Dietetic Internship Application and Admission

Preselect Dietetic Internship Admission Option
The Preselect Admission Option is to offer qualified Ball State University students the opportunity to apply for admission and be granted direct admission into the program upon completion of the DPD and Bachelor of Science program requirements. This option also applies to current students that have been admitted into the Nutrition and Dietetics Graduate Program but have not been admitted into the Dietetic Internship. Students applying to the Preselect Admission Option will commit to attending Ball State University Dietetic Internship the following school year and bypass the computer matching application process.

Preselect Admission Requirements:
Current BSU Students:

• A minimum of a 3.5* cumulative GPA** on a 4.0 scale
• Current enrollment or completion of the core upper division nutrition courses (FCFN 455: Lifecycle Nutrition; FCFN 446: Medical Nutrition Therapy I) at Ball State University

*The cumulative GPA cut-off may be re-determined every year
**If applicable, Undergraduate and Graduate coursework will be considered in the cumulative GPA

Preselect Application Process:
1.) **Apply to the Ball State University Graduate School**
All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Family and Consumer Sciences to be considered an applicant to the Dietetic Internship.

• Select Master’s Degree Option Nutrition and Dietetics Degree on the application
• You will need to submit official transcripts directly to the Graduate School.
• There is a $60 graduate school application fee.

2.) **Apply for Pre-select Admission to the BSU Dietetic Internship** no later than fall semester of the senior year for preadmission into the Dietetic Internship class for the following year. Contact the Dietetic Internship Director for the Pre-select application packet. The application packet consists of the following completed information:
   a) BSU Preselect Admission Option Checklist
   b) Supplemental Supervised Practice Selection Form
   c) Preselect Option Admission Application Form
      • Waiver and Recommendation Form
   d) All official transcripts from every college or university attended.
Completed application packets must be scanned in their entirety and submitted in one PDF. The PDF is to be e-mailed to Lydia Ballenger (ljballenger@bsu.edu) by 11:59 pm (EST) on December 31*. The application packet materials should be scanned in the following order:

1) BSU Preselect Admission Option Checklist (Form A-1)
2) Supplemental Supervised Practice Selection Form (Form B)
3) Preselect Option Admission Application Form (Form C)
4) GPA Worksheet (Form D)
5) Waiver and Recommendation Form**
6) All official transcripts from every college or university attended.
   a) Both front and back of transcripts should be scanned

In addition, the GPA Worksheet (Form D) should be e-mailed as a separate Excel document with the application packet.

Official transcripts can be hand delivered to the Department of Nutrition and Health Science or mailed (postmarked deadline December 31* of every year) to:

Dietetic Internship Steering Committee c/o Lydia Ballenger
Department of Nutrition and Health Science
CL 325
Ball State University
Muncie, IN 47306

*Pre-select application due date may vary slightly from year to year.
**If the applicant chooses to waive access to the recommendation letter, the Waiver and Recommendation Form can be mailed directly from the reference to Lydia Ballenger at the address above.

Pre-select applicants will be contacted by the Dietetic Internship Director to set up an interview on campus the first week of Spring Semester. The interviews will be recorded and available for the Dietetic Internship Steering Committee to review.

Pre-select Option Selection Process and Notification:

1. Applications and interview will be reviewed by the Dietetic Internship Steering Committee. Applicants will be notified of their acceptance or rejection into the BSU Dietetic Internship by the third week in January every year. Those that are not preselected may still participate in computer matching and still designate Ball State as an internship option if they so choose.

2. Selection criteria will include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, honors, and awards. Meeting minimum requirements for the Preselect Dietetic Internship Option does not guarantee acceptance into the Dietetic Internship Program.
3. Students are accepted into the Ball State Dietetic Internship for the year immediately following completion of their undergraduate requirements.

4. Written confirmation to the Dietetic Internship Director accepting the internship position is required by January 30th. Students preselected for internship positions are required to notify D& D Digital of their preselection and withdraw from the computer match if they have previous registered to participate in the Dietetic Internship computer match.

5. Admittance into the BSU Dietetic Internship is contingent on maintaining cumulative GPA, a minimum grade of a B in all DPD course requirements, and completion of all DPD requirements.

- The BSU DI will vary from year-to-year the number of spots filled via the Preselect Admission Option. In any given year, the number of spots filled via the Preselect Admission Option will not exceed 12 out of 24. The remainder of the spots will be filled by computer matching.