
ACEND Virtual Town Hall Meetings
February 20, 2024, 11:00 a.m. Central Time
March 1, 2024, 11:00 a.m. Central Time

Host: Rayane AbuSabha, PhD, RD
ACEND Executive Director
Presenter: Cheryl Bacon, PhD, RDN, LND, FAND
DAP Task Force Chair

Accreditation Council for Education in Nutrition and Dietetics
the accrediting agency for the
eat right. Academy of Nutrition and Dietetics

February 20th Webinar Recording Link: **https://vimeo.com/914951295** **Note that the Fall deadline dates were changed after the recording of this town hall.** **March 1 Town Hall reflects the correct dates.**
March 1st Webinar Recording Link: https://vimeo.com/918467145/ Note: all dates provided in this town hall are up to date.

These meeting minutes are from the Dietetics Application Process Taskforce town halls, which were held February 20 and March 1, 2024.

KEY DATES

(Reflected in the March 1 Town Hall)

Programs Participating in DICAS

April 1: WebAdMIT opens for programs.
August 5: DICAS opens for applicants.

ALL SUPERVISED PRACTICE PROGRAMS (All DIs, CPs, GPs)*

FALL Due Dates

1. **November 1, 2024:** Applicant notification due date (last date to notify applicant).
2. **November 15, 2024:** Applicant decision due date (last date for applicant to accept an offer).

SPRING Due Dates

1. **March 1, 2025:** Applicant notification due date (last date to notify applicant).
2. **March 15, 2025:** Applicant decision due date (last date for applicant to accept an offer).

**Note: Does not apply to students selected within the same institution (e.g., Sophomore CP/GP student applying to a CP for their junior year; 3+2 or 4+1 programs; DPD student applying to a DI within the same institution; WIC employees). Also does not apply to ISPP (Individualized Supervised Practice Pathway) PhD students.*

February 20th Town Hall: The Q&A portion of the presentation began at 11:39 (39 minutes into the town hall). The following topics/questions were answered live during the town hall:

- Clarification between the fall and spring cycle dates and when programs can use the cycles
- Fall application cycle dates
- Notification and application due dates
- Programs that would not be required to participate in DICAS such as those within the same institution

- Programs can participate in either application timeline or both
- Waitlist procedures within this process
- Sections within the DICAS application that can be updated within an application cycle
- DICAS application fees vs. program application fees
- Traffic Rules and Code of Conduct for applicants and programs
- Maximum enrollment expectations
- Training and resources available for programs

March 1st Town Hall: The Q&A portion of the presentation began at 11:52 (52 minutes into the town hall). The following topics/questions were answered live during the town hall:

- Timing of rollout
- Cost of DICAS
- DICAS logistics
- Flexibility with due dates for programs accepting students within own institution
- Rolling admissions
- Decision process
- Traffic rules
- Shared decision report

Below are the questions that were not answered and the resources that were provided during the live town hall meetings.

- **Rollout of Proposed/Pilot Process**
    - Since this is a pilot program, does that mean the process could end up going back to the matching process if the pilot isn't successful?

      ACEND Response: The pilot process was developed to review due dates and timeframe with participating programs before setting the final framework of the application process. Once the pilot is completed, ACEND will collect feedback on the recommended due dates of the pilot and make necessary changes as needed. The revised application process will not go back to the old application/matching process; however, some dates and traffic rules may be updated based on the pilot testing period.

    - Can you please clarify - for CPs not currently participating in DICAS - your February email said ALL programs need to participate in the pilot, versus the webinar that says it's optional for programs not currently participating in DICAS.

      ACEND Response: For the 2024-2025 cycle, it is optional for programs to use DICAS. However, all supervised practice/experiential learning programs must follow the notification due date and decision due dates. Starting with the 2025-2026 cycle, all programs must use DICAS.

    - If a program isn't currently participating in DICAS, are they able to participate in the pilot if they wish or do we need to wait until 2025?

    ACEND Response: Yes, ACEND would like to encourage programs to use DICAS during this pilot. You do not have to wait until 2025.

  - Clarifying question: If a program is already in DICAS and use D&D for Spring 2024 match, will we be automatically enrolled in Pilot for Spring 2025 Match or is that no longer pilot and is the new process?

    ACEND Response: Yes, all programs already in DICAS will continue to use DICAS and then follow the notification and decision due dates starting with the 2024-2025 cycle.

  - For a GP that does not use DICAS, does this mean we need to adjust our application deadlines?

    ACEND Response: Yes, any supervised practice/experiential learning program must follow the notification and decision due dates regardless of if you are using DICAS for this 2024-2025 cycle.

  - Am I understanding this correctly that if our MS/DI program within a University wants to admit students directly from our University DPD program, we don't need to go through DICAS?

    ACEND Response: Correct, programs within the same institution who accept applicants straight from their own DPD program into their DI program do not need to use DICAS. This is also true for CP and GP programs that accept students from their own institutions.

- **Pre-Select**
  - I don't quite understand the difference between pre-select and programs being able to set their own application due dates and make offers early that students could accept- could you please clarify?

    ACEND Response: Pre-select was developed to allow programs previously approved by ACEND to offer dietetic internship slots to applicants prior to the computer matching process. After the Spring 2024 match, pre-select, as it was developed initially, will no longer exist. Programs in the new application process can set their own application due dates within the required notification and decision due dates for both the Fall and Spring cycles. The due dates provided in the application process are the last dates a program can have their application due or offer acceptance to applicants into their program.

  - If the number of pre-select students have increased, why did you remove the preselect option in the new method? Was this decision made from data that all program directors were able to have input on (not just December town hall input)?

    ACEND Response: When developing the new application process, the Dietetics Application Process Task Force examined historical data of the matching process as well as the SWOT analysis and feedback from the NDEP applications task force. The increased number of pre-selected students is an indication of the inadequacy of the match because applicants and programs were accepting applicants outside of the match. The preselect terminology is linked to the match and will no longer exist as it was originally developed. Programs in the new application process can set their own application due dates within the required notification and decision due dates for both the Fall and Spring cycles. No approval from ACEND is needed. Early decision, priority decision, early action, are terms that are commonly used in lieu of “pre-select”.

- Can we set our own dates/guidelines for pre-select?

  ACEND Response: Pre-select was developed to allow programs previously approved by ACEND to offer dietetic internship slots to applicants prior to the computer matching process. After the Spring 2024 match, pre-select as it was developed initially will no longer exist. ACEND Programs in the new application process can set their own application due dates within the notification and decision due dates for both the Fall and Spring cycles.

- Can we continue to call it “preselect” if we are accepting students from our university into our program?

  ACEND Response: Programs can use their own language within their own university of institution as long as the applicant is clear on the expectations of the application and acceptance process.

- If a program was not using pre-select previously and was participating in the match but now would like to admit students from their own institution without going through DICAS, do they have to complete a substantive change report with ACEND to begin accepting students from their own institution? Can we accept our own students from our DPD without having them go through DICAS but then participate in DICAS if we still have slots to fill and hope to get students from other DPDs?

  ACEND Response: ACEND is no longer reviewing substantive changes to add pre-select. Programs can develop their own application processes and can accept applicants within their own institution with or without using DICAS. If you then choose to use DICAS to select applicants outside of your own institution, you may do so by following the application process due dates.

- **DICAS related questions**
  - For the shared decision report, can we DPD Directors request that it include 1. the DI director or equivalent with name and email address, to contact for evaluation, 2. the anticipated end date of the student's program, so that we know when to contact that program director?

    ACEND Response: The shared decision report is based on the programs using DICAS to accept applications. At this time, we are uncertain if this shared decision report is available to those outside of the DICAS system, i.e. DPD program directors. ACEND has reached out to DICAS about this issue. The task force will examine how DPD directors can obtain information about their students’ acceptance into supervised practice programs. The task force will also investigate the details and configuration of the report to identify what sections are already included and what can or cannot be added.

  - Would DICAS monitor student applications and if they would participate in both Fall and Spring cycles as well? Can they take multiple offers? Can they back out of a Fall acceptance if accepted to a Spring invitation?

ACEND Response: DICAS will not monitor these types of decisions. This information would be located on the program's page within DICAS and/or on the program's website. The program would indicate their due dates for applications based on the cycle. Applicants can apply to as many programs as they choose. An applicant can accept multiple offers prior to November 15 (Fall Cycle) or March 15 (Spring Cycle); however, the applicant must only retain one offer after these deadline dates. The traffic rules set out for applicants will encourage applicants to apply and accept the program of their choice and then notify all other programs that they are declining their offer or withdrawing their application. With 100% enrollment of programs in DICAS, the shared decision report will be a key tool for programs to learn if an applicant holds more than one offer.

- In my opinion DICAS is not well set up for programs that match twice a year. All off the "in process" applications and "completed" applications from my Fall 2023 match group (including people who were offered a spot and did not enroll, those who accepted and enrolled, and those who did not finish filling out applications). All of those were still on my dashboard when Spring Match applications started rolling in. So it is muddy - is a person applying again, or is this an old application (there is no sorting in DICAS)

  ACEND Response: The Dietetics Application Process Task Force reviewed application systems and learned that the CAS application system is one of the main platforms used by many health professions and other professions and universities. For example, GRADCAS is one of the primary application platforms used for graduate applications and is equipped to meet program admission needs. These features are also available to programs using DICAS. Within WebAdMIT, programs can filter the applications by submission date and would be able to see/sort applications by their due dates, for example, those applying in the Fall versus those applying in the Spring. You can visit the ACEND DICAS training page to view instructions on how to manage your applicant pool: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page

- If we have a fall match and spring match for two different tracks- how would that be configured? Can both be noted with the different deadlines prior to the March/Dec 15 deadline?

  ACEND Response: Within DICAS, programs can configure their application in two ways for this scenario. Programs can have two separate applications within the same cycle with an application due date in the Fall and an application in the spring. The other option is that the program can have one single application within the cycle and once the Fall cycle has finished, the program will update the due date of their application to match the Spring cycle. Visit the ACEND DICAS training page on instructions on how to update your application deadline: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page

- Why does DICAS now have fees when they didn't earlier?

  ACEND Response: There have always been fees associated with applicants applying to programs within DICAS. DICAS application fee is $50 for the first designation and $25 for each additional designation. All CAS applications include a fee, although DICAS is by far one of the lowest fees of all CAS systems.

- If our program does not currently use DICAS, do we need to use DICAS, or can we continue to use our own university application system with the revised dates?

  ACEND Response: For the pilot year of 2024-2025 programs are not required to use DICAS; however, starting with the 2025-2026 cycle, all supervised practice/experiential learning program will be required to use DICAS.

- Is there consideration for making the transcript service required so we can ensure the values we are reviewing are accurate? (noticed frequent errors in GPA calculated within DICAS)

  ACEND Response: ACEND will not require transcript entry service because this is an added cost to the applicant and further barrier to entry into dietetics. If an applicant uses the transcript entry service within DICAS, they will still need to review and approve their entered coursework.

- How does a program have different requirements in DICAS for students in their institution or agreement and external students?

  ACEND Response: The program can have two separate applications under the same program which would include separate requirements for the internal versus external applicant. The program may also include conditional questions in their application that will require different documentation based on how the applicant answers specific questions. Visit the ACEND DICAS training page on instructions on how to update your application deadline: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page

- A slide said that DICAS will become the "primary" place for due dates and such. Does this mean the program is not required to also have information on a program webpage outside of DICAS? I guess I am asking if the information required for accreditation is required on both a program website and within DICAS.

  ACEND Response: DICAS will become the primary location for applicants to review application due dates and requirements once all supervised practice/experiential learning programs are required to use DICAS. This will allow the applicant to view all available options and filter programs of interested based on a variety of program characteristics. Programs will still be required to include certain information for prospective students on their website according to the ACEND standards.

- Is it assumed that communications between program directors and applicants will occur via the email option on Web Admit?

  ACEND Response: While communicating via WebAdMIT is an option for program directors to use, this is not the only method of communicating to applicants that programs can use.

- **Application/Timeline questions**
  - If a program decides to use the fall cycle dates for students to begin in the next fall semester, does the program immediately go into rolling admissions after Dec 15?

    ACEND Response: No, after the Fall cycle dates, the program and applicants would start with the Spring application dates. Rolling admissions will only begin after March 16th until the DICAS application closes on July 31st.

  - When is "rolling admissions" end for each cycle?

    ACEND Response: The Fall cycle does not include rolling admission. Rolling admissions begins after March 16th until the DICAS application closes on July 31st.

  - Can you please review the early admission statement you made?

    ACEND Response: The notification due date and decision due dates that are to be followed by all programs are the latest dates that programs can notify applicants of acceptance and when programs can require a decision by an applicant. This means that programs can choose dates earlier than these dates, but not later than these dates for both the Fall and Spring cycle. A program can accept students early into the program; but must wait until the Fall (November 15) and Spring (March 15) Cycle due dates to require students to make a decision.

  - What about a program rescinding an offer to accept another applicant?

    ACEND Response: Programs should not be rescinding offers to applicant to accept another applicant. The program must make offers to applicants up to their program's approved maximum enrollment; the rest of the applicants will be added to the waitlist. If an applicant withdraws or rescinds their application or offer of acceptance, the program may then use a waitlist to make an offer to the next available applicant. This process can continue until the program has filled its slots.

  - What about conditional admits who are still completing their prerequisites?

    ACEND Response: This will remain as it does now when some applicants may still be completing DPD requirements and waiting to obtain a DPD verification statement for example. The program will need to make their admission criteria and contingencies clear to all applicants. In the unlikely event an applicant no longer meets the program's admission criteria, they can be dismissed from the program.

  - What would be recommended for programs who cannot require a deposit (i.e. federal programs)?

    ACEND Response: The Task Force is not suggesting that programs require a deposit. This would be up to each program and/or institution. Applicants want the freedom to select the program that is their first choice. Even when a deposit is not required, the applicant will likely still select the program of their choice.

- Is there a standardized way of contacting students regarding decisions (acceptance/waitlist, etc.)? Via email, or via telephone?

  ACEND Response: At this time, the task force does not require a standardized way to contact applicants regarding decisions; however, programs can use a variety of methods which include emails through DICAS, emails outside of DICAS and/or phone calls.

- Can a program use the fall cycle for applicants from the same institution for a fall start date and the spring cycle for applicants from outside the institution for a fall start date? In other words, both cycles are used for the fall start but the pool of applicants is different for fall and spring cycles.

  ACEND Response: Yes, a program can accept applicants during both cycle dates and within and outside their organization as programs do now.

- If a student accepts a program's offer in the fall cycle, are they able to apply again in the Spring cycle to additional programs or re-apply to programs they may have been rejected from in the fall?

  ACEND Response: Most often, programs using the Fall cycle will have a start date before the Spring cycle; however, there is nothing that would prevent an applicant from applying to additional programs in a different cycle as they can now. The process is student-centered and when the focus is on the students and what works best for their circumstances, we anticipate that fewer students will be rescinding accepted offers. Furthermore, within the traffic rules, applicants are informed of their obligation to notify programs that they are not accepting an offer in a timely manner.

- So if you offer to someone on the waitlist, and it is only March 5th, do you give them until March 15th, or since on the wait list, still give a 48 hr turnaround?

  ACEND Response: A program cannot require an applicant to make a decision before March 15th even if they are on the waitlist. Programs can ask that they respond within a certain timeframe; however, it cannot be a required decision before March 15th for the spring cycle. After March 16th, the program can set their own turnaround deadlines. The example with the 48 hour turnaround can only take place after March 15.

- Is the 100% DICAS requirement starting in Fall 2025 or Fall 2026?
  ACEND Response: The 100% DICAS requirement will begin Fall 2025 (next year, after the pilot cycle ends).

- If we have an undergraduate DPD and a MS level DI. Our MSDI only accepts graduates of our own DPD, so we are NOT required to follow the dates or use DICAS as we only accept from our own institution?
  ACEND Response: Correct, if you are internally accepting your own DPD graduates into your MSDI, you do not need to follow the due dates and DICAS if you choose not to use them.

- **Traffic rules**
    - When is the student expected to notify institutions of denying an admission? For example, institutions can offer as early as they would like but if the student can "rescind" up until the 15th dates, what would be an advantage if a student isn't required to decline offers in a set amount of time from accepting the first.

      ACEND Response: Within the traffic rules, it states that applicants must decline offers from all other programs that offered you acceptance. Students are expected to notify programs as soon as they make a decision. By the due dates of November 15 (Fall cycle) or March 15 (Spring cycle) if a program did not hear from an applicant, the program should assume the applicant did not accept their offer.

    - How does ACEND plan to address potential conflicts or competitive behavior among stakeholders that could undermine the effectiveness of the proposed process, such as penalties?

      ACEND Response: ACEND will receive any reports of possible applicant and program misconduct and will handle those situations as they arise; however, ACEND program directors must also follow a Code of Conduct and Traffic Rules which will help ensure all parties are following the process as intended. ACEND is looking at incorporating a requirement into the ACEND policies and/or standards.

    - Is there anything that would prevent a student from accepting an offer by Dec 15 but then withdrawing later because they get an offer from a program that's more attractive to them?

      ACEND Response: It is up to the applicant to choose a program that best fits their needs. The process is student-centered and when the focus is on the students and what works best for their circumstances, we anticipate that fewer students will be rescinding accepted offers. The Code of Conduct and traffic rules state that an applicant must notify a program if they are rescinding or withdrawing their offer; however, those traffic rules do not specify a timeline.

    - Will students be reprimanded or have to pay a fee if they rescind an offer they have previously accepted excluding a medical or emergency need?

      ACEND Response: The process is student-centered and programs must consider the students' welfare first. When an offer is extended that is advantageous to the student (e.g., less costly, closer to home, their first choice, etc.), neither ACEND nor its programs should prevent the student from selecting the program that works best for them. ACEND will not require students to pay a fee for rescinding an offer. When the focus is on the students and what works best for their circumstance, we anticipate that fewer students will be rescinding accepted offers.

- **Scholarship/Funding**
    - Our University deadline for scholarship applications is in March. Are we able to share that information with program applicants?

      ACEND Response: Yes, programs should be sharing all application deadlines and information about the options for their applicants.

  - Is this acceptance binding? What if we don't have scholarships out yet?

    ACEND Response: In a student-centered approach the acceptance is not binding, meaning the student always reserves the right to rescind an accepted offer. The program may require the applicant to accept the position no later than Match 15th for the Spring cycle; however, once the scholarship offer is made, the student can reevaluate the offer.

  - **The questions below are currently being reviewed by the DAP Taskforce. Responses to these questions will be posted soon.**

    - For schools bound by the Council of Graduate Schools April 15th resolution, we cannot require students to commit to us until after April 15th if financial support is offered. For many programs, financial support is much of the reason students will choose our programs. How can we participate in this process if the decision date for students is March 15th?
    - Is there a way for graduate schools to continue to offer funding to top applicants AND be in compliance with the "April 15 Resolution." https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution . This resolution prevents requiring an applicant to accept / decline before April 15.
    - Council of Graduate School members cannot force a decision from applicants before April 15. ACEND's proposed deadlines will block all dietetic students from being offered funding. This impacts programs at the following schools: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://cgsnet.org/wp-content/uploads/2024/01/CGS_April15_Resolution_Jan312024.pdf More info on this is here: https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution

- **Training questions:**
  - At some point, can you please provide a blurb that directors can provide to our University admissions office to help communicate the new admissions protocol? It would be helpful to include dates, the early admit regulations, code of conduct, what specifically needs to be posted on the website, is there a cost to the University for using DICAS, how much is the cost to the student? I would feel more confident if the communications come from someone at ACEND vs me interpreting what I'm getting from the townhall to admissions. We use SLATE as well.

    ACEND Response: Thank you for the suggestion. The Task Force will consider developing such a message.

- **Other**
  - I've been informed that the "Applicant Guide to Supervised Practice" possibly will be discontinued after 2024. This is concerning as DICAS is not easy to navigate and find information about programs. Any comments?

  ACEND Response: The Applicant Guide to Supervised Practice is a resource provided by the Nutrition and Dietetic Educators and Preceptors (NDEP) Group. For any NDEP resource questions, contact ndep@eatright.org.

  - Will ACEND be requesting programs' information for the Program Directory Page? Add a Program's Open/Closing Application Dates?

    ACEND Response: ACEND is not requesting this information from our programs to be reflected on our Program Directory Page as these due dates will change frequently throughout the year. This information will be required within the DICAS application per the program details page.

- **Where is the best way to get feedback on the pilot?**
  - *ACEND Response:* Feedback may be provided by sending an email to the ACEND mailbox at ACEND@eatright.org.

- **Helpful Resources for DICAS program configuration:**
  - For information on program configuration within DICAS, please refer to the DICAS Training Page located here: https://www.eatrightpro.org/acend/program-directors/application-process-for-program-directors/dicas-training-page

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February 20: Rayane and Cheryl thanked all attendees (329 participants). The call ended at 12:32 pm CT.
March 1: Rayane and Cheryl thanked all attendees (202 participants). The call ended at 12:31 pm CT.

February 20, 2024 Town Hall PPT

New Dietetics Application Process
Pilot 2024-2025

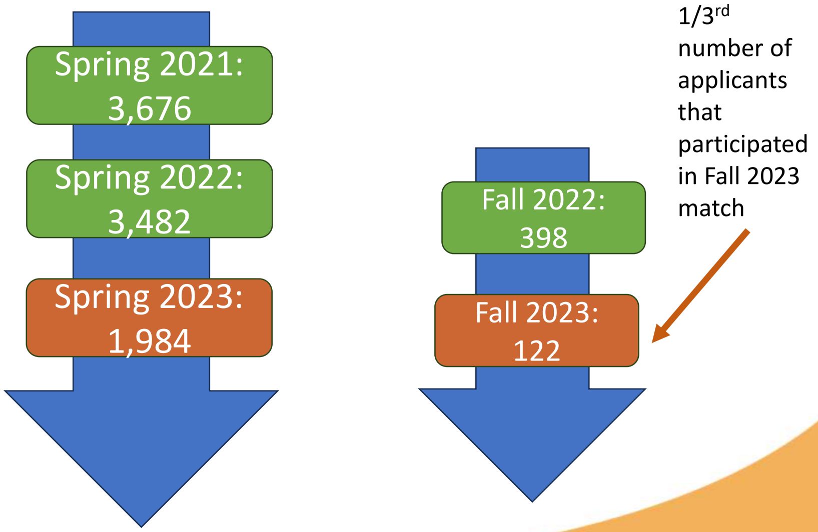
Many signs that the match is not working as intended

Significant Increase in Pre-Select

- Steady increase in number of pre-selected applicants up to 16% in 2023

	2019	2020	2021	2022	2023
% Matched	61%	65%	66%	64%	70%
% Pre-selected	5%	6%	7%	10%	16%

Significant Drop in Number of Applicants Participating in the Match



Spring 2021: 3,676

Spring 2022: 3,482

Spring 2023: 1,984

Fall 2022: 398

Fall 2023: 122

1/3rd number of applicants that participated in Fall 2023 match

Positions Filled Through the Match

2019	2020	2021	2022	**2023**
70%	68%	65%	59%	**38%**

- The match has become increasingly ineffective
- In 2023, 2/3rd of the available DI positions were NOT filled through the match.

Concerns with the DI Match

- Confusing to students
- Limits diversity – adds another hurdle
- Complicated rules that can easily be broken
- CP, GP and pre-select add to the complications as they have varying due dates and acceptance timelines
- Many stories of students backing out, “playing the field”, not following the guidelines
  - ACEND cannot stop students from such behavior
- Many programs are not following the guidelines
- Losing promised interns adds to the workload and angst of DI Directors
  - Often too late to recruit to fill their cohort

NDEP Council Task Force

NDEP Council Decision:

- In 2022 ACEND reached out to the NDEP Council to assign a Task Force to conduct a SWOT analysis of the match and make a recommendation to the ACEND Board
- Computer match survey sent to programs and students: Survey results
  - 67% of students are against the match as it stands
  - 70% of faculty are against the match as it stands

Nutrition and Dietetic Educators and Preceptors

Nutrition and Dietetic Educators and Preceptors (NDEP) is a organizational unit consisting of over 1,350 educator and preceptor members.

NDEP Council Decision

- During its January 2023 meeting, the NDEP Council voted to make the recommendation to the ACEND Board to end the match

ACEND Board Decision
May 2023

- ACEND Board voted to establish the **Dietetics Application Process Task Force** to explore potential solutions for the application process
- Make recommendation to the ACEND Board by Fall 2023

Dietetics Application Process Task Force Members

Cheryl Bacon	**ACEND, Task Force Chair**	**Free-standing DI**
Jennifer Tomesko	ACEND	GP
Ellen Shanley	Academy BOD	CP
Mary Dean Coleman	NDEP/Computer App. Chair	DPD
Ariana Aoun	VA DIs	Free-standing DI
Mallory Mount	NDEP/Marshall Univ.	University DI
Heather Cox	Computer App. Chair	DPD
Alicia Landry	Univ. Central Arkansas	GP
Emily Wilcox Gier	Cornell University	University DI
Marijane Staniec	Boston University	University DI
Paige Pierce	ASCO Optometry	Public Member
Annie Burns	Case Western Reserve	Dietetic Student

Task Force Activities

- Meetings monthly/bi-monthly since June 2023
- Primary focus: student-centered
  - Simplifying/streamlining pathways
  - Limiting costs
  - Minimizing workload, stress and anxiety
  - Fairness to applicants and programs
- Discussed value of match, effective application processes, cycles used by other professions, placing traffic rules, ACEND enforcement, 100% enrollment in a centralized application
- Developed new application process

ACEND Board Decisions
January 2024

ACEND Board voted to

- Discontinue the match through D&D starting Fall 2024
- Adopt the new dietetics application process
  - Delay 100% enrollment in DICAS until 2025-2026 cycle
- Require all SP programs (DIs, CPs, GPs) to follow the notification date and the decisions date. (excludes students selected within the same institution)
- Discontinue the ISPPs pathway for DPD-Verification Statement only
  - PhD ISPPs continue
  - Letter sent to programs with ISPPs on February 5

- Message sent to all programs February 6 and added to February ACEND Update

New Dietetics Application Process
Pilot 2024-2025
Dates and Examples

Application Process of Other Professions

- DAP-TF reviewed application process of more than a dozen health professions (PT, OT, Dentistry, Optometry, Nursing, PA, Pharmacy, Psych, etc.)
- The process used is the same for all professions, including the common graduate school application GRADCAS
- The only variations are the cycle dates (to open/close the cycle) chosen by each profession

Feedback on Proposed Process
Survey to Program Directors

Survey distributed to program directors to provide input on the **first draft** of proposed cycle dates.

- 206 responses: 50% of DIs and GPs; 30% of CPs

Key Takeaways

- No clear concern about cycle dates
- Those who use DICAS are greatly satisfied with the system
- Great concerns that students will accept a program then drop it to accept another one with a later offer:
  - Request to add additional guardrail/due dates
- 85% indicated benefits to 100% enrollment in DICAS
  - Fairness/equity/level playing field were top stated benefits

Feedback on Proposed Process
December 2023 ACEND Town Hall

Shared revised process with examples. (n=341 attendees)

Key Takeaways

- Support from all program types
- Positive comments received for a student-centered process
- Requested slightly earlier notification and decision dates
- Questioned the value of pre-select without D&D match
  - Concern for allowing pre-select only for a handful of programs
- Positive feedback about 100% enrollment in DICAS to support fairness and equity and focus on students

New Application Process for Dietetics – Pilot 2024-2025
Approved by ACEND Board

- Shifted dates by two weeks
- Removed pre-select
- Added Fall Application cycle dates to mirror Spring Application cycle
- Required all DIs, CPs and GPs to follow the notification date and the decision date
- Did not change: Delayed 100% enrollment in Centralized Application System (DICAS) until Fall 2026 to give programs time to adapt

Pilot Cycle Dates
Only for Programs Participating in DICAS

Program Configuration in DICAS

- ○ **April 1, 2024**: DICAS opens for programs to configure application.
- ○ **August 5, 2024**: DICAS opens for applicants

DICAS Closure Date: July 31, 2025:

- ○ **July 31, 2025**: DICAS closes to applicants and reopens August 5, 2025.

Pilot Cycle Dates
Required for all Supervised Practice Programs (ALL DIs, CPs, GPs)

- FALL Due Dates
  1. **December 1, 2024:** Applicant notification due date.
  2. **December 15, 2024:** Applicant decision due date.

- SPRING Due Dates
  1. **March 1, 2025:** Applicant notification due date.
  2. **March 15, 2025:** Applicant decision due date.

Considerations on Removing Pre-Select

- In the absence of a match, the concept of pre-select has been removed
- Programs can still apply the concept – it may take a few modifications: Examples:
  - Second simplified application in DICAS
  - Use Fall Cycle Dates
  - Review and offer early. Abide by acceptance date (Dec 15)

Considerations on Removing Pre-Select

Reminder: Applicants within the same institution

(Includes all programs within the same institution: university, college, hospital, government agency, business entity)

- Continue using the program’s typical process for accepting these students with their own due dates
- Do not need to apply through DICAS

Additional Considerations

D&D Digital will no longer be used after June 2024

- Match/no-match list provided by D&D will no longer be available after June 2024

Report of accepted/rejected applicants

- **Report only available through D&D until June 15, 2024**. DPD programs will need to look at alternate avenues to obtain this information
- With 100% enrollment in DICAS, the “Shared Decision Report” becomes available. ACEND investigating possibility to share with DPDs

Advertising your application

- DICAS platform becomes the primary location for applicants to obtain application due dates (search feature)
- During pilot (2024-2025), programs not using DICAS must advertise their program and due dates on their own website

EXAMPLE: Program Using DICAS Setting Up the Admission Process

Example for Fall Cycle 2024

- **Configures application** in WebAdmit by Jul 15, 2024
  - It takes up to 2-3 weeks to review, approve, and push applications into the live environment before launch
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Oct 18, 2024: All applicants must submit their applications by this date
  - Leaves 6 weeks for review, interviews, and decisions
- Committee **reviews submitted applications** between Oct 21 and Nov 8
- **Interviews applicants** between Nov 11– Nov 22
- **Makes decisions** on those to offer and those waitlisted on Nov 29
- **Notifies applicants of decisions** (accepted, waitlisted, rejected) on or before December 1 (key due date)
- **Requires decision** by December 15 (key due date)
- Optional: Programs can offer to waitlisted applicants as soon as an applicant declines a spot

EXAMPLE: DI with Agreement to Select Students from a Different Institution (referred to as *DPD-X*)

Example for Fall Cycle 2024

- **Configures application** in WebAdmit by Jul 15, 2024
  - May decide to have a separate simplified application within DICAS for students from *DPD-X*
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Oct 15, 2024: All applicants must submit their applications by this date
- Committee **reviews submitted applications** Oct 21
  - May hold separate review on different dates for other applicants
  - May meet with *DPD-X* program director about applications
- **Makes decisions** on *DPD-X* applicants by Nov 1 - **Offers** Nov 2
  - May decide not offer to other applicants until Dec 1
- **Requires decision** by Dec 15 (key due date)
- Internship starts Fall 2025

EXAMPLE: Program Using DICAS Setting Up the Admission Process

Example for Spring Cycle 2025

- **Configures application** in WebAdmit by Jul 15, 2024
  - It takes up to 2-3 weeks to review, approve, and push applications into the live environment before launch
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Jan 15, 2025: All applicants must submit their applications by this date
  - Leaves 6 weeks for review, interviews, and decisions
- Committee **reviews submitted applications** between Jan 15-Feb 7
- **Interviews applicants** between Feb 10-Feb 21
- **Makes decisions** on those to offer and those waitlisted on Feb 21
- Program **notifies applicants of decisions** (accepted, waitlisted, rejected) on or before March 1 (key due date)
- **Requires decision** by March 15 (key due date)
- Optional: Programs can offer to waitlisted applicants as soon as an applicant declines a spot

EXAMPLE: CP or GP Not Using DICAS Following the Required Dates

Example for Spring Cycle 2025

- University **opens its graduate school application** on August 15
- Program follows University **application due date** (e.g., January 6)
- Program conducts their typical admission process **EXCEPT**:
  1. Program **makes sure to notify applicants of decisions** (accepted, waitlisted, rejected) before or by March 1 (Note: key due)
  2. Program **does not require decision until** March 15 (Note: key due date)
- After March 15, program continues their typical admission process

Starting Fall 2025, all programs must use DICAS
(except for students within same institution)

Application Process Example #1

Example of an Applicant -Regular Admission

- DICAS opens August 5 for applicants
- Sam wants to apply to 6 programs
- She searches the program information pages in DICAS
    - Programs 1 and 2: Due date of application is December 15
    - Programs 3 and 4: Due date is January 6
    - Program 5: Due date is January 10
    - Program 6: Due date is January 15

Application Process Example #1

Example Continued

- Sam completes and submits all her applications by November 27:
    - Sends her faculty the request for letters of recommendations
    - Requests **one** set of transcripts
- Sam completes interviews with 2 programs
- Between January 15 and March 1, Sam hears back from the programs:
    - She was accepted into 2 programs
    - Last day to decide is March 15
- On March 8 Sam accepts one of the programs and puts a deposit down.
    - Emails the second program to decline their offer *(note: this program can now offer the spot to an applicant on their waitlist)*

Application Process Example #2

Example of an Applicant - Waitlisted

- DICAS opens August 5 for applicants
- James wants to apply to 4 programs
- He searches the program information page on DICAS
  - Programs 1 and 2: Due date of application is December 21
  - Programs 3: Due date is January 5
  - Program 4: Due date is January 15

Application Process Example #2

Example Continued

- James completes and submits 2 applications by December 6 and 2 applications by January 5:
  - Sends faculty the request for recommendations
  - Requests one set of transcripts
- Between January 1 and March 1, James hears back from the programs:
  - He was rejected from 2 programs
  - He received no interviews
  - He was waitlisted for 2 programs – date he was told will hear back from programs: on of before March 15
- Between March 14-15, James hears back from the 2 programs:
  - He was rejected from one
  - He was offered a spot in the second; response needed within 72 hours
  - James accepts the offer on March 17

Application Process Example #3
Program Director

Example Program Director

- DICAS opens in April for programs
- PD updates their application by July 20 and continues marketing/recruiting
  - PD sets due date for application as January 10
- DICAS opens August 5 for applicants
  - PD begins receiving applications in process
- On January 10, program has 22 complete applications
  - Program accepts 10 students/year
- Program begins the review process (committee review, interviews, etc.)

Application Process Example #3
Program Director

Example Continued

- Program develops 3 lists of applicants:
  - 10 to offer; 7 waitlisted (ranked); 5 rejected
- On March 1, program sends emails to all applicants
  - Those with an offer have a deadline to accept by March 15
  - Waitlisted are informed they will be contacted before March 16
  - Rejected are informed of their rejection
- On March 2:
  - One of the 10 applicants with an offer rejects the position.
  - PD sends offer to one of the applicants on the waitlist with March 15 decision deadline

Application Process Example #3
Program Director

Example Continued

- By March 15:
  - 7 of the 10 applicants with an offer accept the position.
  - PD sends offers to 3 of the waitlisted applicants (Could send an email to all asking if still interested) with 2-day turnaround.
  - PD goes down the list until all 3 open positions are filled.
- By March 25:
  - Program exhausted the waitlist and still has one open position that has not been filled.
  - Program opens their DICAS application and continues to market/recruit until the position is filled.

Reminders

Programs have three cycles available to them (Fall cycle, Spring cycle and after March 15 cycle)

- Programs can make offers anytime prior to notification date of December 1 (Fall Cycle) or March 1 (Spring Cycle)
- Applicants can accept at anytime as soon as they receive an offer and do not have to wait until December 15 (Fall Cycle) or March 15 (Spring Cycle)
- After March 15 programs can start “rolling admission” (old second round) and accept students at any time

Code of Conduct and Traffic Rules

(In Development)

Applicants Code of Conduct and Traffic Rules

CODE OF CONDUCT FOR APPLICANTS:

- As an applicant to the profession of nutrition and dietetics, I pledge to:
  - Act with honesty and integrity…
  - Be responsible and accountable for my actions…
  - Be respectful of admission faculty and staff...

Applicants Code of Conduct and Traffic Rules

By December 15 (Fall Cycle) or March 15 (Spring Cycle)

- If you were offered admission into more than one program, you MUST choose the program in which you will enroll.
- You MUST decline offers from all other programs that offered you acceptance.
- After December 15 (Fall Cycle) or March 15 (Spring Cycle), if you receive and choose to accept an alternative offer you MUST rescind/withdraw your acceptance at the program where you had previously accepted an offer PRIOR to accepting the offer at the new program.

Programs Code of Conduct and Traffic Rules

On or Before December 15 (Fall Cycle) or March 15 (Spring Cycle)

- Programs that require a deposit from applicants to hold their spot may NOT coerce applicants to pay the deposit before December 15 (Fall Cycle) or March 15 (Spring Cycle).
  - If voluntarily paid by the applicant, programs can accept the deposit before December 15 (Fall Cycle) or March 15 (Spring Cycle).

After December 15 (Fall Cycle) or March 15 (Spring Cycle)

- Programs may market and recruit students throughout the application cycle; however, once a student accepts an offer, programs CANNOT poach or coerce the student to rescind/withdraw their offer to the other program.

Program Code of Conduct Violations During the Pilot Year 2024-2025

If ACEND receives a complaint about a program not adhering to these rules, ACEND will contact the program to learn more, and if the complaint is valid, subsequent violations may result in additional ACEND action.

Traffic Rules During Pilot

During the 2024-2025 pilot

- ACEND will collect information on major violations to inform the DAP-TF in revising the rules for the following cycle.

Dietetics Application Process Things to Remember…

1. This is a pilot
2. All DIs, CPs and GPs must follow the notification date and the decision date
3. Programs set their own deadline for application due date
4. Programs decide when to make an offer
5. Program cannot require decision be made by applicants before March 15 (for Spring) December 15 (for Fall)
6. Must abide by traffic rules
7. 100% enrollment in DICAS is proposed for all supervised practice programs for the 2025-2026 cycle

Reminder of Key Pilot Cycle Dates Required for all Supervised Practice Programs (ALL DIs, CPs, GPs)

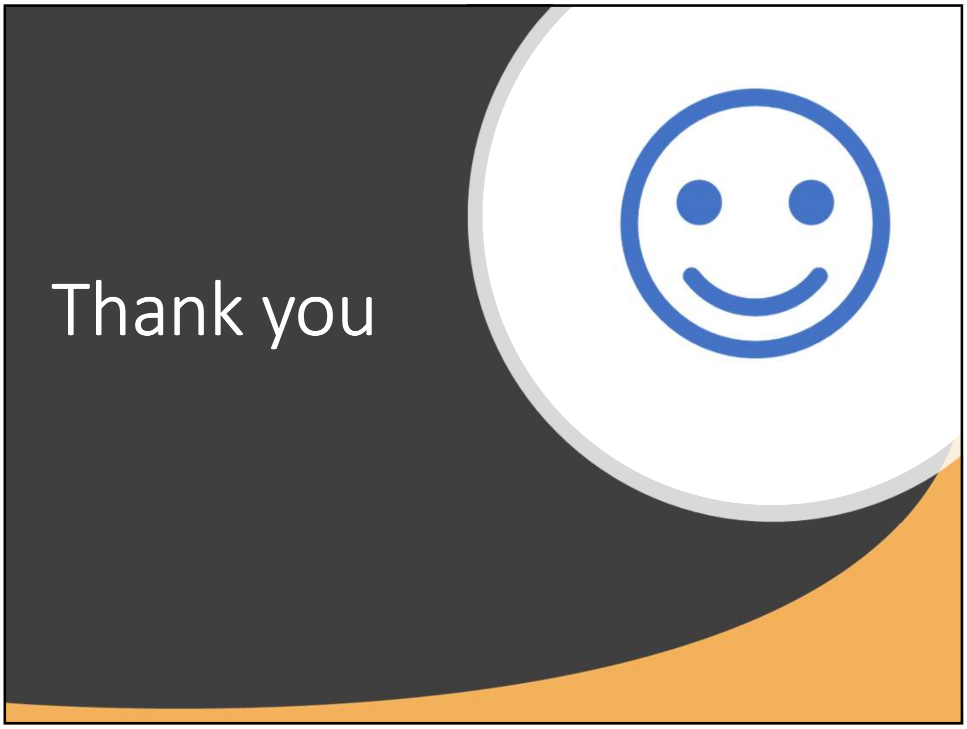
- FALL Due Dates
  1. **December 1, 2024:** Applicant notification due date (last day).
  2. **December 15, 2024:** Applicant decision due date (last day).
- SPRING Due Dates
  1. **March 1, 2025:** Applicant notification due date (last day).
  2. **March 15, 2025:** Applicant decision due date (last day).

Next Steps

1. Finalize code of conduct and traffic rules based on feedback
2. Develop guidance for programs especially free-standing DI programs that do not have the support of an admissions office
3. Develop program training needs
4. Collect feedback based on pilot to inform the process (e.g., survey, town halls, etc.)
5. Incorporate application requirements in ACEND P&P Manual and/or 2027 Standards, where possible

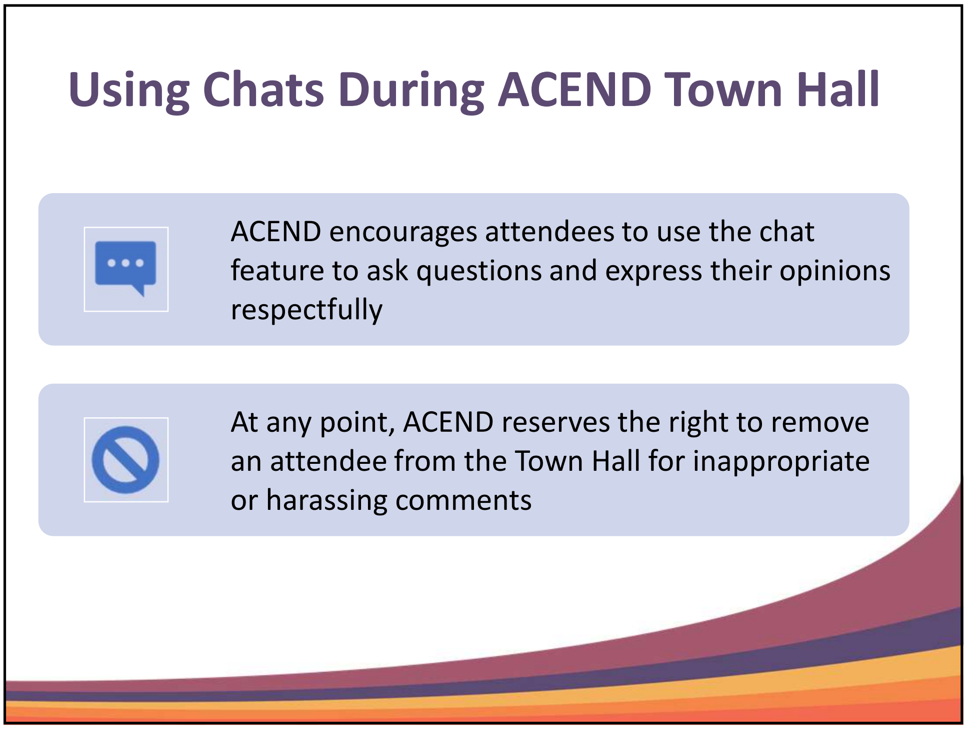
Additional Presentations

1. ACEND Town Hall: Friday March 1, 2024, 11:00 am – 12:30 pm CT
    - Register on ACEND website
2. NDEP Regional Meeting, Seattle WA
    - Breakout Session on Thursday April 4 at 11:00 am CT
    - Roundtable Discussion on Thursday April 4 at 1:15 pm CT



Thank you

New Dietetics Application Process Pilot 2024-2025



Using Chats During ACEND Town Hall

- ACEND encourages attendees to use the chat feature to ask questions and express their opinions respectfully
- At any point, ACEND reserves the right to remove an attendee from the Town Hall for inappropriate or harassing comments

This webinar is being recorded

The slides and recording will be shared on the ACEND town hall webpage

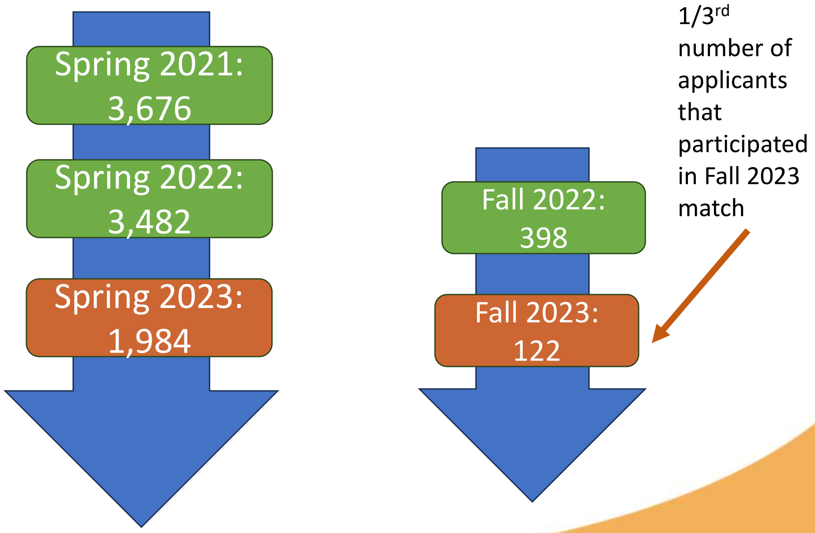
Many signs that the match is not working as intended

Significant Increase in Pre-Select

- Steady increase in number of pre-selected applicants up to 16% in 2023

	2019	2020	2021	2022	2023
% Matched	61%	65%	66%	64%	70%
% Pre-selected	5%	6%	7%	10%	16%

Significant Drop in Number of Applicants Participating in the Match



Spring 2021: 3,676

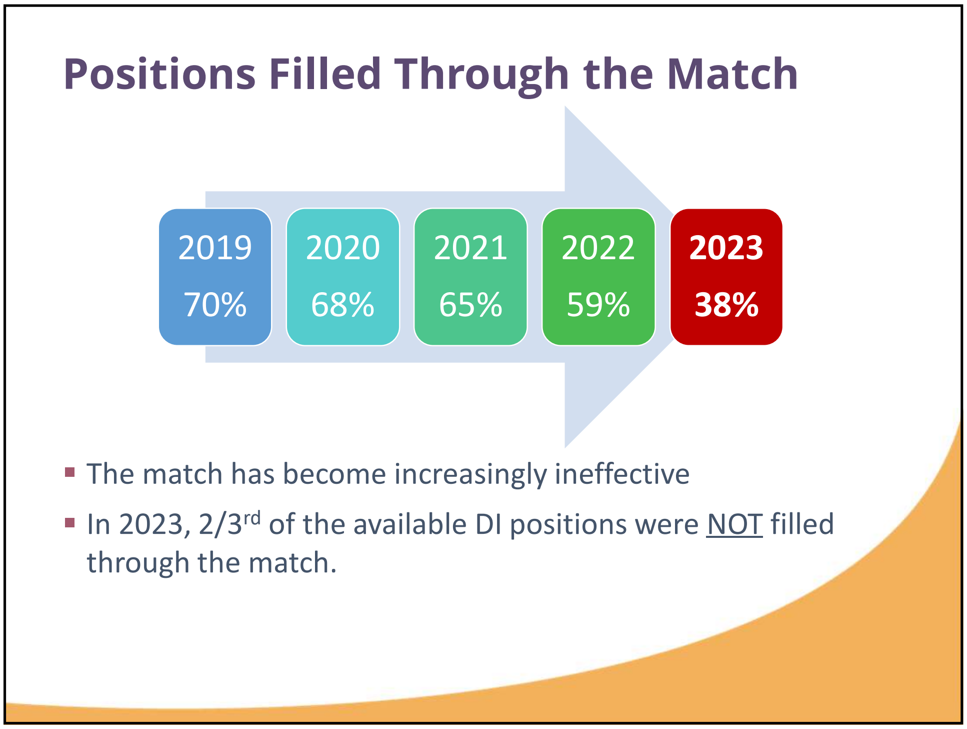
Spring 2022: 3,482

Spring 2023: 1,984

Fall 2022: 398

Fall 2023: 122

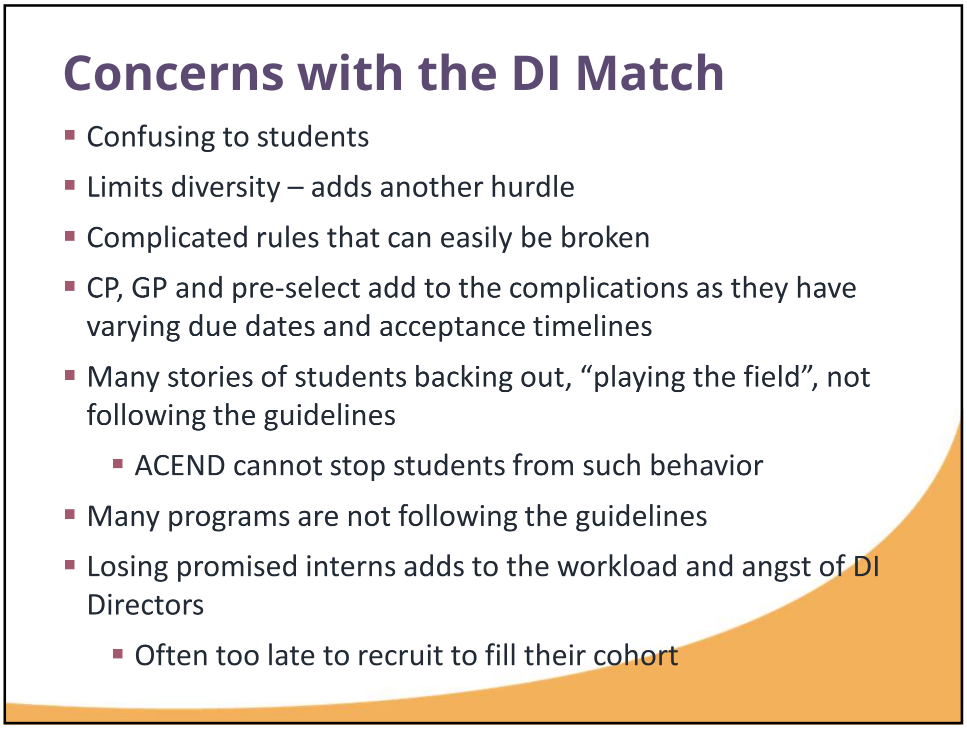
1/3rd number of applicants that participated in Fall 2023 match



Positions Filled Through the Match

2019	2020	2021	2022	**2023**
70%	68%	65%	59%	**38%**

- The match has become increasingly ineffective
- In 2023, 2/3rd of the available DI positions were NOT filled through the match.



Concerns with the DI Match

- Confusing to students
- Limits diversity – adds another hurdle
- Complicated rules that can easily be broken
- CP, GP and pre-select add to the complications as they have varying due dates and acceptance timelines
- Many stories of students backing out, “playing the field”, not following the guidelines
  - ACEND cannot stop students from such behavior
- Many programs are not following the guidelines
- Losing promised interns adds to the workload and angst of DI Directors
  - Often too late to recruit to fill their cohort

NDEP Council Task Force

NDEP Council Decision:

- In 2022 ACEND reached out to the NDEP Council to assign a Task Force to conduct a SWOT analysis of the match and make a recommendation to the ACEND Board
- Computer match survey sent to programs and students: Survey results
  - 67% of students are against the match as it stands
  - 70% of faculty are against the match as it stands

Nutrition and Dietetic Educators and Preceptors

Nutrition and Dietetic Educators and Preceptors (NDEP) is a organizational unit consisting of over 1,350 educator and preceptor members.

NDEP Council Decision

- During its January 2023 meeting, the NDEP Council voted to make the recommendation to the ACEND Board to end the match

ACEND Board Decision
May 2023

- ACEND Board voted to establish the **Dietetics Application Process Task Force** to explore potential solutions for the application process
- Make recommendation to the ACEND Board by Fall 2023

Dietetics Application Process Task Force Members

Cheryl Bacon	**ACEND, Task Force Chair**	**Free-standing DI**
Jennifer Tomesko	ACEND	GP
Ellen Shanley	Academy BOD	CP
Mary Dean Coleman	NDEP/Computer App. Chair	DPD
Ariana Aoun	VA DIs	Free-standing DI
Mallory Mount	NDEP/Marshall Univ.	University DI
Heather Cox	Computer App. Chair	DPD
Alicia Landry	Univ. Central Arkansas	GP
Emily Wilcox Gier	Cornell University	University DI
Marijane Staniec	Boston University	University DI
Paige Pierce	ASCO Optometry	Public Member
Annie Burns	Case Western Reserve	Dietetic Student

Task Force Activities

- Meetings monthly/bi-monthly since June 2023
- Primary focus: student-centered
  - Simplifying/streamlining pathways
  - Limiting costs
  - Minimizing workload, stress and anxiety
  - Fairness to applicants and programs
- Discussed value of match, effective application processes, cycles used by other professions, placing traffic rules, ACEND enforcement, 100% enrollment in a centralized application
- Developed new application process

ACEND Board Decisions
January 2024

ACEND Board voted to

- Discontinue the match through D&D starting Fall 2024
- Adopt the new dietetics application process
  - Delay 100% enrollment in DICAS until 2025-2026 cycle
- Require all SP programs (DIs, CPs, GPs) to follow the notification date and the decisions date (Key dates).
  - Excludes students selected within the same institution, as well as WIC and PhD-ISPPs
  - These program types DO NOT need to use DICAS and DO NOT need to follow the key dates.
- Message sent to all programs February 6 and added to February ACEND Update

New Dietetics Application Process
Pilot 2024-2025
Dates and Examples

Application Process of Other Professions

- DAP-TF reviewed application process of more than a dozen health professions (PT, OT, Dentistry, Optometry, Nursing, PA, Pharmacy, Psych, etc.)
- The process used is the same for all professions, including the common graduate school application GRADCAS
- The only variations are the cycle dates (to open/close the cycle) chosen by each profession

Feedback on Proposed Process

Survey to Program Directors

Survey distributed to program directors to provide input on the **first draft** of proposed cycle dates.

- 206 responses: 50% of DIs and GPs; 30% of CPs

Key Takeaways

- No clear concern about cycle dates
- Those who use DICAS are greatly satisfied with the system
- Great concerns that students will accept a program then drop it to accept another one with a later offer:
  - Request to add additional guardrail/due dates
- 85% indicated benefits to 100% enrollment in DICAS
  - Fairness/equity/level playing field were top stated benefits

Feedback on Proposed Process

December 2023 ACEND Town Hall

Shared revised process with examples. (n=341 attendees)

Key Takeaways

- Support from all program types
- Positive comments received for a student-centered process
- Requested slightly earlier notification and decision dates
- Questioned the value of pre-select without D&D match
  - Concern for allowing pre-select only for a handful of programs
- Positive feedback about 100% enrollment in DICAS to support fairness and equity and focus on students

New Application Process for Dietetics – Pilot 2024-2025
Approved by ACEND Board

- Removed pre-select
- Added Fall Application cycle dates to mirror Spring Application cycle
- Required all DIs, CPs and GPs to follow the notification date and the decision date
- Did not change: Delayed 100% enrollment in Centralized Application System (DICAS) until Fall 2026 to give programs time to adapt

Feedback on Proposed Process
February 2024 ACEND Town Hall

- Voiced concerns that the Fall cycle dates of December 1 (applicant notification date) and December 15 (applicant decision date), do not allow enough time for applicant onboarding
- To remain applicant-focused and support the programs, the dates were shifted to November.

Revised Fall Dates

1. **November 1, 2024:** Applicant notification due date.
2. **November 15, 2024:** Applicant decision due date.

Pilot Cycle Dates
Only for Programs Participating in DICAS

Program Configuration in DICAS

- **April 1, 2024**: DICAS opens for programs to configure application.
- **August 5, 2024**: DICAS opens for applicants

DICAS Closure Date: July 31, 2025:

- **July 31, 2025**: DICAS closes to applicants and reopens August 5, 2025.

Pilot Cycle Dates
Required for all Supervised Practice Programs (ALL DIs, CPs, GPs)

- FALL Due Dates: Note shift to November

  1. **November 1, 2024:** Applicant notification due date.
  2. **November 15, 2024:** Applicant decision due date.

- SPRING Due Dates

  1. **March 1, 2025:** Applicant notification due date.
  2. **March 15, 2025:** Applicant decision due date.

Considerations on Removing Pre-Select

- In the absence of a match, the concept of pre-select has been removed
- Programs can still apply the concept – it may take a few modifications: Examples:
    - Second simplified application in DICAS
    - Use Fall Cycle Dates
    - Review and offer early. Abide by acceptance date (November 15)

Considerations on Removing Pre-Select

Reminder: Applicants within the same institution

(Includes all programs within the same institution: university, college, hospital, government agency, business entity)

- Continue using the program's typical process for accepting these students with their own due dates
- Do not need to apply through DICAS

Additional Considerations

D&D Digital will no longer be used after June 2024

- Match/no-match list provided by D&D will no longer be available after June 2024

Report of accepted/rejected applicants

- **Report only available through D&D until June 15, 2024**. DPD programs will need to look at alternate avenues to obtain this information
- With 100% enrollment in DICAS, the “Shared Decision Report” becomes available. ACEND investigating possibility to share with DPDs

Advertising your application

- DICAS platform becomes the primary location for applicants to obtain application due dates (search feature)
- During pilot (2024-2025), programs not using DICAS must advertise their program and due dates on their own website

Additional Considerations
DPD Programs

The Task Force Recognizes the implications for DPD programs regarding the process for tracking their applicants who were accepted/rejected.

- ACEND is working with DICAS to explore potential solutions.
- ACEND welcomes input from DPD programs during the pilot.

February 20 Town Hall Themes

Fall Cycle Dates too late to allow onboarding of applicants

- Fall Cycle Dates were moved to November 1 and 15

Clarifications if a program can use both Fall and Spring Cycles

- Programs are able to use both cycles as long as they abide by the key deadline dates (notification and decision).

The impact of the process on conditional admits

- No impact perceived.

Request for ACEND to provide communication to university admissions on the new process

- ACEND will work on such a communication

February 20 Town Hall Themes

Confusion between pre-select and new process

- Pre-select was connected to the match and required ACEND review and approval
- The new application process offer programs great flexibility. Within the framework of the notification and decision dates,
  1. Programs set their own application deadlines
  2. Programs may have a wide time frame for accepting applications. E.g., for Spring Cycle, the window for a program to accept applications spans from August 5, 2024, until March 1, 2025

February 20 Town Hall Themes

Confusion about DICAS features

In DICAS Programs can:

- Set their own open and close date for their applications.
- Request documentation based on program needs.
  - Letters of reference, personal statement, unofficial transcripts, etc.
- Configure multiple applications/programs based on differing dates or application requirements as needed.
- Set conditional questions to filter applications for program offerings.
- Filter applications based on submission date, start term, answers to conditional questions or other features set by the program.

Benefits of Student-Centered Admission Process

- The match forced students to accept a program that may not have been their first choice
  - No program wants to enroll a student who wishes to be elsewhere
- When the pathway into dietetics is student-centered:
  - Familiar (resembles university admission process)
  - Simple-mainstream (no more complex than any other health profession)
  - Streamlined (one application for all programs)
  - Allows the student choice

This may make dietetics more competitive and should support increased enrollment (less attrition from DPDs)

EXAMPLE: Program Using DICAS Setting Up the Admission Process

Example for Fall Cycle 2024

- **Configures application** in WebAdmit by Jul 15, 2024
  - It takes up to 2-3 weeks to review, approve, and push applications into the live environment before launch
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Oct 1, 2024: All applicants must submit their applications by this date
  - Leaves 4 weeks for review, interviews, and decisions
- Committee **reviews submitted applications** between Oct 2 and Oct 15
- **Interviews applicants** between Oct 16 and Oct 29
- **Makes decisions** on those to offer and those waitlisted on Oct 31
- **Notifies applicants of decisions** (accepted, waitlisted, rejected) on or before November 1 (key due date)
- **Requires decision** by November 15 (key due date)
- Optional: Programs can offer to waitlisted applicants as soon as an applicant declines a spot

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EXAMPLE: DI with Agreement to Select Students from a Different Institution (referred to as *DPD-X*)

Example for Fall Cycle 2024

- **Configures application** in WebAdmit by Jul 15, 2024
  - May decide to have a separate simplified application within DICAS for students from *DPD-X*
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Oct 11, 2024: All applicants must submit their applications by this date
- Committee **reviews submitted applications by** Oct 21
  - May hold separate review on different dates for other applicants
  - May meet with *DPD-X* program director about applications
- **Makes decisions** on *DPD-X* applicants by Oct 24 - **Offers** Oct 25
- **Requires decision** by Nov 15 (key due date)
- Participates in Spring Cycle for other applicants who are outside DPD-X with agreement.

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EXAMPLE: Program Using DICAS Setting Up the Admission Process

Example for Spring Cycle 2025

- **Configures application** in WebAdmit by Jul 15, 2024
    - It takes up to 2-3 weeks to review, approve, and push applications into the live environment before launch
- **Opens application** on Aug 5, 2024 (or after): Applicants can submit application anytime after the program open date
- **Sets application due date** as Jan 15, 2025: All applicants must submit their applications by this date
    - Leaves 6 weeks for review, interviews, and decisions
- Committee **reviews submitted applications** between Jan 15-Feb 7
- **Interviews applicants** between Feb 10-Feb 21
- **Makes decisions** on those to offer and those waitlisted on Feb 21
- Program **notifies applicants of decisions** (accepted, waitlisted, rejected) on or before March 1 (key due date)
- **Requires decision** by March 15 (key due date)
- Optional: Programs can offer to waitlisted applicants as soon as an applicant declines a spot

EXAMPLE: CP or GP Not Using DICAS Following the Required Dates

Example for Spring Cycle 2025

- University **opens its graduate school application** on August 15
- Program follows University **application due date** (e.g., January 6)
- Program conducts their typical admission process **EXCEPT**:
    1. Program **makes sure to notify applicants of decisions** (accepted, waitlisted, rejected) before or by March 1 (Note: key due)
    2. Program **does not require decision until** March 15 (Note: key due date)
- After March 15, program continues their typical admission process

Starting Fall 2025, all programs must use DICAS
(except for students within same institution)

Application Process Example #1

Example of an Applicant -Regular Admission

- DICAS opens August 5 for applicants
- Sam wants to apply to 6 programs
- She searches the program information pages in DICAS
  - Programs 1 and 2: Due date of application is December 15
  - Programs 3 and 4: Due date is January 6
  - Program 5: Due date is January 10
  - Program 6: Due date is January 15

Application Process Example #1

Example Continued

- Sam completes and submits all her applications by November 27:
  - Sends her faculty the request for letters of recommendations
  - Requests **one** set of transcripts
- Sam completes interviews with 2 programs
- Between January 15 and March 1, Sam hears back from the programs:
  - She was accepted into 2 programs
  - Last day to decide is March 15
- On March 8 Sam accepts one of the programs and puts a deposit down.
  - Emails the second program to decline their offer *(note: this program can now offer the spot to an applicant on their waitlist)*

Application Process Example #2

Example of an Applicant - Waitlisted

- DICAS opens August 5 for applicants
- James wants to apply to 4 programs
- He searches the program information page on DICAS
  - Programs 1 and 2: Due date of application is December 21
  - Programs 3: Due date is January 5
  - Program 4: Due date is January 15

Application Process Example #2

Example Continued

- James completes and submits 2 applications by December 6 and 2 applications by January 5:
  - Sends faculty the request for recommendations
  - Requests one set of transcripts
- Between January 1 and March 1, James hears back from the programs:
  - He was rejected from 2 programs
  - He received no interviews
  - He was waitlisted for 2 programs – date he was told will hear back from programs: on of before March 15
- Between March 14-15, James hears back from the 2 programs:
  - He was rejected from one
  - He was offered a spot in the second; response needed within 72 hours
  - James accepts the offer on March 17

Application Process Example #3
Program Director

Example Program Director

- DICAS opens in April for programs
- PD updates their application by July 15 and continues marketing/recruiting
  - PD sets due date for application as January 10
- DICAS opens August 5 for applicants
  - PD begins receiving applications in process
- On January 10, program has 22 complete applications
  - Program accepts 10 students/year
- Program begins the review process (committee review, interviews, etc.)

Application Process Example #3
Program Director

Example Continued

- Program develops 3 lists of applicants:
  - 10 to offer; 7 waitlisted (ranked); 5 rejected
- On March 1, program sends emails to all applicants
  - Those with an offer have a deadline to accept by March 15
  - Waitlisted are informed they will be contacted before March 16
  - Rejected are informed of their rejection
- On March 2:
  - One of the 10 applicants with an offer rejects the position.
  - PD sends offer to one of the applicants on the waitlist with March 15 decision deadline

Application Process Example #3
Program Director

Example Continued

- By March 15:
  - 7 of the 10 applicants with an offer accept the position.
  - PD sends offers to 3 of the waitlisted applicants (Could send an email to all asking if still interested) with 2-day turnaround.
  - PD goes down the list until all 3 open positions are filled.
- By March 25:
  - Program exhausted the waitlist and still has one open position that has not been filled.
  - Program opens their DICAS application and continues to market/recruit until the position is filled.

Reminders

Programs have three cycles available to them (Fall cycle, Spring cycle and after March 15 cycle)

- Programs can make offers anytime prior to notification date of November 1 (Fall Cycle) or March 1 (Spring Cycle)
- Applicants can accept at anytime as soon as they receive an offer and do not have to wait until November 15 (Fall Cycle) or March 15 (Spring Cycle)
- After March 15 programs can start “rolling admission” (old second round) and accept students at any time

Code of Conduct and Traffic Rules

(In Development)

Applicants Code of Conduct and Traffic Rules

CODE OF CONDUCT FOR APPLICANTS:

- As an applicant to the profession of nutrition and dietetics, I pledge to:
  - Act with honesty and integrity…
  - Be responsible and accountable for my actions…
  - Be respectful of admission faculty and staff...
  - Abide by the Admission Traffic Rules for Applicants.

Applicants Code of Conduct and Traffic Rules

By November 15 (Fall Cycle) or March 15 (Spring Cycle)

- If you were offered admission into more than one program, you MUST choose the program in which you will enroll.
- You MUST decline offers from all other programs that offered you acceptance.
- In consideration of your fellow applicants and the institutions you are applying to, after November 15 (Fall Cycle) or March 15 (Spring Cycle), if you receive and accept an alternative offer you MUST rescind/withdraw your acceptance at the program where you had previously accepted an offer PRIOR to accepting the offer at the new program.

DICAS Applicant Attestation
Pilot 2024-2025

On the Applicant Certification Page within DICAS, a new attestation will be added:

- I have reviewed, understand, and promise to adhere to the Dietetics Applicant Code of Conduct and Traffic Rules, Pilot 2024-2025. (document linked here)

☑ I agree

Programs Code of Conduct and Traffic Rules

On or Before November 15 (Fall Cycle) or March 15 (Spring Cycle)

- Programs that require a deposit from applicants to hold their spot may NOT coerce applicants to pay the deposit before November 15 (Fall Cycle) or March 15 (Spring Cycle).
  - If voluntarily paid by the applicant, programs can accept the deposit before November 15 (Fall Cycle) or March 15 (Spring Cycle).

After November 15 (Fall Cycle) or March 15 (Spring Cycle)

- Programs may market and recruit students throughout the application cycle; however, once a student accepts an offer, programs CANNOT poach or coerce the student to rescind/withdraw their offer to the other program.

Program Code of Conduct Violations During the Pilot Year 2024-2025

If ACEND receives a complaint about a program not adhering to these rules, ACEND will contact the program to learn more, and if the complaint is valid, subsequent violations may result in additional ACEND action.

Traffic Rules During Pilot

During the 2024-2025 pilot

- ACEND will collect information on major violations to inform the DAP-TF in revising the rules for the following cycle.

Dietetics Application Process Things to Remember…

1. This is a pilot
2. All DIs, CPs and GPs must follow the notification date and the decision date
3. Programs set their own deadline for application due date
4. Programs decide when to make an offer
5. Program cannot require decision be made by applicants before March 15 (for Spring) November 15 (for Fall)
6. Must abide by traffic rules
7. 100% enrollment in DICAS is proposed for all supervised practice programs for the 2025-2026 cycle

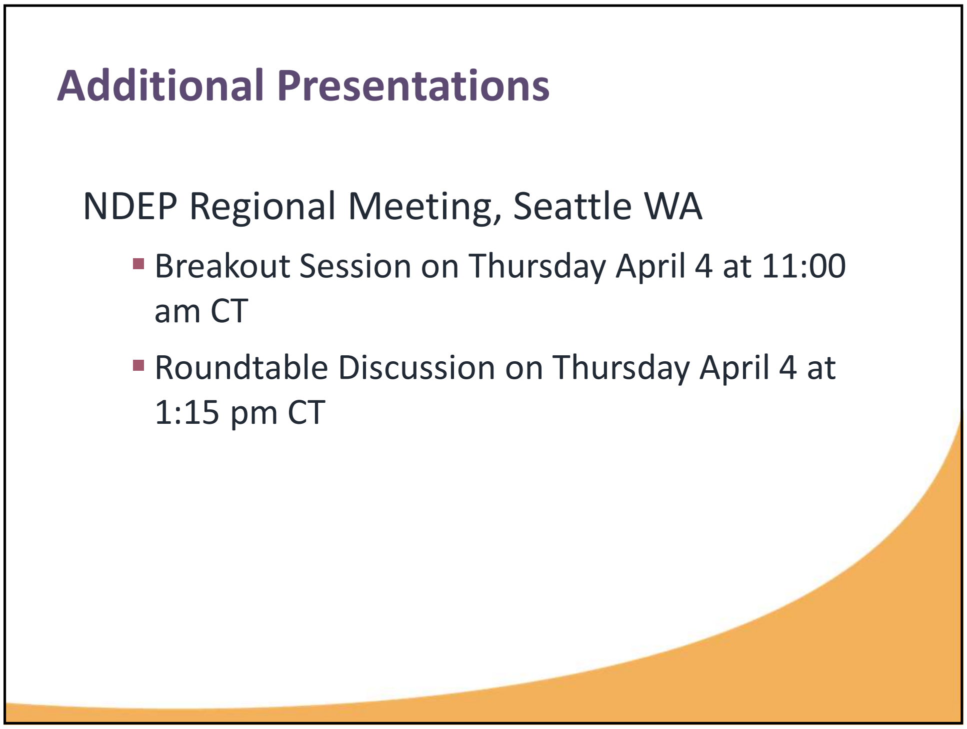
Reminder of Key Pilot Cycle Dates
Required for all Supervised Practice Programs (ALL DIs, CPs, GPs)

- FALL Due Dates
  1. **November 1, 2024:** Applicant notification due date (last day).
  2. **November 15, 2024:** Applicant decision due date (last day).

- SPRING Due Dates
  1. **March 1, 2025:** Applicant notification due date (last day).
  2. **March 15, 2025:** Applicant decision due date (last day).

Next Steps

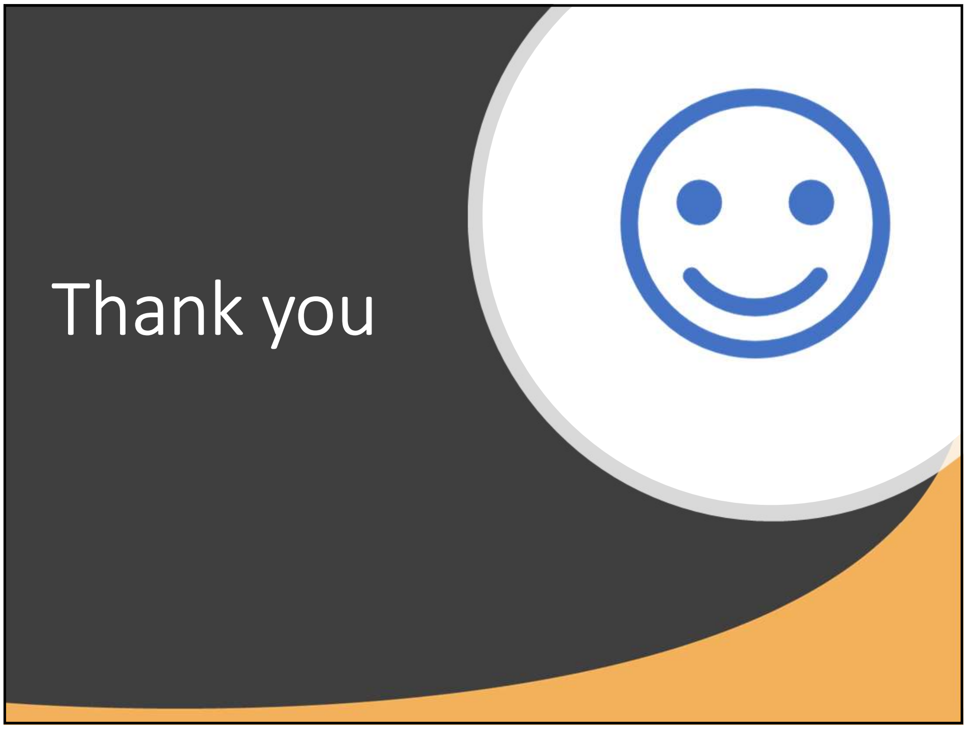
1. Finalize code of conduct and traffic rules based on feedback
2. Develop guidance for programs especially free-standing DI programs that do not have the support of an admissions office
3. Develop program training needs
4. Collect feedback based on pilot to inform the process (e.g., survey, town halls, etc.)
5. Incorporate application requirements in ACEND P&P Manual and/or 2027 Standards, where possible



Additional Presentations

NDEP Regional Meeting, Seattle WA

- Breakout Session on Thursday April 4 at 11:00 am CT
- Roundtable Discussion on Thursday April 4 at 1:15 pm CT



Thank you