

## **2021 Admission Packet Coordinated Program in Dietetics**

Enrollment in the Coordinated Program in Dietetics (CP) is limited each year; therefore, a screening procedure is used to select the most qualified students for the available positions. Academic status (Grade Point Average), exam admission score, application letter, and references are the criteria used for screening. Admission to Arkansas State University does not guarantee admission into the Coordinated Program in Dietetics. The online application process must be completed for entrance into the program.

The CP integrates didactic (lecture/classroom) instruction with a minimum of 1080 supervised practice experience hours and a minimum of 120 alternate supervised practice experiences. The professional program is considered full time, begins in the fall semester only and is completed in two academic years, which includes one summer after the junior year. Enrollment is limited to 15 students.

The Coordinated Program in Dietetics at Arkansas State University is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.



A Bachelor of Science degree with Dietetics major is granted to students upon the successful completion of the program's 126 hours. Upon graduation, students receive a Verification Statement issued by the Program Director that makes them eligible to take the national credentialing examination offered by the Commission on Dietetic Registration (CDR) and become registered dietitians. In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

"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 addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). In most states, graduates also must obtain licensure or certification to practice. Graduates who successfully complete the ACEND-accredited coordinated program at Arkansas State University are eligible to take the CDR credentialing exam to become an RDN. Anyone who graduates after December 31, 2023 will also need to complete a graduate degree in order to be eligible to take the CDR credentialing exam to become an RDN. For more information about educational pathways to become a RDN please click [here](#)."

### **Admission Requirements**

In order to be eligible for application to the Coordinated Program in Dietetics, the following requirements must be met, in addition to admission to Arkansas State University:

- Completion of program prerequisites with a minimum grade of "C" required in all courses

- Cumulative GPA of 3.0 on a 4.0 scale of all college work attempted
- HESI A2 admission exam (see additional important information section for dates/times)
- English proficiency requirements, if foreign born

Course descriptions can be found in the undergraduate bulletin at [www.astate.edu/registrar/](http://www.astate.edu/registrar/).

## Prerequisite Courses

Area	Course	Credit Hours	Course Title
English	ENG 1003	3	Composition I
English	ENG 1013	3	Composition II
Math	MATH 1023	3	College Algebra
Biology	BIO 2203	3	Human Anatomy and Physiology I
Biology	BIO 2201	1	Human Anatomy and Physiology I Lab
Biology	BIO 2223	3	Human Anatomy and Physiology II
Biology	BIO 2221	1	Human Anatomy and Physiology II Lab
University College	UC 1013	3	Making Connections
Psychology	PSY 2013	3	Introduction to Psychology
Sociology	SOC 2213	3	Principles of Sociology
Fine Arts	ART 2503 MUS 2503 THEA 2503	3	Fine Arts Visual or Fine Arts Musical or Fine Arts Theatre
Humanities	ENG 2003 ENG 2013 PHIL 1103	3	Intro to World Literature I or Intro to World Literature II or Intro to Philosophy
Chemistry	CHEM 1043	3	Fundamental Concepts of Chemistry
Chemistry	CHEM 1041	1	Fundamental Concepts of Chemistry Lab
Chemistry	CHEM 1052	2	Fundamental Concepts of Organic and Biochemistry
Dietetics	NS 2203	3	Basic Human Nutrition
Communication Studies	COMS 1203	3	Oral Communication
US History/ Government	HIST 2763 HIST 2773 POSC 2103	3	The United States to 1876 or The United States since 1876 Introduction to US Government
Biology	BIO 2103	3	Microbiology for Nursing & Allied Health
Biology	BIO 2101	1	Microbiology for Nursing & Allied Health Lab
Statistics	STAT 3033	3	Statistics for Health Professions

## Application Procedure

- **Submit the full and complete application packet on or before April 16**  
Email [dietetics@astate.edu](mailto:dietetics@astate.edu) with the subject line **2021 Dietetics Applicant**

**Incomplete or late applications will NOT be considered.**

If you have questions on this procedure, contact the Program Director, JoAnna Cupp, MS, RDN, LD at [jcupp@astate.edu](mailto:jcupp@astate.edu)

Students will be notified of their acceptance status by May 15.

- **Pay, register, and take the HESI A2 admission exam before April 16 submission.** Dates, payment, and registration information are listed in the additional important information section of this packet.

### Application Packet

Use the following guidelines when preparing your application packet for the Coordinated Program in Dietetics. Read and follow the directions carefully as **incomplete applications will not be considered** for admission to the program.

- Use only the Application Packet with the date of **2021** in the bottom right footer.
- To submit your application online, please email [dietetics@astate.edu](mailto:dietetics@astate.edu). Scan all items in as one PDF document and attach in your email. Make sure scanned items are in the order of the checklist listed below. Fillable PDF documents are available for your convenience.
- All information should be typewritten with the possible exception of signatures and/or references. These could also be typewritten or electronically signed.
  - References may email their completed form to [dietetics@astate.edu](mailto:dietetics@astate.edu).
- **FACE SHEET:** The first page will be a FACE SHEET found in this packet. Fill it out completely. Please make it the first page of your PDF.
- **APPLICATION PACKET CHECKLIST:** The second page will be the APPLICATION PACKET CHECKLIST. Use it to make sure you have included everything you need in the packet. **The items on the checklist are in the order of how the packet should be organized.**

**SECTION 1 - RESUME.** Your resume should include the following

Name (First, Middle, Last)	
ASU Student ID Number	
Email Address	
Address (s) Street address, city, state, zip	
Permanent Address	
Local Address (If different from permanent)	
Phone Number(s)	
Permanent	
Cell	
Work	
Secondary Education	
List all past and present secondary institutions attended; list the most recent first in reverse chronological order.	
Work Experience	
List all past and present work experience; list the most recent first	
Optional	
The following items are optional – please provide as applicable:	
	Volunteer or service learning experiences; list the most recent first
	Extra-curricular activities
	Awards and honors received
	Special skills: knowledge of technology, special certification, etc.
	Conferences, seminars or continuing education programs attended (list the most recent first)
	Other information that might be valuable for evaluation purposes

**SECTION 2 - APPLICATION.**

a. **Letter of Application:** The letter of application should be 1-2 pages in length, Times New Roman font, size 12 font and double-spaced with one-inch margins. Letter is scored according to style, mechanics and content.

The letter should be in correct business format with professional language and addressed to:

Arkansas State University  
 College of Nursing and Health Professions  
 Program Director  
 Coordinated Program in Dietetics  
 PO Box 910  
 State University, AR 72467

The letter of application should include the following information:

1. Describe your reasons for selecting dietetics as a profession.
2. Describe why you think you will be an effective dietitian.
3. Describe your commitment to becoming a registered dietitian and the process you will employ to study and deliver satisfactory work to meet the required accreditation competencies.

**SECTION 3 - TRANSCRIPTS.** This part of the application should include a PDF copy of your unofficial transcripts from all post-high school institutions attended (*official transcripts will be needed if accepted into the program*).

**SECTION 4 - PREREQUISITES.** Complete the prerequisite form and include in this section. Put the grade next to the course(s) you have already completed and include the institution where you completed the course. If you need additional prerequisites, indicate when and where you will be taking the remaining courses.

**SECTION 5 - REFERENCES.** Arrange for three official reference forms to be completed by individuals who can address your ability to complete a professional program of study. Choose references who can evaluate you on most, if not all, of the areas on the list. Appropriate individuals could include a work supervisor, extra-curricular leader or professor in an academic course. A family member, relative or close friend should not provide a reference. The individuals submitting a reference form should email [dietetics@astate.edu](mailto:dietetics@astate.edu) directly.

### **YOU SHOULD ONLY HAVE THREE (3) REFERENCES**

**SECTION 6 - IMMUNIZATIONS.** Please submit proof you have received the required immunizations or at least the first dose of the series vaccinations (Hepatitis B, MMR). **Documentation must come from your healthcare provider.**

**Required vaccines:** Hepatitis B (3 doses)  
MMR (Measles, Mumps and Rubella)  
Tetanus & Diphtheria (TDap)  
Current Tuberculin (TB) skin test

## SUMMARY

Submit all of the above materials together in ONE PDF document in the order listed. The program will not accept any incomplete applications. To increase your opportunity to be accepted for the program, please follow all directions carefully and submit the packet on time.

### **\*\*ADDITIONAL IMPORTANT INFORMATION\*\***

The Coordinated Program in Dietetics requires that all CP students carry personal health insurance. This is mandatory. Students must provide hard copy proof of this to the Program Director's Office after they are accepted into the program. This must be provided **no later than August 31, 2021**. Thereafter, copies should be turned in each January as announced. Clear copies of both sides of your insurance card will suffice as proof.

The **HESI A2 admission exam** will be offered **Monday, March 29 from 1-5 pm and Wednesday, April 7 from 1-5 pm**. Please email [dietetics@astate.edu](mailto:dietetics@astate.edu) to schedule a time to take the exam prior to submitting your application on **April 16**. Submit your Name, Student ID, and identify which day you prefer. If you are unable to attend one of the scheduled dates, please let us know as soon as possible and accommodations may be made available.

### **Verified Credentials**

Based on recent legislation in Arkansas, students will be required to complete a background check **AFTER they receive conditional admission** into the Dietetics Program. Arkansas State University's College of Nursing and Health Professions works with Verified Credentials, Inc. to establish an acceptable screening procedure. The costs of the background checks are between \$50 and \$100. This fee is subject to change. A student who has a felony on his/her record may not be able to fulfill supervised practice hours in certain facilities and may not qualify for professional licensure.

**Arkansas State University  
College of Nursing and Health Professions  
Coordinated Program in Dietetics  
Admission Packet FACE SHEET**

Name: \_\_\_\_\_  
                    Last                                      First                                      Middle                                      Maiden or Former

A-State Student ID #: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Home Address \_\_\_\_\_

A-State Email \_\_\_\_\_

Do you hold a degree in another field? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," what major? \_\_\_\_\_

Do you have or have you ever had a professional license or certification in any field? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes," what type of license? \_\_\_\_\_  
You MUST enclose a copy of the license with your resume.

Have you ever had a license, registration or certification as a professional denied, revoked, cancelled or suspended? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," state the reason. \_\_\_\_\_

Have you withdrawn, been dismissed or attended but did not complete any technical, college or university program? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes," you MUST submit a letter of good standing from the director or chair of the program.  
Include this letter with your resume.

Were you born in a foreign country? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes," what country? \_\_\_\_\_  
See website for English Proficiency Requirements. You MUST submit test scores with your resume.

\_\_\_\_\_ Date                                      Signature of Applicant

**\*\*The following information will be used for data collection purposes solely. \*\***

Gender: \_\_\_\_\_ M \_\_\_\_\_ F      Country of Origin: \_\_\_\_\_      Residence: \_\_\_\_\_ In-State \_\_\_\_\_ Out-State

Race/Ethnicity: \_\_\_\_\_ White                                      \_\_\_\_\_ Black or African American  
                                    \_\_\_\_\_ Hispanic or Latino                                      \_\_\_\_\_ American Indian or Alaskan Native  
                                    \_\_\_\_\_ Asian    \_\_\_\_\_ Native Hawaiian or Pacific Islander  
                                    \_\_\_\_\_ Other

Arkansas State University is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. To that end, the University provides opportunities in employment practices, admission and treatment of students without regard to race, color, religion, age, disability, gender, national origin, or veteran status. ASU complies with all applicable federal and state legislation and does not discriminate on the basis of any unlawful criteria. Questions regarding this policy should be addressed to the Affirmative Action Program Coordinator, P. O. Box 1500, State University, Arkansas 72467. Telephone (870) 972-3658.

**Arkansas State University  
College of Nursing and Health Professions  
Coordinated Program in Dietetics**

**Admission Packet CHECKLIST**

Name \_\_\_\_\_ A-State Student ID Number \_\_\_\_\_

Insert this CHECKLIST directly behind the FACE SHEET and in front of the first divider.  
Check off all items included in the packet.

- \_\_\_\_\_ FACE SHEET
- \_\_\_\_\_ CHECKLIST
- \_\_\_\_\_ RESUME
- \_\_\_\_\_ APPLICATION
- \_\_\_\_\_ Letter of Application
- \_\_\_\_\_ TRANSCRIPTS
- \_\_\_\_\_ PREREQUISITES
- \_\_\_\_\_ REFERENCES (should be emailed to [dietetics@astate.edu](mailto:dietetics@astate.edu))
- \_\_\_\_\_ IMMUNIZATION PROOF



**Arkansas State University  
College of Nursing and Health Professions  
Coordinated Program in Dietetics  
Admission Packet PREREQUISITE FORM**

<b>Prerequisite</b>	<b>If completed: Course Title, Credit Hours, Grade Received, Completion Date, University</b>	<b>If not completed: Expected Completion Date &amp; University</b>
Composition I		
Composition II		
College Algebra		
Human Anatomy and Physiology I		
Human Anatomy and Physiology I Lab		
Human Anatomy and Physiology II		
Human Anatomy and Physiology II Lab		
Introduction to Psychology		
Principles of Sociology		
Fine Arts Visual or Fine Arts Music or Fine Arts Theatre or		
Fundamentals Concepts of Chemistry		
Fundamentals Concepts of Chemistry Lab		
Fundamental Concepts of Organic and Biochemistry		
Basic Human Nutrition		
Oral Communication		
The US to 1876 or The US Since 1876 or Intro to US Government		

**Arkansas State University  
 College of Nursing and Health Professions  
 Coordinated Program in Dietetics  
 Admission Packet PREREQUISITE FORM**

Intro to World Lit I or Intro to World Lit II or Intro to Philosophy		
Micro for Nursing & Allied Health		
Micro for Nursing & Allied Health Lab		
Statistics for Health Professions		

**Note: The maximum number of credit hours possible for summer is 18**, unless you have a 3.5 GPA or you are graduating in August. Obviously, if you are applying for the dietetics program, you would not be graduating in August preceding your junior year.

**Arkansas State University  
College of Nursing and Health Professions  
Coordinated Program in Dietetics  
Admission Packet REFERENCE FORM**

\_\_\_\_\_ is applying for admission to the Coordinated Program in Dietetics at Arkansas State University and is requesting a reference evaluation from you.

Individuals who are accepted into the Coordinated Program in Dietetics must be able to fulfill the didactic and supervised practice requirements of the curriculum and possess qualifications essential to professional performance in the field of nutrition/dietetics.

Compared to other individuals of college age, rate to what extent the applicant appears to possess the characteristics listed below. Please use the following scale:

4 = Outstanding, 3 = Above Average, 2 = Average, 1 = Below Average, 0 = Not Observed

**Personal and Professional Evaluation**

<b>Characteristics</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
Commitment to learning					
Interpersonal skills					
Communication skills					
Effective use of time and resources					
Use of constructive feedback					
Problem-solving					
Professionalism					
Responsibility					
Critical thinking					
Stress management					

**Arkansas State University  
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How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

If possible, would you employ this applicant? \_\_\_\_\_

If no, please explain? \_\_\_\_\_

\_\_\_\_\_

General comments: Please add any comments that would assist in evaluating the applicant's potential as a dietitian.

Recommendation for admission into the Coordinated Program in Dietetics:

\_\_\_\_\_ Strongly Recommend

\_\_\_\_\_ Recommend

\_\_\_\_\_ Recommend with Reservations

\_\_\_\_\_ Do Not Recommend

**Evaluator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email** \_\_\_\_\_

For the reference to be official, it must be emailed to [dietetics@astate.edu](mailto:dietetics@astate.edu) with the subject line:  
**Reference Letter for "the Student's Name"**