

Declaration of Intent to Complete Didactic Program in Dietetics

For the DPD Director to complete your Declaration of Intent (DOI), you must provide the following information

First name: _____ **Middle name:** _____

Last name: _____ **Email:** _____

SJSU ID: _____

Program to be completed at SJSU:

- BS in Nutritional Science concentration in Dietetics
- MS in Nutritional Science

Expected graduation date (*include month and year*): _____

Checklist of items to be included in the packet:

- Official transcript(s) of Community College(s) for classes identified in this form, if applicable
- SJSU transcript (official transcript needed when requesting the final DPD verification statement)
- DPD required coursework checklist
- Check of \$25 made payable to SJSU

Submission instructions:

1. Email all documents to the DPD director (giselle.pignotti@sjsu.edu). In this case, you must email official transcripts to yourself. Please submit only one email with all documents, the subject of your email should be "DOI Request - Your name". Requests will be processed once the check is received.
2. You may drop off your check at the NUFS department in CCB 200 or mail it to:
Giselle Pignotti
San Jose State University
Nutrition, Food Science and Packaging
One Washington Square, CA 95192-0058

Note: The DPD program is only available to SJSU students in the **BS in Nutritional Science concentration in Dietetics** and **MS in Nutritional Science**.

SJSU DPD Required Coursework Checklist

Student: _____ **Date:** _____

Required DPD Course	Semester/Year Completed or Expected	Grade Earned	If not taken at SJSU	
			Institution name	Course Number
CORE SUPPORT COURSES				
Biol 66 Physiology				
Chem 1A General Chemistry				
Chem 30B Organic Chemistry				
Chem 132 Biochemistry				
Chem 132L Biochemistry Lab				
HS or NUFS 100W Writing Workshop				
Micr 20 Gen. Bacteriology				
Pysc 1 Psychology				
Stat 95 or HS 67 Statistics				
CORE MAJOR COURSES				
NuFS 8 Nutrition Health Prof				
NuFS 20 Sanitation & Envir Issues				
NuFS 31 Professionalism NuFS				
NuFS 101A Food Science				
NuFS 103 Food Process & Pkg				
NUFS 106A Human Nutr Life Span				
NuFS 106B Research Method Nutr				
NuFS 111 Foodservice Prod Mgmt				
HPrf 135 Health Multicultural Soc				
NuFS 192 Field Experience				
Pkg 107 Principles of Pkg				

Required DPD Course	Semester/Year Completed or Expected	Grade Earned	If not taken at SJSU	
			Institution name	Course Number
Complete one course from				
NuFS 139 Hunger & Environ Nutr				
NuFS 144 Food and Culture				
CONCENTRATION COURSES				
NuFS 108A Nutrition & Metabolism				
NuFS 109 Advanced Nutrition				
NuFS 110A Medical Nutrition Therapy				
NuFS 110B Medical Nutrition Therapy				
NuFS 113 Foodserv Sys: Mgmt & Proc				
NuFS 114A Community Nutrition				
NuFS 190 Nutr Ed & Counseling				
Additional 3 units course:				

Important Information

- Please be advised that SJSU Department of Nutrition, Food Science and Packaging requires prospective students to have a cumulative SJSU GPA of 3.0 or better to be eligible for the DPD Program. In addition, students must have and C or better in Chem 1A and C or better in a NUFS course taken at SJSU.
- 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 if the classes articulate and are equivalent to courses offered at San Jose State University. These courses are all below 100 level and include NUFS 8 Nutrition for Health Professions. Please refer to 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.

INSTRUCTIONS FOR DPD TRANSCRIPT EVALUATION

Students who have received their Bachelor's or Master's degrees from other 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 showcasing classes identified in this form.
2. You may use an unofficial SJSU transcript for the Declaration of Intent (DOI).
3. Submit a check for \$25 made payable to **SJSU**
4. Submit only one email to the DPD director with all applicable documents (transcripts, declaration of intent form, DPD coursework checklist). The subject of your email should be "DOI Request - Your name".
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**. 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 an electronic copy of this document to be 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

ADDITIONAL INSTRUCTIONS FOR FOREIGN TRANSCRIPT EVALUATION

1. First, get your transcripts evaluated by one of the CDR-approved Foreign Degree Equivalency Validation Agencies preferably:

World Education Services, Inc. (WES)

Phone 1(212) 966-6311

Email: info@wes.org

See their website for updates: www.wes.org

Note: The NUFS & PKG department requires WES course-by course document from international students planning to receive credit for DPD courses

International Education Research Foundation

Phone: 1(310) 258-9451

Email: info@ieft.org

See their website for updates: www.ierf.org

Information on other validation agencies can be found at the URL below:

<http://www.eatrightpro.org/resource/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>

This evaluation should include:

- a. U.S. degree equivalence – Is the foreign degree(s) equivalent to a B.S. degree in the U.S.? Please make sure the evaluation report states the degree equivalence “from a “regionally accredited” institution in the US.
- b. Semester units received for each course taken.
- c. Translation of grades (e.g. %, etc.) received to letter grades (A,B,C,D,F,P,etc.)

This process may take 1-2 months depending on the information you provide to the agency.

Request the above agency to send the original evaluation to:

Giselle Pignotti, PhD, RD
Department of Nutrition, Food Science & Packaging
San Jose State University
One Washington Square
San Jose, CA 95192-0058

2. When you receive your copy of the evaluation from the Credential Evaluation Service, allow at least one week before emailing Dr. Pignotti (giselle.pignotti@sjsu.edu), to see if the original evaluation has been received by the Department.