

Request for Graduate Non-Curricular Changes

PLEASE USE THIS FORM FOR ALL NON-CURRICULAR CHANGE REQUESTS (changes in admission requirements or requirements for graduation, changes in existing or new policies/procedures, changes in program descriptions in catalog, general language changes in catalog).

SIGNATURES may not be required, depending on the nature of the request and from where it originates. Consult Graduate Council Chair.

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: Health Professions Dept/Division: Dietetics

Contact Person: Kelli J. Williams Phone: 304.696.4336

Rationale for Request:

^{classroom 33}
On occasion, students who complete a bachelor's degree and receive a Verification Statement from an accredited institution desire to begin graduate coursework prior to being accepted to the Dietetic Internship through DICAS, the centralized application system for dietetic internships. The updated admission requirements provide a mechanism for these students to be conditionally admitted and take classes in the graduate program for one semester. Full admission will be contingent on acceptance to the Dietetic Internship program through DICAS and all requirements for full admission being met.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

NOTE: all requests may not require all signatures.

Department/Division Chair *Kelli J. Williams* 1-12-18 Date Fall 2018

Registrar *Alex J. Hill* Date 1/16/18

College Curriculum Committee Chair *[Signature]* Date 1/26/18
(or Dean if no college curriculum committee)

Graduate Council Chair _____ Date _____

NOTE: please complete information required on the following pages before obtaining signatures above.

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1. **Current Catalog Description (if applicable):** Please insert the catalog description from the current catalog for entries you would like to change.

Admission Requirements:

Prospective students who wish to apply for admission to the master's degree program must meet the admission requirements for the internship, described in detail at www.marshall.edu/dietetics.

Application to Marshall University's Dietetic Internship is completed through a centralized application system known as DICAS. Applicants will apply online using the DICAS application. To learn more about the DICAS application process visit <https://portal.dicas.org/>. If a student is admitted to the Dietetic Internship, he or she will receive further instructions for the Dietetic Internship Director regarding formal application to the graduate program.

Upon successful completion of the internship certificate program, students will submit an additional application requesting full admission to the master's program.

Any other prospective students must currently hold the status of Registered Dietitian through the Commission on Dietetic Registration. Admission of these students will be handled on a case-by-case basis by the department. They should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

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2. **Edits to current description:** Attach or insert a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

See Attached.

Admission Requirements

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Upon successful completion of the internship certificate program, students will submit an additional application requesting full admission to the master's program.

Any other prospective students must currently hold the status of Registered Dietitian through the Commission on Dietetic Registration or a Verification Statement from an accredited DPD program. Admission of ~~these students~~ Registered Dietitians will be handled on a case-by-case basis by the department.

Those holding Verification Statements can be conditionally admitted for one semester. Full admission will be contingent on acceptance to the Dietetic Internship program and all requirements for full admission being met. They Both types of potential students should follow the admissions process described in this catalog or at the Graduate Admissions website at www.marshall.edu/graduate/admissions/how-to-apply-for-admission.

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3. **New Catalog Description:** Provide a “clean” copy of your proposed description without strikethroughs or highlighting. This should be what you are proposing for the new description.

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Please insert below your proposed change information for the Graduate Council agenda.

Type of change request: Admission Requirements

Department: Dietetics

Degree program: MS in Dietetics

Effective date (fall/spring/summer, year): Fall 2018