

San Jose State University  
Department of Nutrition, Food Science & Pkg  
Didactic Program in Dietetics (DPD)

Ashwini Wagle, Ed.D MS, RD  
Professor and DPD Director  
(408) 924-3110  
[Ashwini.Wagle@sjsu.edu](mailto:Ashwini.Wagle@sjsu.edu)

## INSTRUCTIONS FOR DPD TRANSCRIPT EVALUATION

### US STUDENTS

*Students who have received their Bachelor's or Master's degrees from other US universities need to be accepted in the SJSU Master's program for DPD transcript evaluation.*

1. Collect copies of official transcripts of community colleges, colleges, and universities which you have attended. You may use an unofficial website printout copy of courses taken and grades received from SJSU. Use the curriculum plan for dietetics as a checklist.
2. Submit a complete set of transcripts, with your curriculum plan checklist. On the checklist, please indicate the year and semester, grade, and institute for each course which was completed. If you had permission to replace a course with a substitute, please indicate this on your checklist.
3. Attach a cover letter providing the following information:
  - Your official name (middle initial, etc.) to be used on the *Declaration of Intent / Verification Statement*
  - The month/year of degree(s) (B.S. or M.S.) received or expected
  - Your phone numbers (home and work) and your email address. Give hours where you can be reached, and your address for mailing (during summer/winter breaks).
  - Indicate the date you need the transcript evaluation and how you plan to pick it up.
4. Attach a check, made payable to **SJSU**:  
  
\$25 for students pursuing a degree in Nutritional Science
5. Allow approximately two weeks for the evaluation and preparation of *Declaration of Intent / Verification Statement*.

### **DPD Documents**

1. The *Declaration of Intent* is the first document issued upon transcript evaluation by the DPD Director. The *Verification Statement* is the last document issued upon graduation.
2. You may use *Declaration of Intent* for all internship applications. However, when you have completed all the courses listed on the Declaration of Intent, you should request that the final

*Verification Statement* to be issued to you. No additional fee is required. During summer breaks, please allow 6 weeks.

3. When requesting the final *Verification Statement*, you need to provide **your official SJSU transcript**. Please note that official transcripts are required for all courses completed outside of SJSU ie. Community Colleges etc.
4. Please verify that your official transcript states “Degree Conferred with Concentration in Dietetics” before requesting the *Verification Statement*.
5. *Verification Statement* is the final form you will need for this evaluation. You will receive a total of 6 copies of this statement. One copy is used for each of the following:
  - a. To submit to the Internship training site
  - b. For the R.D. exam
  - c. To apply for AND membership
  - d. For some state license/certificate (Not required in California)
  - e. Others
  - f. For yourself

### **Important Information**

- For graduate student opting for a dietetic internship (internship nationwide or internship at SJSU), you need to have your DPD transcript evaluated prior to taking graduate level courses.
- Please be advised that SJSU Department of Nutrition, Food Science and Packaging requires prospective students to have a GPA of 3.0 or better for all support courses with no grade lower than “C” to be eligible for the DPD Program. Students lacking support courses are advised to consult the DPD course requirements for SJSU and complete Chem 1A, Chem 30B, Micro 20 and Bio 66 or equivalent prior to transcript evaluation.
- SJSU Department of Nutrition, Food Science and Packaging program requires a 7-year recency from the date of transcript evaluation on all science based support courses and DPD courses. Students will be required to repeat courses completed more than 7 years prior.
- Students may do the support courses listed in the DPD course requirements advising sheet at Community Colleges as long as the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and also include NUFS 8 Nutrition for Health Professions. Please refer to [www.assist.org](http://www.assist.org) for more information on articulation.
- All major requirements listed in the DPD advising sheet including Chem 132 Biochemistry and Chem 132 (L) Biochemistry Lab must be taken at San Jose State University (SJSU)
- Students may not transfer more than two DPD major courses from other four-year colleges to be eligible for the DPD Verification Statement from SJSU.