A. Eligibility

1. Prerequisite Courses

Students who wish to apply to the program must have courses completed, be in progress or able to complete over the summer as listed on the Dietetics Sample Course Sequence. The Dietetics Sample Course Sequence may be found at: https://nep.missouri.edu (click on Dietetics link). If you have questions regarding your coursework eligibility to apply, please contact Tammy Conrad, academic advisor, in 322 Gwynn Hall (conradt@missouri.edu).

2. Admission to the University of Missouri in Columbia

In order to apply to the Coordinated Program, you must currently be accepted as a student at the University of Missouri in Columbia.

3. Determining Overall GPA for Eligibility to Apply to the CP

Policy: To determine overall GPA for eligibility to apply to the CP, the program will use a total of the last eight calendar years of undergraduate classes, concluding with December classes prior to January application submission. The coursework used to determine eligibility must have been completed within the last eight years. If a student has not taken undergraduate courses in the last eight years, the situation will be reviewed on a case by case basis.

Procedure:
1. Grades from official transcripts from each academic institution will be used to determine overall GPA.
2. If a student has a graduate degree, only the undergraduate transcripts will be used to determine eligibility. If have graduate degree or graduate credits, may need to be considered on case by case basis.
3. It is the student’s responsibility to calculate their GPA to determine eligibility. To determine if you meet the overall 3.2 GPA to be eligible to apply, please check your current degree audit or contact your Nutrition and Exercise Physiology academic advisor. This GPA includes courses taken within the University of Missouri system (Mizzou, Rolla, UMSL, UMKC) and courses from other institutions that you have transferred to Mizzou. This GPA includes grades through December for your January application.
4. The academic advisor will be available to assist in the above process as needed.
5. For students who have a bachelor’s degree completed within last eight years, the program/student will use last 60 hours of undergraduate coursework to calculate overall GPA for eligibility to apply.
You are also encouraged to review the following policies posted in the Dietetics Student Handbook 2020-2021 posted on the NEP website:
- Eligibility Policies
- Pre-Program Policies

B. Application Packet

The application packet can be accessed at https://nep.missouri.edu (click on Dietetics link)
It will be your responsibility to download all of the required application materials from this website.

Applicants should submit all of the following materials in ONE PACKET by January 6, 2021 at 4:00 pm:

1. **Personal Data Form**
2. **Cover Letter.** Limit to one page. Answer the following questions: 1) What are your career goals 2) How is this program a tool to achieve these goals? 3) What makes you qualified to be in this program?
3. **Résumé.** Limit to one page.
4. **Grocery Store.** Limit to one page. Answer the following questions: 1) Why is it relevant to think about the grocery store? 2) What trends in the supermarket industry do you feel cater to the American consumer and why? 3) Based on one trend you noted in the above question, identify one innovative and unique food or beverage.
5. **Official Transcripts** from all colleges/universities listed on page one of your personal data form. You do not need to provide an MU transcript, as the advising office will access this after Fall 2020 and add it to your packet.

6. **GPA Calculation for Listed Courses:**
   For each course listed below, each student will be responsible for figuring their own GPA. Use the following calculator found on the University of Missouri-Kansas City website: https://www.umkc.edu/registrar/gpa_calculator.asp

   Once you have the GPA calculated for the list of courses, you will need to print the page (s) showing your calculation. After you have printed your calculation report, write the course name and number that corresponds to each entry. For example, if “class 1” was Gen Chem 1320, write Gen Chem 1320 next to “class 1” on your print out. Do this for each class entered. Make sure to include this printout with your application. It is acceptable if the course names and numbers are handwritten on this printout.

   The following classes (or their equivalent) are to be used when figuring GPA. If you have transfer courses for any of these, please list the original course name and number – you can find your transfer equivalency report in myZou. Look to the left of your current classes>use the drop down for “other academic information” and select transfer course report.

   - Biology (1010/1020, 1030 or 1500)
   - Gen Chemistry 1320
   - Organic Chemistry (2030/2130)
   - Biochemistry (3630)
   - Physiology (MPP 3202 or Bio Sc 3700)
Human Nutrition I (NEP 2340)
• Diet Therapy for the Health Professional (NEP 2380)

If you have taken a higher-level course instead of the course listed above, you should use that higher-level course in your calculation. For example, you completed Chem 2100 instead of Chem 2030 or Biochem 4270 instead of Biochem 3630.

If you have any questions, please call (573) 882-1144 or email Tammy Conrad at conradt@missouri.edu.

7. **Recommendation Forms (2)**
   a. Obtain **one** recommendation from a college or university faculty member. The person who is writing the reference must have had/have you in class. It may be any class and at any college or University you attended.
   b. Obtain **one** recommendation from an employer.
   c. Make sure to give the correct form to the correct reference.
   d. Prior to giving the form to your reference, select one of the confidentiality statements at the top of the form and sign and date.
   e. Make sure the reference puts the reference in a sealed envelope and signs their name across the back of the envelope.
   f. Submit the two completed reference forms with your application packet.

8. **Onsite RDN Observation Form (Zoom or remote face-to-face delivery accepted)**
   a. Arrange to observe an RDN in a practice setting. You are responsible for finding and arranging your own job shadowing experience.
   b. Total onsite observation=4 hours. May be all at one site or multiple sites.
   c. Prior to giving the form to the RDN, select one of the confidentiality statements at the top of the form and sign and date.
   d. The RDN must complete the observation form, place it in a sealed envelope, sign their name across the back of the envelope and give the envelope to you to submit in your application packet.

9. **Inpatient (Hospital) RDN Interview Form**
   a. Conduct an interview with an inpatient RDN who works in a hospital. The interview may be conducted via phone, Zoom, or other forms of remote delivery (not email). You do **not** need to be onsite for the interview.
   b. Suggested questions to guide your conversation: What was the RDN’s path to becoming an RDN? For the inpatient hospital RDN, what does a typical day look like? How does the RDN view their role on the healthcare team? What connection does the RDN draw between current job experience and classroom experience when the RDN was a student? NOTE: You may include additional questions in your conversation. Do **not** submit responses to these questions with your application packet.
   c. For the narrative (write-up) to include on the Inpatient (Hospital) RDN Interview Form, answer the following questions: 1) In one paragraph, summarize how the information gained in the interview will help you as a dietetic student. 2) In one paragraph, describe how this interview changed your perception of what an inpatient (hospital) RDN does in their job.
d. Submit the Inpatient (Hospital) RDN form in your application packet.

NOTE: If you observe an inpatient (hospital) RDN onsite, you may use the same individual to complete the Inpatient (Hospital) RDN Interview. However, you cannot apply the interview time to the required four hours of onsite observation time.

C. Submission of Materials

1. Application materials must be submitted IN ONE PACKET and received (either via mail or hand-delivered) by January 6, 2021 at 4:00 pm.

2. Only completed application packets will be reviewed.

3. Deliver or mail application packet to:
   Tammy Conrad
   Coordinated Program in Dietetics
   University of Missouri
   204 Gwynn Hall
   Columbia, MO 65211

D. Review Process

Each applicant is considered individually. There are two phases to the application process. Phase one is the submission of your application packet. After review of your application packet, you will be notified as to whether you have been chosen to continue on to phase two. The second phase of the application process is an in-person interview, group interview and writing evaluation. These will be completed on Mizzou’s campus. Only applicants who complete all phases of the process (application packet, interviews and writing evaluation) will be considered for the program. The selection committee will make final decisions during February.

Thank-you for your interest in the Coordinated Program in Dietetics at the University of Missouri. If you have any questions, please call (573) 882-1144 or email Tammy Conrad at conradt@missouri.edu.