Dietetic Internship Candidates with an Existing Doctorate Degree
Candidates who possess a terminal degree may apply for the Dietetic Internship without completing the MA/MS in Nutrition and Dietetics. The application process is as follows:

Requirements:
Applicants must:
- Be within one year of completing their terminal graduate degree in a dietetics-related field (e.g., PhD, EdD, MD, DO)
- Possess a Verification Statement from an ACEND-accredited undergraduate dietetics program prior to supervised practice rotations

Application Process:
1.) Apply to the Ball State University Graduate School
   All applicants to the Dietetic Internship at Ball State University must be cleared by the Graduate School at Ball State University and accepted into the MA/MS Nutrition and Dietetics program to be considered an applicant to the Dietetic Internship.
   - Select Master’s Degree Option: Nutrition and Dietetics on the application
   - Submit official transcripts directly to the Graduate School (Note: You will need a second official transcript that must be submitted to the Dietetic Internship Director along with your verification statement).
   - Pay the graduate school application fee.

2.) Contact the Dietetic Internship Director for the Doctorate Pathway Application Packet.
   Completed application packets must be scanned in their entirety in the order described below and submitted in one combined PDF. E-mail the application to Lydia Ballenger (ljballenger@bsu.edu). The application packet materials must be scanned in the following order:
   1. Verification Statement from an ACEND-accredited undergraduate dietetics program or a Statement of Intent to Complete document signed by your official program director.
   2. Admission Application Form (Form A1)
   3. GPA Worksheet (Form B2)
   4. Waiver and Recommendation Form*
   5. All official transcripts** from every college or university attended.

*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.

**Both front and back of transcripts should be scanned

3.) The GPA Worksheet (Form D) should be e-mailed as a separate Excel document in addition to being submitted with the application packet.
**Official transcripts** can be hand-delivered to the Department of Nutrition and Health Science (CL 325) or mailed to the Dietetic Internship Director:

Lydia Ballenger  
Department of Nutrition and Health Science  
CL 325  
Ball State University  
Muncie, IN 47306

**Selection Process and Notification:**

1. Upon delivery of the application, the Dietetic Internship Director will send a confirmation e-mail of receipt to the candidate.

2. Applicants will be notified within 30 days of their acceptance or rejection into the BSU Dietetic Internship. During this time, applicants may be contacted by the Dietetic Internship Director to set up an interview. The interviews may be recorded and available for review by the Dietetic Internship Steering Committee.

3. Selection criteria will include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, honors, and awards.

4. Interns will be placed into a Ball State Dietetic Internship class (i.e., January or May start) on an individual basis following completion of their degree and/or verification requirements.

5. Written confirmation to the Dietetic Internship Director accepting the internship position is required within 14 days of notification or the spot may be forfeited.

6. Admittance into the BSU Dietetic Internship is contingent upon maintaining a cumulative GPA of 3.0 or higher and completion of all verification requirements.

The program:

- Will still participate in the preselect option and the national match every year to select up to 24 interns
- May choose to select up to two additional interns a year through this process
- Will request special permission* through ACEND staff in the event that more than 24 total interns are selected in a given year

*Without submitting a Substantive Change Request, ACEND may approve an increase up to 20% of the allotted internship positions (i.e., 4) given that the program resources will meet the needs of all interns.
Assessment of Prior Learning and Credit toward Program Requirements

Waiver of Graduate Credit Requirements
1. The prospective student must have earned a Master’s Degree or higher in dietetics or a related field.
2. Prior to the start of graduate work at Ball State University, the student must meet with the Department Chairperson and/or Dietetic Internship Director to discuss the possible waiver.
3. To receive the waiver to decrease the prerequisite hours of 9 graduate credits to 6 graduate credits; the student must provide an official transcript for evaluation. The graduate grade point average must be a 3.0 or higher on a 4.0 scale.
4. The Department Chairperson and/or the Dietetic Internship Director will examine the written documentation and determine if the waiver is to be awarded.
5. The prospective student will receive notification of outcome within 10 days. No appeal is possible.

Waiver of Dietetic Internship Rotation Requirements
Upon request by the prospective student there will be a case by case evaluation of the individual’s competence to allow possible credit. The following criteria must be met:
1. The prospective student must have earned a recent advanced degree in dietetics or a related area.
2. The prospective student has had recent professional, dietetic related work experience.
3. The level of that work experience would be evaluated in relation to job title and level of responsibility.
4. At least thirty days prior to the start date of the DI, the student must meet with the DI Director and Coordinator to discuss a possible waiver, the procedure and responsibilities of those involved
5. To receive credit, the DI student must record enabling objectives on the appropriate evaluation instrument(s) which clearly identifies applied competencies.
6. Upon receipt of the signed evaluation instrument(s) each application is pre-assessed to determine whether documentation is complete and properly prepared. If judged incomplete, the request is held and the student has 15 days to supply the missing information to the director. If nothing is received it is processed as submitted.
7. The Director and Coordinator will examine the written documentation and calculate the hours to be awarded.
8. The prospective student will receive notification of outcome within 10 working days. No appeal is possible.
9. If credit is awarded, the tuition fee for the supervised practice remains unchanged.

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