

**Eastern Michigan University  
Coordinated Programs in Dietetics  
Information Packet**

**2018-2019**

**EMU**

## Introduction

Thank you for choosing to investigate Eastern Michigan University's (EMU) Coordinated Programs in Dietetics (CP). We are very proud of our history as an accredited program, preparing students for exciting careers as registered dietitians (RD)/registered dietitian nutritionists (RDN).

We offer Bachelor of Science, 2<sup>nd</sup> Bachelor of Science and Master of Science degrees in Dietetics leading to the RD/RDN credential. We offer both a campus program and a distance-online program.

The distance-online Program was the first fully distance CP accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

The goal of this Information Packet is not to overwhelm you! The goal is to provide as much information as possible in ONE location. Reading through this once will give you the basic idea. We encourage you to read the parts that do not make sense multiple times. The Program co-Directors, Clinical Coordinator, advisors, and faculty welcome your questions and advising appointments.

The Commission on Dietetic Registration's action to change the degree requirement for dietitian registration eligibility from a baccalaureate degree to a graduate degree will be effective January 1, 2024. For further information, please see the [Commission on Dietetic Registration \(CDR\)](#).

### Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics

Eastern Michigan University Coordinated Program  
is accredited by the Accreditation Council for  
Education in Nutrition and Dietetics of the  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000,  
Chicago, IL 60606-6995, (312) 899-0040 ext 5400.  
Http: [//www.eatright.org/ACEND](http://www.eatright.org/ACEND).

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## **What's New? Recent Changes for the Dietetic Program**

1. The minimum prerequisite GPA (pre-application courses only) required for application is increasing from 2.75 to 3.0. Exceptions will be made on a case by case basis for applicants advised prior to July 2018 regarding the previous 2.75 minimum prerequisite GPA requirement and who provide evidence of their inquiry/work towards EMU's Dietetics Program prior to July 2018.
2. If a student does not meet the 2.75 minimum overall/cumulative GPA requirement, they are no longer automatically ineligible to apply. They may retain eligibility by carrying a prerequisite GPA (pre-application courses only) of 3.5 or higher.
3. DTC 230 is a required prerequisite once accepted or considered an alternate to the CP. This course must be successfully completed the summer prior to starting the Program, unless previously completed as an alternate.
4. An online process for EMU Dietetics Program 2nd admission will be in place for the 2019 application submission.
5. CDR's action to change the degree requirement for dietitian registration eligibility from a baccalaureate degree to a graduate degree will be effective January 1, 2024. For further information, please see the Commission on Dietetic Registration (CDR).
6. SPMD 269 is now EXSC 269 (Exercise Science), MATH 170 is now STAT 170, IHHS 260 will soon be cross-listed as DTC 261.

## **Nine Steps from Initial Contact to Coordinated Program Start**

1. Review this dietetics information packet, the appropriate coordinated program application (distance-online or campus), and all other information on the EMU Catalog website.
  - a. EMU Undergraduate Catalog Dietetics Major (BS and 2nd BS)  
[https://catalog.emich.edu/preview\\_program.php?catoid=25&poid=11706&returnto=5096](https://catalog.emich.edu/preview_program.php?catoid=25&poid=11706&returnto=5096)
  - b. EMU Catalog Dietetics Graduate (MS)  
[https://catalog.emich.edu/preview\\_program.php?catoid=26&poid=12278&returnto=5381](https://catalog.emich.edu/preview_program.php?catoid=26&poid=12278&returnto=5381)
2. Apply to EMU.\*
  - a. Prospective BS and 2nd BS applicants for CP: Apply to EMU as a bachelor's student, transfer student or second bachelor's (if you hold a completed bachelor's degree already), dietetic intent major. Schedule advising and transcript review as directed by EMU Admissions after they notify you of your admission status.
  - b. Prospective MS applicants for CP: Apply to EMU as second bachelor's student (with Dietetics Intent/IDTC) as their major\*, and once admitted, Admissions will provide further direction for a transcript review and initial advising. If graduate course equivalency is required, students should email [dieteticsms\\_advising@emich.edu](mailto:dieteticsms_advising@emich.edu), to receive transcript review forms and an explanation of the graduate-level equivalency determination process.
  - c. Students cannot be accepted to the graduate school with a major in dietetics until accepted into CP. If you already hold a bachelor's degree in dietetics, email the Program co-Director prior to applying to EMU
  - d. Even if not planning to take any courses at EMU prior to applying, students must be admitted to EMU prior to transcript review and prior to applying to the CP, \*with one exception ~ MS students may apply directly to the graduate school if they don't need any prerequisite courses.
3. Plan remaining coursework with respect to CP application deadlines, acceptability by EMU and the Dietetics Program, financial aid requirements, etc.
4. Continue to review website and program information (see Step 1) at least twice per year. Connect with CHHS Advising (bachelors and second bachelor's CP seeking students) or Program co-Director (MS CP seeking students) as needed.
5. Review CP application (updated version posted in summer each year) in order to begin the process of completing the application and (if online) searching for preceptors (this only applies to distance-online applicants). The preceptor search should start at least 6-9 months (if not earlier) before applying to the CP.
6. Submit completed CP application on or before January deadline – see application for specific date.
7. Complete any remaining pre-admission prerequisites.
8. Begin vaccine series for 5 required vaccines.
9. Begin the CP in the summer/fall semester, if accepted. Final acceptance for students accepted into the CP is contingent upon successful completion of pre-admissions prerequisites and a Certified Background Check/10 Panel Drug Test.

## **Registered Dietitian Nutritionist Credential**

There are several routes to becoming a Registered Dietitian (RD)/ Registered Dietitian Nutritionist (RDN). To view all routes please visit:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143>

To become a RD/RDN, a student must:

- Complete the minimum of a bachelor degree in dietetics/nutrition or related field from Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program, such as EMU's Coordinated Program in Dietetics.
- Complete a minimum of 1200 hours of supervised practice experience.
- Pass the Registration Examination for Dietitians/Dietitian Nutritionists.

In states that require certification/licensure:

- Apply for state certification/licensure (process varies state by state).

EMU offers a Coordinated Program (CP) in Dietetics leading to the RD/RDN credential. The EMU CP offers the didactic (theory) coursework concurrently with the required 1200 hours of supervised practice experience. Upon successful completion of the CP at EMU and conferral of an EMU degree, the student is issued a verification statement\* making them eligible to write the Registration Examination for Dietitians through the Commission on Dietetic Registration (CDR).

\*Verification Statement - This is the statement provided by the Dietetics Program Director to CDR and to the student that allows the student to sit for the Registration Examination for Dietitians/Dietitian Nutritionists. This is only issued after the student successfully completes the CP, receives their degree and achieves all skills needed to be an entry-level dietitian.

The Commission on Dietetic Registration (CDR) action to change the degree requirement for dietitian registration eligibility from a baccalaureate degree to a graduate degree will be effective January 1, 2024. For further information, please see the Commission on Dietetic Registration (CDR).

## **Program Overview**

### **Business Entrepreneurship Concentration.**

The Eastern Michigan University Coordinated Programs in Dietetics (CP) have a Business Entrepreneurship (BE) concentration designed to begin development of the entry-level depth necessary for future proficiency in business entrepreneurship. The Program chose the concentration area 15+ years ago because EMU is dedicated to community outreach. Dietetics students, under the direction of a RD/RDN, staff the campus Eagle Nutrition Services (ENS). Distance-online students gain experience in business entrepreneurship by completing supervised practice experience hours with a private practice RD/RDN. All CP students are able to gain valuable skills related to business management including customer service, public speaking, education, counseling, billing, and coding.

The Program introduces the BE concentration during DTC 371 and DTC 571 Nutrition Therapy II Experience, explores the topic in-depth in DTC 459 and DTC 659 Development of the Entrepreneurial Dietitian, and reinforces the topic during DTC 431 and DTC 631 Community Nutrition Experience. The Program developed DTC 459 and DTC 659 Development of the Entrepreneurial Dietitian as the in-depth course related to the BE concentration and requires it in the summer between the first and second year of the CP. The course includes the writing of a business plan, interview with a nutrition entrepreneur, reaction papers, and weekly discussions. In addition, DTC 659 includes the development of a website with three blog entries.

There are many business entrepreneur opportunities for RDs/RDNs and the BE concentration fills a need for students who aspire to be entrepreneurial in dietetics. In addition to course work, the CP has incorporated additional opportunities to learn about entrepreneurship. For example, EMU has the Center for Entrepreneurship on campus with an annual conference, business plan competition, and elevator pitch competition for students. The Program has also sponsored entrepreneurial workshops and speakers.

The two BE competencies **are as follows:**

- |             |  |
|-------------|--|
| BE CRDN 6.1 | Students will customize products, programs, and services to satisfy customer needs and desires.                      |
| BE CRDN 6.2 | Students will develop a business plan that includes start-up costs, operating costs, estimated income, and salaries. |



## Technology Support and Online Course Information

The Program recommends that all potential applicants review the EMU Extended Programs website for technology requirements. Students applying to the campus cohort will have at least one online course per semester while in the Dietetics Program, and the distance-online cohort will take all Program courses online.

### **EMU Extended Programs Online Support:**

<https://www.emich.edu/extended/online/online-support.php>

Students are required to have use of a computer with Internet access, additional webcam and computer microphone accessories (if not within computer/not working within computer), in addition to recording and photo-taking/uploading devices.

Answers to commonly asked questions:

1. Distance-online students ALWAYS pay in-state tuition, no matter where they live. Online courses have an extra fee per credit. Utilize the EMU tuition calculator on the Student Business Services website <https://www.emich.edu/sbs/basics/tuition/calculator.php> to estimate total cost. Students can find additional tuition information in this document and on the EMU website.
2. Online courses at EMU are primarily asynchronous. This means that students will not need to be at their computer on a specific day at a specific time.
3. Each instructor chooses their method of presenting material. Examples include: podcasts, recorded voice over a PowerPoint presentation, and lecture videos.

The Dietetics Program faculty strongly recommends that students take at least one online course prior to applying to the Coordinated Program.

## **Curriculum Information**

### **Full Time Status (BS and MS Degree)**

The CP at Eastern Michigan University (EMU) are full-time programs only. This applies to both the Bachelor of Science and the Master of Science Degrees.

The Program Director and CP faculty sequenced the Programs to allow for progression of learning in the least amount of time necessary to complete all competencies and skills, and to meet the 1200 hours of supervised practice experiences required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students can complete the BS degree in 20 months and the MS degree in 24 months.

Each semester, students are completing didactic course work concurrently with supervised practice experiences. Students are in their supervised practice experience sites as follows:

First fall:	24 hours per week
First winter:	16 hours per week
Second fall:	16-24 hours per week
Second winter:	32 hours per week

**These hours are in addition to a full load of classes of 12-15 credit hours.** Supervised practice experience hours are generally during normal business hours (7:00 am - 7:00 pm) however, they are at the discretion of the preceptor and may vary. Students need to be flexible in their schedule to assure the hours coincide with the preceptors' ability to supervise the student. Students are required to have use of their own transportation and are responsible for their own appropriate auto insurance (which covers them to and from supervised experience sites) and are responsible for transportation to/from all practice experiences and meetings.

It is extremely difficult to work while completing the CP at EMU and virtually impossible to hold down a full-time job. The Program recommends that students do not work while in the CP. If students require employment, then weekends work best. Evenings can also work; however, students must be available at the discretion of the preceptor and must allow time to study and complete homework.

**Program of Study**  
**Bachelor of Science and 2nd Bachelor of Science**

It is the students' responsibility to make sure that all general education and prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately completed. [EMU Catalog Dietetics Major Undergraduate](#)

Students will complete the following courses as listed once they have applied and are accepted into the Coordinated Program in Dietetics. [All alternates must take DTC 230 Summer I](#), as this is a required prerequisite for the Fall I course DTC 330.

**TOTAL NON-PREREQUISITE CREDITS ONCE ACCEPTED INTO THE PROGRAM: 58**

**SUMMER BEFORE**

**YEAR 1: 2**

Credits/Prerequisite DTC  
 230 Fundamentals in  
 Nutrition Therapy 2 cr  
 (Alternate students must  
 take this course also)

**FALL 1 - Total Credits = 15**

DTC 330	Nutrition Therapy I	3 cr
DTC 331L4	Nutrition Therapy I Experience	2 cr
DTC 350	Food Systems I	3 cr
DTC 351	Food Systems I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr

**WINTER 1 - Total Credits = 13**

DTC 302	Nutrient Metabolism Macronutrients	3 cr
*DTC 358	Food and Culture	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 371L2	Nutrition Therapy II Experience	4 cr

\*Allowed to take out of sequence

\*Summer before Program starts or 1<sup>st</sup> Fall

**SUMMER (10 weeks) - Total Credits = 6**

**6**

DTC 459	Development of the Entrepreneurial Dietitian	3 cr
DTC 375	Integrative Medicine	3 cr

**FALL 2 - Total Credits = 12**

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430W	Community Nutrition	3 cr
DTC 431	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr

**WINTER 2 - Total Credits = 12**

DTC 450	Food Systems Management II	2 cr
DTC 451	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 471L4	Nutrition Therapy III Experience	4 cr

## Program of Study Master of Science in Dietetics

It is the students' responsibility to make sure all prerequisite courses, as determined by EMU and the Coordinated Program in Dietetics, are appropriately completed.

[EMU Catalog Dietetics Major Graduate](#)

Students will complete the following courses as listed once they have applied and are accepted into the Coordinated Program in Dietetics. All alternates must take DTC 230 Summer I, as this is a required prerequisite for the Fall I course DTC 330.

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### TOTAL NON-PREREQUISITE CREDITS ONCE ACCEPTED INTO THE PROGRAM: 73-76

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#### SUMMER BEFORE YEAR 1:

Credits/Prerequisite DTC 230 Fundamentals in Nutrition Therapy 2 cr  
(Alternate students must take this course also)

#### FALL 1 - Total Credits = 15

DTC 330	Nutrition Therapy I	3 cr
DTC 531	Nutrition Therapy I Experience	2 cr
DTC 350	Food Systems I	3 cr
DTC 551	Food Systems I Experience	4 cr
*DTC 372	Nutrition of the Lifecycle	3 cr
<b>*Option to take Summer prior to start of program</b>		

#### WINTER 1 - Total Credits = 16

DTC 302	Nutrient Metabolism Macronutrients	3 cr
DTC 375	Integrative Medicine	3 cr
DTC 370	Nutrition Therapy II	3 cr
DTC 571	Nutrition Therapy II Experience	4 cr
*DTC 500	Research Design and Methods	3 cr
<b>*Choose Thesis, Non-Thesis Research or Research Writing option</b>		

#### SUMMER (10-15 weeks) - Total Credits = 6-8

DTC 659	Development of the Entrepreneurial Dietitian	3 cr
STAT 502	Statistics for Graduate Students	3 cr
DTC 691 or 694	Thesis I or Non-Thesis Research I (not needed if taking DTC 601)	2 cr

#### FALL 2 - Total Credits = 15

DTC 422	Nutrient Metabolism Micronutrients	3 cr
DTC 430	Community Nutrition	3 cr
DTC 631	Community Nutrition Experience	4 cr
DTC 435	Seminar in Dietetics	2 cr
DTC 692, 695 or 601	Thesis II, Non-Thesis II or Research Writing	3 cr

#### WINTER 2 - Total Credits = 15

DTC 450	Food Systems Management II	2 cr
DTC 651	Food Systems Mgmt. II Experience	4 cr
DTC 470	Nutrition Therapy III	2 cr
DTC 671	Nutrition Therapy III Experience	4 cr
DTC 358	*Food and Culture	3 cr
<b>*Can be taken any semester online</b>		

#### SUMMER (7.5-15 weeks) - Total Credits = 6-7

DTC 693 or 696	Thesis III or Non-Thesis Research III (not needed if taking DTC 601)	1 cr
DTC 608	Advanced Topics in Foods	3 cr
DTC 618	Advanced Topics in Nutrition	3 cr

## **Master of Science Thesis and Research Options**

### **Thesis Option – 6 credits**

The thesis option involves a research study that is planned, executed, and written in thesis format. This option includes three classes (six credit hours). Each student must have a committee of at least two people; the thesis chair must have a PhD and be an EMU faculty. More specifically, the thesis consists of a research study that requires 5 chapters detailing the study. Statistical analysis is the responsibility of the student. Chapters 1-3 are a proposal of the study, written in Thesis I. Chapter 1 is the introduction, chapter 2 is the review of literature, and chapter 3 is the methodology (how you will do the study). Thesis II involves data collection and statistical analysis of the data. Chapters 4 (Results) and 5 (Conclusions) are written. Thesis III involves dissemination of the research through a poster presentation or an article in a peer-reviewed journal.

### **Non-Thesis Research Option – 6 credits**

The research option is a three-class series (six credit hours) working with one professor on a project that the student and professor agree on. More specifically, you may follow the same format as the thesis without the statistics. You may also choose something completely different. For example, one student has designed a module to train future students on autism. In addition, students are guided toward submitting manuscripts to peer-reviewed journals.

### **Research Writing Option – 3 credits**

The research writing option is one class (three credit hours) focused on biomedical research writing. Students complete a series of assignments in research writing; complete a newsletter article and a short manuscript that is distributed electronically to dietetics faculty and staff in the School of Health Sciences at the end of the semester.

## Comparison of 2<sup>nd</sup> Bachelor of Science vs. Master of Science

	2 <sup>nd</sup> BS Degree in Dietetics	MS Degree in Dietetics
Prerequisite Courses	11	
Pre-Program Course Required if accepted or an alternate in the CP	DTC 230	
Volunteer Hours	24 Hours	
Application Process	Same	
Overall and Prerequisite GPA	Minimum 2.75 Overall Minimum 3.0 Prerequisite	
GRE	No	
# Of Credits	58	73-76
Approximate cost once accepted in the Program	See Tuition and Cost Section	See Tuition and Cost Section
	+ Online courses are charged at resident tuition rates for all students. + Domestic residents with non-MI residency who were admitted to EMU prior to Fall 2016 pay non-resident rates for any campus based courses.	
Time once accepted in the Program	20 months	24 months
Advantages	Less time, less expensive than the MS	~ 50% of all RD's hold a MS Degree In 2024, MS degree requirement*
Eligibility	Any bachelor's degree, except Dietetics	Any bachelor's degree

\*The Commission on Dietetic Registration (CDR) action to change the degree requirement for dietitian registration eligibility from a baccalaureate degree to a graduate degree will be effective January 1, 2024. For further information, please see the [Commission on Dietetic Registration \(CDR\)](#)

## **Recency of Education Guidelines**

The Coordinated Programs in Dietetics (CP) have recency of education guidelines for both prerequisite courses and Program courses.

### **Prerequisite courses**

Almost all prerequisite courses must be more recent than 10 years old at the time of application. The exceptions are the general psychology course and the basic statistics course; there is no time limit on these two courses.

### **Program courses**

Only courses taken prior to application to the CP will be considered for transfer or waiver. Once admitted to the program all program courses must be taken through EMU.

A Nutrition Therapy course that a student is considering for transfer or waiver cannot be older than 3 years at the time one would enroll in the equivalent course in the CP's sequence. The CP reviews these courses on an individual basis and very rarely transfers or waives these courses.

A Food Systems Management or supporting course that a student is considering for transfer or waiver cannot be more than 5 years old at the time one would enroll in the equivalent course in the CP's sequence. The CP reviews these courses on a case-by-case basis.

Upon student's admission to the CP, the CP will only consider courses within the first year of the Program for transfer/waiver. Any course within the second-year of the Program cannot be transferred in, taken elsewhere or waived; students must take all second-year courses at EMU. \*

\*The exception is DTC 375 Integrative Medicine offered in the 2<sup>nd</sup> year of the Program.

## Prerequisite Information

### Prerequisite Course List and Guidelines

- Prerequisite courses are the same for a BS, 2<sup>nd</sup> BS and MS degree
- Students may access course descriptions at <http://catalog.emich.edu>
- To be considered for entry into the Program, students must earn a grade of “C” or above in all required prerequisite courses with an overall GPA of 2.75 and prerequisite GPA of 3.0 or above
- Prerequisite courses cannot be older than 10 years with the exception of General Psychology and Statistics, which have no time limit
- Organic Chemistry & Biochemistry must be separate courses
- Some of the following courses may require prerequisite courses before you can take them, e.g. DTC 202 Principles of Nutrition – the prerequisite course for this is Chemistry 121/122. Check the undergraduate catalog for course information: <http://catalog.emich.edu>
- EMU does not offer all courses online; discuss options with the dietetics intent advisor
- Courses in bold font are offered online at EMU

**Students must complete the following courses with a grade of “C” or better with an overall GPA of 2.75 and prerequisite GPA of 3.0 or above at the time of application to the CP: (There are no exceptions to this rule)**

<u>Course Required</u>	<u>EMU Course/Credit</u>
Survey of Organic Chemistry (no lab required)	CHEM 270 = 4
Foundations of Biochemistry (no lab required)	CHEM 351 = 4
Introductory Microbiology (lab required)	BIO 328 = 4
Physiology	<b>EXSC 269*</b> or BIO 326 = 3/4
Careers in Nutrition and Dietetics	<b>DTC 108 = 2</b>
Principles of Human Nutrition	<b>DTC 202 = 3</b>

**The following courses must be completed with a grade of “C” or better by September 1 of the year you begin the Dietetics program (if accepted) with a transcript submitted to the Program Director.**

<u>Course Required</u>	<u>EMU Course/Credit</u>
General Psychology	PSY 101 = 3
Statistics	SOCL 250 or STAT 170 = 3/3
Medical Terminology	<b>AHPR 200 = 1</b>
Aging to Infancy/Growth & Development	<b>IHHS 260* or EDPS 325 = 3/4</b>
Experimental Foods (lab required)	<b>DTC 251 = 4</b>

\*Recommended choice

#### Pre-Program Prerequisite Course Requirement: 2 hours

DTC 230 - Fundamentals in Nutrition Therapy is required for all students accepted into the CP. This is a required prerequisite for the Fall I course DTC 330. This course will be offered the summer prior to starting the CP only. The Program Director will provide permission to register for those students accepted or notified as alternates into the CP.



## Prerequisite Planning Instructions

All applicants to the CP (bachelors, second bachelors, and MS-Dietetics) must complete the prerequisites with a “C” or better. Students should have previous coursework evaluated through a transcript review.

Official transcript review is completed based on how the student applies to EMU in General.

- a) First bachelor students, upon admittance to the University, should make an appointment with College of Health and Human Services Academic Advisor, using the self-scheduling system. [Dietetics Intent Appointment Scheduler \(https://booknow.appointment-plus.com/419rkl8y/\)](https://booknow.appointment-plus.com/419rkl8y/)
- b) Prospective second bachelor’s students apply to EMU as a second bachelor/ post bachelor student (with Dietetics Intent/IDTC as their major). Schedule advising and transcript review as directed by EMU Admissions after they notify you of your admission status.
- c) MS-Dietetics intent students should also apply to EMU as a second bachelor’s student (with Dietetics Intent/IDTC as their major), and once admitted, Admissions will provide further direction for a transcript review and initial advising. If graduate course equivalency review is required, students should email (dieteticms\_advising@emich.edu) to receive transcript review forms and an explanation of the graduate-level equivalency determination process.
- d) Course equivalencies at many Michigan colleges are found in the Transfer Network at the following link: <http://it.emich.edu/service/online/tranequiv/>.
- e) EMU offers eight of the eleven prerequisites in an online format. It is **strongly recommended** students take the offered prerequisite courses at EMU (but not required). Students will need to take chemistry and biology courses elsewhere if they are not able to attend courses on the EMU campus.
- f) The EMU CP maintains a list of preapproved online courses (see Preapproved Online Prerequisite Alternatives page in this document). These courses do not need additional approval by the Program and ANY student preparing for the CP can take them toward meeting their prerequisite requirements.
- g) Students may also take courses at a campus near them or other online courses, as long as they are preapproved to avoid taking the wrong course. Students must be admitted to EMU before prospective courses can be reviewed.
- h) Online students may take courses at schools other than EMU. Students should:
  - i) Verify policies and procedures at each school (whether EMU or other school) for possible implications of taking courses at more than one school in the same semester. Please see consortium agreement guidelines in this packet for instructions on using your EMU financial aid to pay for a course elsewhere
  - ii) Be responsible for equivalency of coursework
  - iii) Plan and take prerequisites courses necessary prior to the Program prerequisite courses if required (i.e. basic chemistry to take organic chemistry or DTC 202)

Emails are a valuable source of documentation. Students should retain all course approval emails from an EMU source and include a copy of them in the application.

Students should begin to research the courses still needed, starting with the courses one must complete prior to applying to the CP (also known as pre-application prerequisites). Chemistry is the most time-consuming subject due to the number of courses one needs in sequence, and often these courses cannot be taken concurrently.

- i) **STEP 1:** Determine where one will take Survey of Organic Chemistry and Foundations of Biochemistry by researching local colleges and the preapproved online courses. Many students find it helpful to speak with the professors of the potential courses. If a course is not on the

preapproved list, have EMU evaluate it.


- j) STEP 2: Research the prerequisites for the chosen Organic Chemistry and the Biochemistry. For example, students who are not on campus at EMU will not be taking CHEM 351 (Foundations of Biochemistry) at EMU. Therefore, students do not need to know the prerequisites for CHEM 351 at EMU, rather they need to research the prerequisites at the school where they are taking their Foundations of Biochemistry course.
- k) STEP 3: Draft a tentative plan for prerequisite completion, including the planned application year for the CP. It is important for students to consider all factors when determining how many credits to take in a given semester (i.e., family and work obligations, vacations). Although students cannot alter the schedule of the courses once accepted into the Program, students can construct the prerequisite and general education (first bachelor's seeking students only) schedule to reflect their needs.
- l) STEP 4: Begin courses, remembering that life does not always go as planned. Even strong students may need to retake a course or adjust their long-term schedule. At the same time, having to retake the same course more than once may be a sign that it is time to look at other degree options. Keep the end goal in mind, but be realistic! Program advisors will provide data on previous cohort statistics (e.g. prerequisite GPA of last year's incoming cohort) to offer a realistic idea of a student's chances.

Up-to-date EMU program, general education, and specific course information is found in the EMU Catalog at <http://catalog.emich.edu>

## Blank Schedule Planning Worksheet For Prerequisite and Program Courses

Fall 2018	Winter 2019	Summer I (7.5 wks)	Summer II (7.5 wks)
Fall 2019	Winter 2020	Summer I	Summer II
Fall 2020	Winter 2021	Summer I	Summer II
Fall 2021	Winter 2022	Summer I	Summer II

## Sample Schedule Planning Worksheet For Prerequisite and Program Courses

Fall 2018	Winter 2019	Summer I	Summer II
*CHEM 117/118 (4)	*CHEM 121/122 (4)	CHEM 270 (4)	EXSC 269 (3)
*BIO 105 (4)	STAT 170 or SOCL 250 (3)		
PSY 101 (3)	DTC 108 (2)		
*MATH 104 or other course if needed (4)			
Fall 2019	Winter 2020	Summer I	Summer II
CHEM 351 (4)	DTC 251 (4)		DTC 230 (2cr) Required if CP admission status is "admitted" or "alternate" for Fall
BIO 328 (4)	AHPR 200 (1)		
DTC 202 (3)	IHHS 260 or EDPS 325 (3/4)		
Apply to CP by January 15th			
Fall 2020	Winter 2021	Summer I	Summer II
Begin Year I of CP if accepted			
SAMPLE ONLY			
Fall 2021	Winter 2022	Summer I	Summer II
Begin Year 2 of CP if accepted			
	April graduation for most BS and 2 <sup>nd</sup> BS		August graduation for most MS-CP students

\*These courses are common prerequisites for the Dietetics program prerequisites. They can be described as "hidden" prerequisites. Hidden prerequisites are likely to differ at different institutions.

*Students coming in at a lower math level may need additional semester to work up to the MATH required for chemistry.*

*For example, EMU requires Gen Chem I (CHEM 121/122) and Intro Biology (BIO 105) in order to take Microbiology (BIO 328). Another institution may only require Intro Biology prior to taking Microbiology.*

## Preapproved Online Prerequisite Alternatives

EMU Course	Online Prerequisite Alternative
<u>General Chemistry I</u> CHEM 121/122 (Lab required)	<u>Colorado Community Colleges:</u> CHE 111 General College Chemistry <a href="http://www.ccconline.org/">http://www.ccconline.org/</a>
	<u>Oregon State University:</u> <a href="http://oregonstate.edu/">http://oregonstate.edu/</a> CH 121 Gen Chem and CH 122 Gen Chem (2 courses) <u>Note: OSU does not accept consortium agreement</u>
	<u>University of New England Online:</u> CHEM 1010 Online Medical Chemistry I + lab *This is not a direct equivalent but will meet the requirement for the Dietetics Program <a href="https://online.une.edu/science-prerequisites/">https://online.une.edu/science-prerequisites/</a>
<u>Survey of Organic Chemistry</u>  CHEM 270 (No lab required)	<u>Highland Community College</u> (Freeport, IL): CHEM 220 Elementary Organic Chemistry (3 cr) <a href="http://www.highland.cc.il.us/index.asp">http://www.highland.cc.il.us/index.asp</a>
	<u>University of New England:</u> CHEM 1020 Distance Medical Organic Chemistry I (lecture only - 3 cr) <a href="https://online.une.edu/science-prerequisites/">https://online.une.edu/science-prerequisites/</a>
<u>Foundations of Biochemistry</u> (No lab required)	<u>Washington State University:</u> MBIOLS 303 Introductory Biochemistry (4 cr) <a href="http://www.catalog.wsu.edu/General/Courses/ByList/MBioS/303">http://www.catalog.wsu.edu/General/Courses/ByList/MBioS/303</a>
	<u>University of New England Online:</u> Medical Biochemistry CHEM 1005 <a href="https://online.une.edu/science-prerequisites/">https://online.une.edu/science-prerequisites/</a>
	<u>Iowa State University:</u> BBMB 316 Principles of Biochemistry (3 cr) or BBMB 404 and BBMB 405 Biochemistry, Biophysics, and Molecular Biology (3 cr each) <a href="http://www.iastate.edu/">http://www.iastate.edu/</a>
<u>Introduction to Microbiology</u>  BIO 328 (Lab required)	<u>University of New England:</u> BIOL 1020L Microbiology for Health Professions (4 cr)* <a href="https://online.une.edu/science-prerequisites/">https://online.une.edu/science-prerequisites/</a> *This is not a direct equivalent but will meet the requirement for the Dietetics Program.

**Students should work with the individual school to determine guest/transient student registration policies. Students are not limited to the courses listed here.**

## Projected EMU Prerequisite Course Schedule

	15 weeks		15 weeks		7.5 weeks (May/June)		7.5 weeks* (July/August)	
	FALL	FALL	WINTER	WINTER	SUMMER I	SUMMER I	SUMMER II	SUMMER II
	campus	online	campus	online	campus	online	campus	online
<b>CHEM 270</b>	x		x		x			
<b>CHEM 351</b>	x		x		x			
<b>BIO 328</b>	x		x		x (15 week)			
<b>BIO 326 or EXSC 269</b>	x		x		x			
		x						x
<b>STAT 170 or SOCL 250</b>	x	x	x	x	x	x		x
	x		x					
<b>PSY 101</b>	x	x	x	x	x			x
<b>AHPR 200</b>		x		x		x (15 week)		
<b>IHHS 260 or EDPS 325</b>	x	x	x	x		x (15 wk.)		
	x	x	x	x	x			
<b>DTC 108</b>	x	x	x	x		x		x
<b>DTC 202</b>	x	x		x		x (10 wk.)		
<b>DTC 251</b>			x	x		x (15 wk.)		

\* unless otherwise noted

This information reflects course offerings in previous years. Future schedules are subject to change. The student is responsible for verifying current course offering information and registration deadlines through the EMU Registration website.

## **Tuition and Cost**

### **Tuition and Fees Guidelines**

- Tuition and fees generally increase every year.
- All online classes are calculated at in-state tuition rates.
- Estimated tuition and fee costs for the Coordinated Program in Dietetics (this is once you are accepted and is for Program courses only) are listed on the Tuition and Fees Estimate.
- The Program has provided estimated incidental costs in addition to the tuition and fees charged by the University; see page titled Estimated Incidental Costs.
- BS students will need to calculate their general education courses separately – this is variable based on when the course is taken, where it is taken and how many credits each course is (this is about an additional 13 courses at various credits each).
- All students will need to calculate their prerequisite courses – this is variable based on when they are taken, where they are taken, and how many credits each course is (total of 11 courses at various credits depending on where they are taken).
- Additional fees include:
  - New Student Fee – one time only fee
    - Freshman = \$200
    - Transfer Student = \$200
    - Graduate Student/2<sup>nd</sup> BS Student/Post Bach Student = \$200
  - Other one time fees
    - Application to EMU
      - Undergraduate = \$35
      - Graduate = \$45
    - Graduation Application Fee = \$110
- Starting with the 2017-2018 academic year, Mandatory fees (General Fee, Technology Fee, & Student Center Fee) are now included in the Tuition rates.

### **Helpful Eastern Michigan University websites include:**

- [Student Business Services General Website \(https://emich.edu/sbs/\)](https://emich.edu/sbs/)
- [Tuition and Mandatory Fees \(https://emich.edu/sbs/basics/other.php\)](https://emich.edu/sbs/basics/other.php)
- [Program Fees \(https://www.emich.edu/finaid/understanding/costs/index.php\)](https://www.emich.edu/finaid/understanding/costs/index.php)
- [Other Fees \(https://emich.edu/sbs/basics/other.php\)](https://emich.edu/sbs/basics/other.php)
- [Tuition and Fees Calculator \(https://emich.edu/sbs/basics/calculator.php\)](https://emich.edu/sbs/basics/calculator.php)
- [Housing \(https://www.emich.edu/residencelife/index.php \)](https://www.emich.edu/residencelife/index.php)
- [Financial Aid \(https://www.emich.edu/finaid/understanding/costs/index.php\)](https://www.emich.edu/finaid/understanding/costs/index.php)
- [Meal Plans \(https://new.dineoncampus.com/emu\)](https://new.dineoncampus.com/emu)

## Tuition and Fees Estimate 2018.2019 Academic Year

### Program Courses (see programs of study for course credit details)

<b>Campus Cohort</b>	Estimated Total for 2 Years; Program Courses Only
<b>BS/2<sup>nd</sup> BS Resident &amp; Non-Resident Domestic</b> starting at EMU after Fall 2016	<b>\$29,030.10</b>
<b>MS Resident</b>	<b>\$51,033.00</b>
<b>MS Non-Resident (Domestic and Non-Domestic)</b>	<b>\$76,188.80</b>

<b>Online Cohort</b>	Estimated Total for 2 Years; Program Courses Only
<b>BS/2<sup>nd</sup> BS Resident &amp; Non-Resident</b>	<b>\$32,255.10</b>
<b>MS Resident</b>	<b>\$54,258.00</b>

The above estimates do not include:

- General Education Courses
- Prerequisite Courses
- DTC 230 (see Prerequisite List and Guidelines page for information)

The above estimates do include:

- Program Courses only (once accepted into the program)



### Estimated Incidental Costs

<b>Personal health insurance coverage</b>		<b>Required (cost varies by plan)</b>
Physical exam and vaccinations		Annual physical, TB Skin tests & influenza vaccines required twice, prior to each year. Completion of all series vaccinations are required prior to start in CP. Cost varies by health insurance ~ see CP application for requirements.
CPR/AED Adult and Child plus First Aid Certification Course	\$120.00	Cost is subject to change.
Background check	\$72.00	Cost is subject to change-required; Foreign Country Residency Searches are an additional \$105 each. May need to be repeated if Supervised Practice Sites need it to be current.
Drug testing	\$40.00	Required for all students at program start and may need to be repeated for certain supervised practice sites to be current.
Fingerprinting	\$68.00	May be required for some students based on supervised practice location.
Online Medical Document Manager	\$35.00	Cost subject to change- required.
Books (two year total)	\$2,000.00	Varies by purchase method/location
Transportation and parking	\$500.00	Varies by location. Reliable transportation is necessary.
Presentation supplies	\$80.00	
Computer/video camera usage	\$800.00	Includes estimate of Internet connection costs.
Lab coat \$35/coat	\$70.00	Most students prefer 2 lab coats (costs vary).
Name badge	\$13.00	Online students add \$2.45 for shipping.
Non-slip shoes	\$70.00	Required for supervised practice (costs vary)
Annual Academy student membership	\$100.00	Membership is \$50/year and required for both years in the program.
Annual EMU Student Dietetic Assoc membership	\$20.00	Membership is \$10/year (optional for online students).
Annual District (local) Dietetic Assoc membership	\$40.00	Fees average \$5-\$20 per year (requirement waived for those living in a state without district associations), required for both years in the program.
FNCE Annual Conference attendance		OPTIONAL (costs vary)
Review course prior to Registration Examination	\$400.00	Costs vary (optional but highly recommended)
Application for Registration Examination	\$200.00	Following completion of CP and receipt of verification statement.
Scanning Capability (whether rental, purchased, or service)	Variable	<u>Required, but fees depend on which option student decides on</u>
Additional Membership(s) to Professional Organization		OPTIONAL i.e. ASPEN, SNA, FSMEC, DPG's -\$50-\$100
<b>Total Estimate for 2 yr. CP/MS-CP program</b>	<b>\$4,628.00</b>	<b>Includes review course and Registration Examination for Dietitians application fee.</b>



## **Financial Aid and Scholarship Information**

### **Consortium Agreement Guidelines**

<https://www.emich.edu/finaid/index.php>

A consortium agreement is a written contract between one or more eligible schools, allowing qualifying students to complete courses at different institutions during the same semester for the purpose of completing a degree. The agreement allows a student to register for classes at a "HOST SCHOOL" and have those credits count toward that student's degree here at EMU (the "HOME SCHOOL").

The consortium agreement is only used for the purposes of federal financial aid. EMU is the "HOME SCHOOL" and is where the student must be in a degree-seeking program. EMU's role in the agreement is to administer the financial aid process by certifying the student's combined enrollment status and Cost of Attendance for the consortium semester.

The Office of Financial Aid at Eastern Michigan University adheres to a strict policy of allowing consortium agreements ONLY for students who are: 1) following a strictly online program of study (i.e., Dietetics) or 2) studying abroad. Unique circumstances will be considered on a case- by-case basis, but Eastern **WILL NOT** participate in a consortium agreement for economic, convenience or scheduling purposes (i.e., taking classes at Michigan community colleges).

#### **Guidelines:**

1. Students must be in a degree-seeking program at EMU and must be meeting Satisfactory Academic Progress requirements.
2. Each course taken at the "HOST SCHOOL" must transfer back to EMU as a requirement for that student's degree program.
3. Interested students must complete the Consortium Agreement Application and obtain all required signatures. This is neither the actual agreement nor a guarantee that participation in the agreement will be approved.
4. The application must be completed EACH semester for consideration. All consortium agreements expire at the end of the semester.
5. The consortium period will always correspond to EMU's semester schedule:
  - a. Fall—September through December
  - b. Winter—January through April
  - c. Summer—May through August
6. Each institution has its own policy on consortium agreements. EMU has no control over another school's willingness to participate, and to what capacity.
7. It is expected that the student will establish contact with the "HOST SCHOOL" representative. Should a student be entered into an official consortium agreement, it is that student's responsibility to ensure the host school completes and returns all required paperwork to EMU.
8. Students must make necessary financial arrangements with the "HOST SCHOOL" to meet that institution's bill due date. EMU will not make payments to the host school. Students must use their EMU refund to pay the host school. EMU will not disburse financial aid early to meet the

host school due date. Please be advised of EMU's financial aid disbursement and refund schedule. It is also important to know that processing a consortium agreement from application to financial aid disbursement may take several weeks.

9. Students are responsible for having transcripts sent to the Office of Financial Aid for proof of course(s) completion and review of Satisfactory Academic Progress (SAP). **Failure to submit transcripts will result in a return of financial aid for that semester and will prohibit consortium agreement participation for subsequent semesters.**
10. A student's budget (Cost of Attendance) for a consortium agreement is based on combined tuition and fees at the HOST and HOME institutions, including allowances for books/supplies, transportation, room and board, and other personal expenses as determined by the HOST/HOME schools.
11. **A student's loan deferment is their responsibility.** EMU cannot certify enrollment at another institution. The student will need to make contact with all lenders to explore options in regards to deferment prior to and during a planned consortium agreement.
12. All students receiving financial aid are encouraged and expected to closely monitor their my.emich and E-bill accounts. An assumption is made that since you are seeking your degree through Eastern, you are aware of all University policies, important dates/deadlines and using the official EMU communication methods.
13. Financial aid refunds are issued through the Eagle OneCard (the official EMU ID card). Distance learners MUST contact Eagle Card Services via telephone at 734.487.3176 to start the process of getting a Distance Learner Eagle OneCard.

**\*\*Special Note Regarding University of New England:** There have been issues in regards to the loose parameters of UNE's start whenever/end whenever online classes. For the purposes of financial aid disbursement at Eastern Michigan University, grades and transcripts must be submitted in a time frame that corresponds to our semesters (see #5 and 9 above). For example, if a student is in a consortium agreement for the Fall semester, EMU will not enter into another agreement for the Winter semester until official transcripts have been received showing successful completion of coursework for the Fall semester.

**[Consortium Agreement Application .pdf to print and complete](#)**



## Eastern Michigan University Consortium Agreement Application

(To be submitted to your Dietetics or Academic Advisor)

Student Name: \_\_\_\_\_

Student Number:   E   Social Security # (Last Four):   xxx-xx-  

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

University you plan to attend ("Host" School): \_\_\_\_\_

Host School Financial Aid Contact Name: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Contact's Fax Number: \_\_\_\_\_

Semester you are requesting the Consortium Agreement (select only ONE):

Fall ☐ Winter ☐ Summer ☐

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

**Students requesting to participate in a consortium agreement MUST acknowledge the following and provide a signature:**

1. You must be participating in a study abroad program or a solely on-line program of study. Submitting this application does not guarantee approval for the consortium agreement. THIS IS NOT THE ACTUAL AGREEMENT. It is a request for consideration only.
2. You must be meeting Satisfactory Academic Progress requirements:  
[www.emich.edu/finaid/process/eligibility/index.php](http://www.emich.edu/finaid/process/eligibility/index.php)
3. The class(es) you wish to take at another college/university is/are required for your major or minor. Authorization is required by your academic advisor in the department of your major. The "host school" must be a Title IV Federal Financial Aid approved institution.
4. **You must submit an official "host school" transcript to EMU within four weeks of the end of the consortium semester.** Failure to submit your transcript will result in the cancellation of the consortium and a return of the financial aid issued. If your aid is returned, you are responsible for the charges on your EMU student account.
5. EMU will not make payments to the "host school." You must work with that school to make payment arrangements. Some schools adhere to a strict policy of payment upon registration. EMU cannot disburse financial aid early under ANY circumstances to meet host school deadlines.
6. I will notify EMU's Office of Financial Aid immediately of any changes in my enrollment status at either institution.
7. It is expected you have thoroughly read through the Consortium Agreement Guidelines.
8. It is your responsibility to have a refund preference set up through Student Business Services.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

Your EMU Major: \_\_\_\_\_ EMU Minor: \_\_\_\_\_

Briefly explain your reasons for this consortium agreement request:

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During the consortium agreement semester, I plan to take the following cours(es) to satisfy EMU major and/or minor requirements:

"Host School" Equivalent	EMU <b>Major</b> Requirement
_____ (credits = )	_____ (credits = )
_____ (credits = )	_____ (credits = )
_____ (credits = )	_____ (credits = )

"Host School" Equivalent	EMU <b>Minor</b> Requirement
_____ (credits = )	_____ (credits = )
_____ (credits = )	_____ (credits = )
_____ (credits = )	_____ (credits = )

*This student is currently in good academic standing. Eastern Michigan University approves the classes indicated above and agrees to accept these as transfer credit(s), provided that the undergraduate student earn grades of "C" or better (and graduate students "B" or better) in each course. During the consortium agreement semester, the student will be considered a student at Eastern Michigan University and will be able to resume studies at EMU upon completion of the consortium semester.*

_____ Advisor Signature	_____ Department	_____ Phone
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What happens next?

- Your academic advisor will submit this completed form to EMU's Office of Financial Aid for consideration and processing.
- If this application is thorough and you are approved to participate in a consortium semester, the Office of Financial Aid will draft the consortium agreement between EMU and the "Host Institution" and send to the host school contact for completion and signature.
- The Office of Financial Aid cannot, under any circumstances, disburse financial aid for combined enrollment until a complete, signed and valid consortium agreement is returned from the host school. When the consortium agreement is finalized, your financial aid will be processed.
- Status updates can be viewed through the my.emich portal.
- Financial aid eligibility may change once the consortium agreement is finalized.
- It is expected that you establish contact with the host school representative. It is your responsibility to ensure the host school completes and returns all paperwork to EMU.

## UNE Consortium Agreement

**\*\*REQUIRED\*\***

### ONLY for University of New England Consortium Agreement Requests

- 
- Eastern Michigan University and University of New England are not affiliated in any way. This means EMU has no control over UNE's policies and procedures.
  - University of New England has a strict policy of **requiring payment up front at time of registration**. UNE will NOT complete, sign, or send back a consortium agreement until a student is officially registered and **paid in full**.
  - Eastern Michigan University will not and cannot disburse federal financial aid based on assumed or planned enrollment. A complete, officially signed consortium agreement between EMU and the host school (UNE) must be on file before we can disburse aid for combined enrollment.
  - Many students will pay UNE up front with a credit card (or borrow funds from family/friends, etc.), knowing they will be reimbursed once the consortium agreement is final and EMU can disburse financial aid.
  - EMU will not disburse funds earlier than our normally scheduled disbursement dates under any circumstances.
  - **If you are not in a financial position to pay UNE up front, you will want to find another "host school" OR enroll in the minimum number of credits required for federal aid at EMU.**
- 

I have read and understand the above. EMU will deny the University of New England consortium application if this signature page is not submitted.

Name: \_Student #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Financial Aid Contact Information**

**Website:** <https://www.emich.edu/finaid/index.php>

### **Financial Aid Advising Locations**

Staff can assist you with financial aid, student business services and records and registration inquiries. Visit them in Room 268 in the Student Center or Room 240 in McKenny Hall.

**Phone:** 734-487-0455 or 888-888-3465

**Fax:** 734.487.4281

### **Email Addresses**

**(Please allow 2-3 business days for replies)**

**Office of Financial Aid:** [financial\\_aid@emich.edu](mailto:financial_aid@emich.edu)

**Scholarships:** <https://www.emich.edu/finaid/types/scholarships/index.php>

**Loans:** [fa\\_loans@emich.edu](mailto:fa_loans@emich.edu)

**Consortium Agreement Questions** should only be directed to Bill Kosidlo in the Office of Financial Aid: [wkosidlo@emich.edu](mailto:wkosidlo@emich.edu)

### **Mailing Address:**

Eastern Michigan University

Office of Financial Aid

403 Pierce Hall

Ypsilanti MI 48197

## Scholarship Information

There are several specific scholarships available to students accepted into the EMU CP. The Program provides this information to all program students at the appropriate time, usually in the winter semester. As the Program Director becomes aware of additional scholarships, the CP will notify students via email.

1. College of Health and Human Services Scholarships (including general ones and those specific to Dietetics)
  - a. Generally announced in Winter Semester
  - b. Information found at: <http://www.emich.edu/chhs/hs/>
  - c. Forms are due in February or March – TBD
2. EMU Academic Scholarships
  - a. Students are evaluated for academic related scholarships (including transfer) at the time of admission to EMU. An additional opportunity to apply occurs in October.
  - b. Please see the Financial Aid website for additional information.  
<http://www.emich.edu/finaid/scholarships.php>
3. Michigan Academy of Nutrition and Dietetics
  - a. Scholarships are available to Michigan residents. Students should check with their state and local dietetic associations for additional scholarship resources.
  - b. Michigan: <http://eatrightmich.org/mnd-institute-scholarships/>
4. Academy of Nutrition and Dietetics Scholarships  
<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8133>



## **Volunteer Information**

### **Volunteer Requirement**

Applicants to the Coordinated Program in Dietetics (CP) are required to complete a ***minimum*** of 24 hours of volunteering at a venue of their choice, preferably related to nutrition, food or health care.

1. Students choose a venue or venues to complete a minimum of 24 hours of volunteerism.
2. The volunteer hours must be completed post-high school but less than 5 years old at the time of application to the CP.
3. Students choosing to utilize multiple settings may use more than one volunteer form.
4. While not required, if the applicant completes more than the minimum of 24 hours, they are encouraged to include documentation of these hours in their application.

**See volunteer form on next page**

## Volunteer Verification Form

Student name and student number:

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Venue where volunteered (name, address, phone number):

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Dates, # of hours and duties of volunteer work:

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Student signature:

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Name of supervisor (print and signature):

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Phone number if different from above:

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Attach a business card or brochure if available.

## **Supervised Practice Experience Information (SPE)**

### **Supervised Practice Experience Information (Basic Information)**

**Campus Students:** The Clinical Coordinator will secure Supervised Practice Experience (SPE) sites/preceptors for you. You will be assigned and scheduled at sites each semester, based on the guidelines for that semester.

**Distance-online Students:** You are responsible for securing student identified remote practice sites/preceptors based on the guidelines for each semester.

- Student identified remote practice sites/preceptors are required to be secured by the time of application to the Program. This information must be included in the application or the application will be considered incomplete and will not be reviewed. If you have questions or need assistance from the Clinical Coordinator, you must contact her before November 30th, prior to the January in which you are applying. The Clinical Coordinator is unavailable from December 1st through January 15th.
- Preceptor Forms for First Year Fall and Winter, plus Second Year Winter DTC 471 or 671 are due with the Application by the January deadline of each year, for the following Fall admission consideration.
- Second year SPE sites/preceptors are required to be secured in the winter semester of your first year in the program, if you are accepted.
- Preceptor Forms for Second Year Fall and Winter DTC 451 or 651 are due to the Dietetics Clinical Coordinator no later than February 15th of the first year students are in the program.

Please visit the following 4 links in the Important Documents area of the EMU Catalog Links:

- **Undergraduate**  
([https://catalog.emich.edu/preview\\_program.php?catoid=25&poid=11706&returnto=5096](https://catalog.emich.edu/preview_program.php?catoid=25&poid=11706&returnto=5096)) or
- **Graduate**  
([https://catalog.emich.edu/preview\\_program.php?catoid=26&poid=12278&returnto=5381](https://catalog.emich.edu/preview_program.php?catoid=26&poid=12278&returnto=5381)) for detailed information and instructions including student identified remote practice site forms and helpful hints for securing student identified remote practice sites.

Four Links to Access in EMU Catalog:

- **For BS/2nd B in Dietetics:**  
[https://catalog.emich.edu/preview\\_program.php?catoid=25&poid=11706&returnto=5096](https://catalog.emich.edu/preview_program.php?catoid=25&poid=11706&returnto=5096)
  - **For MS in Dietetics:**  
[https://catalog.emich.edu/preview\\_program.php?catoid=26&poid=12278&returnto=5381](https://catalog.emich.edu/preview_program.php?catoid=26&poid=12278&returnto=5381)
1. Directions For Securing Distance-Online Preceptors
  2. Online Preceptor Commitment Form
  3. Preceptor Summary Form
  4. Preceptor Handbook

## Supervised Practice Experience Frequently Asked Questions

**What will a typical weekly schedule be like, once accepted into the Coordinated Program? Will working an outside job be possible?**

**If one is accepted as an On-Campus student**, in Fall and Winter semesters, the full day of didactic classes is on Friday each week of the semester. Supervised Practice Experience Courses (SPEs) are the days the student is at experience sites with RD/RDN preceptor(s), working on accomplishing specific competencies. For any SPE Course day, the 8 hours (plus lunch) will vary according to the hours the preceptor wants the student to work with them. It may involve early mornings or evenings (the hours listed in course registration are just examples of a typical day). Here is a breakdown by semester:

### First Fall:

Three days per week of SPEs, with one day devoted to DTC 331/531 and 2 days devoted to DTC 351. Students do not choose their days; the Clinical Coordinator places them in groups. Three days plus Friday classes mean students typically have one weekday "off".

### First Winter:

Two days per week of SPEs, both devoted to DTC 371, on either Tuesday/Thursday or Monday/Wednesday. The Clinical Coordinator assigns each student into one of these groups. Two days SPE plus Friday classes means students have 2 weekdays "off".

### First Summer (Extended – 10-15 weeks):

Students have 2-3 online didactic class. Holding a part-time outside job is possible.

### Second Fall:

Two or three days per week of SPEs, all devoted to DTC 431. Two or three days plus Friday classes means students usually have 1-2 weekdays "off". The three different rotation schedules (WIC, Private Practice and Specialty) schedules vary. Some rotations may be compressed into 4 days a week of SPEs. This is scheduled at the preceptor's convenience. This is an intensive semester, with lots of homework.

### Second Winter:

Four days per week (Monday thru Thursday) of SPEs for DTC 471 and DTC 451, plus Friday classes. This is an intensive semester, with lots of homework. The Program does not recommend outside jobs

In every semester, the SPE instructors may have 1 or 2 additional days (on ANY weekday) that they need the whole class to meet for orientations, mid-semester meetings/reviews, field trips, case study presentations, etc. Instructors give students advance notice of this.

**If you are accepted as an Online student**, your schedule will vary. You have the same courses and requirements as the On-Campus cohort. The difference is your didactic coursework is online and you work out your SPE course schedules directly with your preceptors each semester. They must take place within the semester "first day of classes" and "last day of classes" on the University academic calendar for that semester. See the EMU website for these dates. The On-Campus schedule (above) is a good suggested guideline to plan for each semester. Contact the Clinical Coordinator with any questions.

More Supervised Practice Experience Questions?

Supervised Practice Experience Information

Dietetics Clinical Coordinator - Diane Reynolds, RD

[dreynol2@emich.edu](mailto:dreynol2@emich.edu)

## **Appendices**

## **Appendix A - Program Mission, Goals, and Objectives Mission CP**

The Coordinated Programs in Dietetics at Eastern Michigan University educate and graduate students prepared for entry-level practice as registered dietitians, with a concentration in entrepreneurship.

### **The CP achieves the mission through:**

- Providing an exceptional learning environment so students are continuously interpreting and responding to food and nutrition service delivery in a changing social and economic environment and applying new technologies to their dietetics education
- Providing student-centered learning opportunities for students to pursue their specific interests
- Encouraging and engaging in collaboration and partnerships with the community
- Promoting evidence-based knowledge and skills for students and graduates
- Enhancing students' current critical and reflective skills by collaborating with faculty to develop and complete research-based projects

### **Goals and Objectives of the CP**

**Goal #1:** The CP will educate and graduate dietetics practitioners.

- 85% of graduates will take the registration exam within 12 months of graduation.
- 80% of graduates will pass the registration exam on their first attempt.
- 80% of graduates will pass the registration exam within one year following first attempt.
- 80% of all CP students will complete the program successfully within 3 years of beginning it.
- Within 12 months of completing the CP, a minimum of 80% of post-graduate survey respondents desiring such, will have a dietetics-related job.
- Employers of CP graduates will rate at least 80% of employees as having the knowledge and skills to perform as expected during the first 3 years of practice.

**Goal #2:** The CP graduates will participate in professional development.

- 25% of the three-year post-graduate survey respondents will report having participated in professional development, e.g., leadership, precepting for future practitioners, professional education.

Program outcomes data are available upon request

## **Appendix B - ACEND Core Knowledge & Competencies for the RDN - 2017 Standards**

To become an entry-level prepared dietitian ACEND requires that all students achieve a minimum level of competency. All Dietetics Education Curriculum must include learning that results in the student achieving entry-level competency. During the time in the CP students will achieve this through a variety of learning activities.

### **1. Domain: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.**

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

#### Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

### **2. Domain: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.**

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

### Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

### **3. Domain: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.**

#### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.



KRDN 3.5 Describe basic concepts of nutritional genomics.

#### Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

#### **4. Domain: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.**

##### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.
- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

##### Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.

- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice.

## **Appendix C - BS/2nd BS Graduation and Completion Requirements**

This information is found in the Student Handbook:

[https://www.emich.edu/chhs/hs/programs/dietetics\\_nutrition.php](https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php)

## **Appendix D - MS Graduation and Completion Requirements**

This information is found in the Student Handbook:

[https://www.emich.edu/chhs/hs/programs/dietetics\\_nutrition.php](https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php)

## Appendix E - International Student Information

Eastern Michigan University's CP is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) through the Academy of Nutrition and Dietetics (AND).

EMU's CP does not allow for students to complete supervised practice experiences outside of the United States. Students must reside in the U.S. to complete the program. Based on United States Immigration Guidelines, International students who live in the U.S. may or may not be eligible for the distance-online program; eligibility is dependent on Visa type. Visit

<http://www.emich.edu/international/> for more information related to being an International student at EMU.

International students who wish to be in the CP must follow certain guidelines.

Students holding an F-1 Visa cannot complete the CP online; they must be in the on-campus cohort. International students need to contact the International Admissions Office for information related to status, transcript review if applicable, and anything related to admissions into the University. Students should also review the website for EMU's Office of International Students.

Students who have earned a degree from a foreign university (even if the student is a U.S. Citizen) must have their transcripts reviewed based on EMU protocol using the approved procedure. Visit <https://www.emich.edu/admissions/international/undergraduates/how-to-apply.php> for detailed information and instruction.

EMU offers a **Master of Science in Human Nutrition** degree via distance education, which does not lead to eligibility to sit for the registration exam to become an RD/RDN. This Program is different from the MS in Dietetics (Coordinated program), is not accredited by ACEND and does not provide supervised practice experiences. **You may live outside of the United States to complete the Master of Science in Human Nutrition degree.** For more information about this degree, please contact Dr. Alice Jo Rainville at [arainville@emich.edu](mailto:arainville@emich.edu).

International Admissions: [www.emich.edu/international/](http://www.emich.edu/international/)

Office of International Students: <http://www.emich.edu/oiss/>

**ACEND** – [www.eatright.org/ACEND](http://www.eatright.org/ACEND)

**AND** - [www.eatright.org](http://www.eatright.org)      **CDR** – [www.cdrnet.org](http://www.cdrnet.org)

## **Appendix F - Eastern Michigan University Coordinated Program in Dietetics Considerations for Applicants in the United States Military**

We support members of the US military and welcome applications from those in the military or in military families. Due to possibility of relocation at short notice, students in the military face challenges when securing preceptors for Supervised Practice Experiences. We do our best to assist military students in the event of a move, but the student must complete the program in a manner congruent with our accreditation from ACEND. We have had some students in military families successfully complete our program. Special considerations include:

1. When applying, students need to secure preceptors for the entire first year and second year clinical, even if unsure as to where they will be located when the program begins. It is best to be straightforward with potential preceptors and let them know there is a possibility of a move. It is the responsibility of the student, to let preceptors know when a move happens and they won't be needed, with a gracious and professional "thank-you and perhaps our paths will cross again" type of ending.
2. Preceptors at a military base hospital and/or medical center are excellent choices. They can be stateside or located at US military bases overseas (where it is considered US soil). We have affiliation agreements with a few US military bases/hospitals in this country. We do not have any yet overseas. A military affiliation agreement between the facility and EMU's Legal Affairs can take a year to be finalized. In case of a move, when a semester is due to start, trying to get into another military site for Experiences is not possible, unless EMU already has an agreement with the facility. There will not be time to complete a new affiliation agreement. Instead, the student needs to seek other stateside sites.
3. All Experiences typically cannot be completed at a military base site alone. Specifically, this may include Experiences needed in DTC 371 Long Term Care, DTC 431- WIC and Private Practice and the final DTC 451 Foodservice Systems. If living overseas, this means the student would have to come stateside to complete these Experiences. We are not accredited for overseas students to complete any Experiences off US soil.
4. When moving, it is the student's responsibility to inform Diane Reynolds ASAP and secure new preceptors. This can be stressful, especially if a semester is underway and the student has a course-load to keep up with. We can provide a list of sites we have agreements with in the new location (if there are any), but that does not mean the preceptor is willing and able to have another student complete Supervised Practice Experiences with them. In addition, the student needs to decline their original preceptors in a professional manner.
5. In order to assist the student who needs to arrange new preceptors/sites, Diane Reynolds can communicate by phone with potential preceptors the student has made contact with, to give more information. Providing potential preceptors with the related course materials often helps the RD make a decision. Most conversations of this nature end positively.
6. Unfortunately, if the student is unable to find new preceptors in the new area they live in; they most likely would have to "stop out" of the program and may not be able to continue. This is evaluated on a case-by-case basis and involves the decision of Dr. Olivia Ford and Mrs. Sandy Pernecky, Program co-Directors, on how to proceed.

Questions? Please e-mail Mrs. Diane Reynolds, RD, Dietetics Clinical (Placement) Coordinator at: dreynol2@emich.edu (it is the letter "L" before the "2") or call: 734-487-0327

## Appendix G - Frequently Asked Questions

The CP is a second admission program, meaning that an interested student must typically be an EMU student prior to applying for the CP. MS students may apply directly to the graduate school if they don't need any prerequisite courses. **Please be aware that the EMU CP is not a dietetic internship, nor is the CP affiliated with any dietetic internship.**

### **Are all of the prerequisites online?**

Not all prerequisites are available online through EMU. Students may take prerequisites not offered online through EMU at an approved college or university. Suggestions for preapproved online options are available on the Preapproved Online Prerequisite Alternatives page in the Dietetics Info Packet.

### **Will the classes I have taken at other colleges and universities count towards the prerequisites?**

Students should apply to EMU for a transcript review of previous coursework. Refer to *The Nine Steps...* toward the beginning of this document.

**Note:** International students please see International Student Information page in the Dietetics Information Packet.

### **What is a coordinated program?**

In a coordinated program, students complete SPE hours concurrently with the didactic classes (theory) portion of the program. The CP length is two years. This differs from a didactic program, where students seek a dietetic internship after earning a degree.

### **What is a preceptor?**

A preceptor is an RD/RDN or other related professional that works with you to fulfill the objectives needed to obtain a verification statement upon graduation from the coordinated program. Preceptors supervise you in the field, in their places of work, to assist in the completion of SPE hours. The Clinical Coordinator assigns on-campus students to preceptors. Distance-online students secure their own preceptors.

### **Can I work full time while I'm in the program?**

The CP is a full-time commitment. You will carry a full course load, in addition to SPE hours. We do not recommend attempting to work full-time during the Program. The Program is available online however **one cannot complete it only in the evenings and on weekends.**

### **When are CP applications due?**

The Program co-Director must receive the application in mid January ~ see current Dietetics Program application deadline on EMU Dietetics Catalog website. Program co-Director will send letters of decision regarding acceptance by April 1 for a Fall Program start.

### **How many students are accepted each year?**

There are 18 on-campus and 20 - 30 distance-online spots each year. If an applicant is not accepted, the applicant may reapply the following year.

### **My first degree is in something other than dietetics, can I do the master's program?**

Anyone with a bachelor's degree is eligible to apply for the master's program. Those with a bachelor's degree in something other than dietetics are eligible to apply to the second bachelor's degree. The prerequisites are sufficient preparation for the CP curriculum.

## Appendix H - Additional Information

Current EMU Student Handbook

<http://www.emich.edu/studenthandbook/>

The Eastern Michigan University Student Handbook contains information for students about available university services, university policies and procedures, and helpful information to aid in student success. Pay close attention to the policies and procedures included in this guide. Some titles and positions may have changed, but the policies remain and will be enforced accordingly. ([Read full advisory note: https://www.emich.edu/studenthandbook/introduction/advisory-note.php](https://www.emich.edu/studenthandbook/introduction/advisory-note.php))

Program Student Handbook available on the Dietetics website:

[https://www.emich.edu/chhs/hs/programs/dietetics\\_nutrition.php](https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php)

Faculty – link on the left side of the site

[https://www.emich.edu/chhs/hs/programs/dietetics\\_nutrition.php](https://www.emich.edu/chhs/hs/programs/dietetics_nutrition.php)

Eagle Nutrition Services

<https://www.emich.edu/chhs/hs/ons/>

College of Health and Human Services General Website

<https://www.emich.edu/chhs/>



## **Appendix I - Prior Learning Assessment – Alternative Methods of Earning University Credit**

Prior Learning Assessment (PLA) offers students admitted to Eastern Michigan University the opportunity to earn credit for college-level learning they have gained outside the college environment. This may include:

- Seminars
- Training completed on the job
- Knowledge acquired independently

**The Prior Learning Assessment process requires students to:**

- Identify and analyze learning
- Document experience
- Match the learning to EMU courses
- Compile a written portfolio for each class in which you hope to gain credit.

**Once the portfolios are completed:**

- The student pays a fee
- The portfolio is evaluated by department faculty
- A determination is made
- The student is notified of the determination
- Credit for successful portfolios are recorded on the student's transcript

**Submitting a portfolio does not guarantee a student will earn credit.** Students may apply credits earned through portfolio-assisted PLA toward any degree for which they are appropriate. Students seeking credit for prior learning must attend a free workshop prior to beginning the process.

The following Dietetics courses are eligible for PLA:

DTC 251 Experimental Foods

DTC 372 Nutrition of the Lifecycle

DTC 375 Integrative Medicine

DTC 459 Development of the Entrepreneurial Dietitian

Students may find course descriptions in the EMU catalog: <http://catalog.emich.edu/>

Please review the Alternative Credit Option/PLA website at:  
<https://www.emich.edu/extended/alternative-credit.php>

## **Appendix J - State Authorization and the State Authorization Reciprocity Agreement (SARA)**

As distance education has become more popular, the State Authorization Reciprocity Agreement (SARA) has been established. This agreement has placed limitations on students enrolling in a distance-learning program in another state.

The state of Michigan is participating in SARA and Eastern Michigan University (EMU) is a member of SARA.

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

**ARE YOU ELIGIBLE TO PURSUE AN ONLINE DEGREE THROUGH EMU?** Visit this link for the answer:

<http://www.emich.edu/extended/online/state-authorization.php>

For more information about SARA please visit this website: <http://nc-sara.org/>

## **Appendix K - Background Check and Drug Screen**

Students accepted into the Coordinated Program in Dietetics must successfully pass a comprehensive background check and 10-panel drug screen. Individual Supervised Practice Experience sites/student identified remote practice sites and preceptors are not under the authority of Eastern Michigan University and may have standards that do not permit students to complete Practice Experiences at a site if a student has a criminal conviction on their record. Depending on the nature of the conviction, it may be difficult for such students to complete all required Supervised Practice Experiences/student identified remote practice sites. This also may apply to any substance that tests positive in the drug screening. Therefore, students with relevant criminal or drug (including prescription) history are strongly encouraged to contact a Dietetics Co-Program Director or Dietetics Advisor early in their application process.