



Policy Title:	Admission to the Dietetics Program - Undergraduate	No.: 1.00
Approved By:	Director of Dietetics	
Approval Date:	September 1, 2022	Next Review: Fall 2025
Original Version:	November 2003	
Audience:	Prospective Students, Faculty and Staff, Admissions Advisory Committee	

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
LFS	Faculty of Land and Food Systems
the Program	UBC Dietetics Program – Undergraduate
UBC	University of British Columbia

Policy

Admissions principles and processes are developed collaboratively, involving multiple stakeholders, such as the UBC Dietetics team, LFS Student Services and the UBC Dietetics Admissions Advisory Committee, to ensure they meet UBC, LFS and national dietetics accreditation requirements.

The Admissions Advisory Committee is comprised of internal and external Program partners, whose specific roles and responsibilities are stated in the Committee Terms of Reference. The purpose of the Admissions Advisory Committee is to gather diverse perspectives and feedback, to ensure



admissions principles and processes align with the Program's core values and are relevant to the evolving needs of the dietetics profession.

Applications for the Program are assessed in collaboration with invited reviewers internal and external to UBC, who have familiarity with the Program and/or dietetics profession. Reviewers are selected with the intention of ensuring equity-deserving groups are well-represented. The Program provides training and support for all reviewers, to ensure the core values of admissions are explicitly stated and the approach to application scoring is standardized.

Additional details about the admissions process are communicated in the [UBC Calendar](#) or on the [UBC Dietetics Program website](#).

There are typically more applications to the Program than available seats; therefore, 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 Program, in consultation with LFS Student Services, as needed.

Offers of admission are conditional, until students complete all requirements communicated with the admission offer (e.g. Criminal Record Check, immunization review) by the stated deadlines.

All admissions to the Program are for a September start date (UBC Winter Session Term 1); students are admitted into year 3 of the Program.

Procedure

Action	Who	By
1. Communicate application process and dates to prospective applicants	UBC Dietetics Team	Fall prior to January application deadline
2. Submit application using procedures outlined on the UBC Dietetics Program website	Applicants	Last Friday in January (for September admission)
3. Assess applicants to ensure prerequisite courses and academic performance requirements are met, as stated in the UBC Calendar	LFS Student Services	February
4. Review and score applicant written packages	Written Package Reviewers	February



Action	Who	By
5. Shortlist and invite eligible applicants for interviews	UBC Dietetics Team	March
6. Interview shortlisted applicants	Interviewers	April
7. Make admission decisions, based on academic and non-academic application scores	UBC Dietetics Team (consult with LFS Student Services)	May
8. Communicate admissions decisions to successful and unsuccessful applicants	UBC Dietetics Team	May
9. Accept offer of admission and complete all requirements by stated deadlines	Accepted applicants	Dates communicated with admission offer
10. In the event any applicant declines the offer of admission or does not complete requirements communicated with the admission offer, offer admission to an alternate applicant	UBC Dietetics Team with LFS Student Services	As needed

Reviewed by:

	Action	Date	Status
UBC Dietetics Team	Revise	January 8, 2022	Major revision
Director of Dietetics	Review	September 1, 2022	Approved