



<b>Policy Title:</b>	<b>Admission to the Dietetics Program - Graduate</b>	No.: 2.00
Approved By:	Director of Dietetics	
Approval Date:	Aug 22, 2022	Next Review: Spring 2024
Original	Minor revisions; originally approved June 13, 2022	
Audience:	Prospective Students, Faculty and Staff	

## Preamble

The UBC Dietetics Program is committed to advancing equity, diversity and inclusion for the Program and dietetics profession, as it relates to the Program’s vision of inspiring learners to advance dietetic practice and food systems. Our core values of justice, integrity, inclusion, collaboration, and community-focus drive our approaches to Program admissions planning, delivery, evaluation, and community engagement.

The Program is located on UBC’s Point Grey Campus, which is situated on the traditional, ancestral, and unceded territory of the xwməθkwəyəm (Musqueam). Practice education placements take place on the traditional, ancestral and unceded territories of many Indigenous peoples, in locations throughout present day British Columbia. The Program recognizes the original stewards of these lands, and engages in ongoing efforts towards decolonization of the Program and the dietetics profession.

## Abbreviations

BC	British Columbia
G+PS	Faculty of Graduate and Postdoctoral Studies
GPO	Graduate Program Officer
LFS	Faculty of Land and Food Systems
MND	Masters of Nutrition and Dietetics
The Program	UBC Dietetics Program – Graduate (MND)
UBC	University of British Columbia

## Policy

Admissions principles and processes are developed collaboratively—involving the MND Team, UBC Dietetics, G+PS Admissions, and consultations with relevant stakeholders—to ensure they meet UBC, G+PS, LFS, and dietetics accreditation requirements, and align with Program vision and values.

Graduate and Postdoctoral Studies establishes the [minimum admission requirements common to all applicants](#). Program-specific admissions requirements and processes are found on the [UBC Dietetics MND Program website](#). Additional details about the admissions process are also communicated in the [UBC Calendar](#)



Applications for the Program are assessed in collaboration with invited internal and external reviewers familiar with the program and dietetics profession. Written application packages are reviewed by internal reviewers only. Interviews are conducted virtually by a group that consists of at least one MND Faculty member and one external stakeholder. Reviewers and interviewers are selected with the intention of ensuring equity-seeking groups are represented. The Program provides training and support for all reviewers, to ensure the core values of admissions are explicitly stated and the approach to applicant assessment is standardized. External reviewers may be involved in either Undergraduate or Graduate admissions, not both.

The number of applications to UBC graduate programs always exceed the number of seats available; therefore, MND admissions decisions are based on academic and non-academic application scores. The Program reserves a minimum number of seats each year for Indigenous applicants that meet the Program's admission criteria. Final admissions decisions are made by the MND Team, in consultation with G+PS Admissions.

### **Offers of Admission:**

Step 1: Initial offers of admission are informal. Applicants must complete all requirements communicated with the admission offer (e.g., payment for immunization review, payment for required trainings; complete prerequisite e-courses) by the stated deadlines to be offered a spot in the Program. Applicants who do not complete requirements by deadlines, or who do not have direct communication with the Program about difficulties meeting deadlines, will be assumed to have declined the offer of admission to the Program.

Step 2: Once these program-specific requirements are completed, a formal offer of admission will be made via the UBC Graduate Studies Online Application portal. Students must accept this conditional offer, and then submit official academic documentation to UBC G+PS by stated deadlines. When all conditions are met, students will be admitted into the Program and will be able to enrol in MND courses.

All admission offers to the Program are for the upcoming September start; students are admitted into Term 1 of the MND with [full-time status](#). There are no part-time program options.

Prior to the start of Winter term 1, if there remains an unfilled seat, an offer of admission will be made to the first person on the ranked list of applicants that were previously declined.

### **Deferred Start Date**

At this time, the Program will only consider deferred start dates for accepted and admitted students if emergent and extenuating circumstances (e.g., significant health status change, family crisis) make it impossible to start their education in September. Students must submit their request for a deferred start date in writing to the Director of Dietetics, as soon as they can. The request should include a rationale for the deferral; the Program may request supporting documentation only as needed to make an informed decision. The new start date cannot be extended further. The Program collaborates with LFS GPOs to request the deferred start date from G+PS.

If a request for deferral is not accepted, the student must reapply in the relevant admission cycle if they wish to begin their studies in a future year. An accepted applicant who delays their start date and reapplies the next year is not guaranteed acceptance into the Program.



## Procedure

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Action	Who	By
1. Communicate application process and dates to prospective applicants via website(s)	MND Team	June
2. Recruit external MND interviewers	MND Team	Fall
3. Submit application using procedures outlined on the <a href="#">UBC Dietetics MND Program website</a>	Applicants	November 15, 4pm (Vancouver local time)
4. Assess applications to ensure prerequisite courses and academic performance requirements are met, as stated in the <a href="#">UBC Calendar</a>	LFS GPOs; Dietetics Program Assistant	Late Nov-Dec
5. Review and score applicant written packages	MND Team & Internal Reviewers	December
6. Shortlist and invite eligible applicants for interviews <b>via email</b>	MND Team	January
7. Interview shortlisted applicants	Interviewers	February
8. Communicate admission decisions to applicants who have not been invited to an interview <b>via UBC Graduate Studies Online Application portal</b>	MND Team	February
9. Communicate preliminary admission decisions to successful applicants <b>via email</b>	MND Team	February
10. Accept informal offer of admission by completing all requirements by MND deadlines.	Accepted applicants	Deadlines communicated with preliminary admission offer
11. Communicate formal (conditional) admissions offers <b>via UBC Graduate Studies Online Application portal</b> to applicants who have completed all pre-admission program requirements	MND Team	March-April



**Dietetics Program - Graduate (MND) Policy**

<b>Action</b>	<b>Who</b>	<b>By</b>
12. Accept conditional offer <b>via UBC Graduate Studies Online Application portal</b>	Accepted applicants	Up to three weeks from the date of the offer
13. Submit official academic documentation required by G+PS (e.g., final official transcripts and confirmation of undergraduate degree)	Accepted applicants	By G+PS deadlines
14. Communicate admissions decisions to remaining unsuccessful applicants <b>via UBC Graduate Studies Online Application portal</b>	MND Team	Spring, after achieving target cohort size
15. Follow the deferred start procedures outlined in this policy.	Student; MND Team; LFS GPOs	As needed, as early as possible

**Reviewed by:**

	<b>Action</b>	<b>Date</b>	<b>Status</b>
UBC MND Team	Draft	May 16, 2022	New Policy
LFS G&PS Admissions Office	Review	May 26, 2022	Endorsed with revisions
Director of Dietetics	Review	June 13, 2022	Approved
MND Team	Revise	August 22 2022	Revision of <i>deferred start</i>