		
CHEM 1A General Chemistry I (5) (GE B1+ B3)	CARA or CHEM 4 AND ALEKS Score 61 or higher	
CHEM 1B General Chemistry II (5)	CHEM 1A	
NUFD 9 Food Safety and Sanitation (3)		
NUFD 10 Nutrition and Wellness (3) (GE E)		
NUFD 11 Principles of Food Preparation (3)	NUFD Majors and Minors	
NUFD 113 Nutrition and Metabolism (3) (GE B5)	NUFD 10; BIO 2 or BIO 10 or BIO 20; and CHEM 1A or CHEM 5 or CHEM 6A*	
STAT 1 Intro to Statistics** (3)(GE B4)	ALEKS PPL Score ≥ 51 or Math 10	
B. Required lower division (10 units)		
BIO 39 Microbiology for Allied Health Students (4)	BIO 10; CHEM 1 A	
CHEM 20 Organic Chemistry Lecture: Brief Course (3)	CHEM 1B	
PSYC 2 Introductory Psychology (3) GE (D)		
C. Required upper division (43 units)		
BIO 131 Systemic Physiology (4)	CHEM 1B and BIO 10	
CHEM 161 General Biochemistry (3)	CHEM 20 or CHEM 124; one year of Biological Science recommended.	
NUFD 100 Research:Methods and Application in Nutrition and Food (3)	6 NUFd units	
NUFD 107 Nutrition Education, Communication, and Counseling (3)	NUFD 10 and 3 NUFd units	
NUFD 110 Food Production and Sustainability (4)	NUFD 9; NUFd 10; NUFd 11	
NUFD 114 Cultural and Social Aspects of Food (3)(GE C2)	NUFD 10	
NUFD 115 Nutrition: Pre-conception through Childhood (3)	NUFD 113	
NUFD 119 Nutrition: Adolescence through Older Adulthood (3)	NUFD 113	
NUFD 117 Community Nutrition (3)	NUFD 107; and either NUFd 115 or NUFd 119	
NUFD 121 Nutrition Assessment, Methods, and Support (3)	NUFD 113	
NUFD 118A Medical Nutrition Therapy I (3) (Fall only)	NUFD 113, NUFd 121, and BIO 131	
NUFD 118B Medical Nutrition Therapy II (3) (Spring Only)	NUFD 118A and CHEM 161	
NUFD 116 Food Service Management (3)	NUFD 110	
NUFD 199D Dietetic Pathways (1) (Fall only)	Senior Standing as Dietetics Concentration	

[†] Dietetics core courses must be a grade of at least C. Other prerequisite courses must have a minimum grade of C.

*Students wishing to declare dietetics must choose CHEM 1A. C.H.E.M. 5 CHEM 6A will not meet the dietetics requirements for chemistry. ** STAT 10A or STAT 10B may be substituted for STAT 1

Applied for Graduation	Y	Sac State GPA	
Overall GPA		GE GPA	
GPA for Major		GPA for UD Major	
Graduation Requirements:			Note
*Items numbered 1-4 should be taken in sequence.			
Minimum 120 units to graduate			
39 units of upper division (courses 100-199)			
American Institutions: # U.S. History			
# U.S. Constitution			
# CA State & Local Government			
1. Written Communication (GE A2) (ENGL 5 or 11) "C- or better required"			
2. Second Semester Composition (ENGL 20) "C- or better required"			
Foreign Language (FL) "C- or better required"			
Race & Ethnicity in American Society (RE)			
3. Writing Placement for Juniors (WPI) Portfolio			
4. Writing Intensive (WI) "C- or better required"			

General Education Requirements	Course	Note
A. Basic Subjects (9 units)		
A1. Oral Communication	C- or better required	
A2. Written Communication	C- or better required	
A3. Critical Thinking	C- or better required	
B. Physical Universe & Its Life Forms (12 units) (Minimum 3 units upper division)		
B1. Physical Science	CHEM 1A	
B2. Life Forms	BIO 10	
B3. Lab	CHEM 1A	
B4. Math Concept	C- or better required	STAT 1 OR 10A/B
B5. Any Area B Course (Upper-division, 100-199)	NUFD 113	
C. Arts & Humanities (12 units) (Minimum 3 units upper division)		
C1. Arts		
C2. Humanities		
Any Area C Course		
Any Area C Course (Upper-division, 100-199)	NUFD 114	
D. The Individual & Society (9 units) (Minimum 3 units upper division) (Minimum of two disciplines must be represented in Area D)		
U.S. History or US Constitution/CA Govt.		
Any Area D Course	PSYC 2	
Any Area D Course (Upper-division, 100-199)		
E. Understanding Personal Development (3 units)		
KINS 99 may be taken CONCURRENTLY with any 1 unit KINS course for a total of 3 units.	NUFD 10	
F. Ethnic Studies (3 units) (Catalog year Fall 21)		
ETHN 11, ETHN 14, ETHN 30, ETHN 53 or ETHN 70		

Note: For more information, please visit the [General Education page](#) and the Academic Requirement Page in the Student Center.

DIETETICS ACADEMIC PLAN

Chart your 2 or 4 year plan below:

FALL:	UNITS	SPRING:	UNITS	SUMMER:	UNITS
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
	Total		Total		Total

FALL:	UNITS	SPRING:	UNITS	SUMMER:	UNITS
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
	Total		Total		Total

FALL:	UNITS	SPRING:	UNITS	SUMMER:	UNITS
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
	Total		Total		Total

FALL:	UNITS	SPRING:	UNITS	SUMMER:	UNITS
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
	Total		Total		Total

Notes:

BS NUTRITION AND FOOD - DIETETICS

FOUR ♦ YEAR PLAN

Minimum total units required for BS Degree: 120

This form is designed to be used in partnership with GE and Major advisors - modifications may be necessary to meet the unique needs of each student. Minimum requirements for declaring the Dietetics concentration include a minimum overall GPA of 2.75, and a grade C, or better, in required core courses#. Seek assistance each semester to stay on track and graduate!

YEAR 1	Sem. 1	NUFD 10 (GE E, FYS)#	PSYC 2 (GE D)	BIO 10 (GE B2) #	GE A2	GE C1	15 UNITS
	Sem. 2	CHEM 1A (5 units, GE B1+B3) #	NUFD 9#	STAT 1 (GE B4) #	GE A1	GE D (GOVT)	16 UNITS
YEAR 2	Sem. 3	CHEM 1B (5 units, GE B5) #	NUFD 11#	NUFD 114	GE A3	FL	17 UNITS
	Sem. 4	CHEM 20	FACS 100	NUFD 107	GE C2	ENGL 20	18 UNITS
YEAR 3	Sem. 5	NUFD 113 (GE B5-UD) #	NUFD 110 (4 units)	BIO 39 (4 units)	GE D (US HIST)+	GE D-UD	17 UNITS
	Sem. 6	NUFD 115	NUFD 119	BIO 131 (4 units)	NUFD 121	GE C-UD*	16 UNITS
YEAR 4	Sem. 7	NUFD 118A (Fall only)	NUFD 117	CHEM 161	NUFD 199D (1 unit, fall only)		10 UNITS
	Sem. 8	NUFD 118B (Spring only)	NUFD 116	GE C			9 UNITS

KEY:

- Major requirements
- GE/graduation requirements
- Electives

A minor in Biology may be a good fit with this major

UD

- +** Upper Division
Race and Ethnicity graduation requirement
- *** Writing Intensive (Complete WPJ or 109W/M before enrolling)
- FL** If requirement was met in high school or through testing, substitute two courses with electives

NOTES:

- NUFD majors must have a minimum of C- in all prerequisite courses within and outside the department.
- #Core courses must have a minimum grade of C for eligibility to declare the dietetic concentration.

TOTAL = 121 UNITS

