

## Special Conditions – Didactic Program in Dietetics Verification

The Special Conditions DPD Verification option allows for the student who holds a B.A. or a B.S. degree in foods, nutrition or related-area of study, from a US regionally accredited program, and who wish to complete coursework to meet ACEND Didactic Program in Dietetics Verification requirements. This is a non-degree option and is only available to qualified candidates. Applicants applying for this option should have completed degree requirements within the past five-years (see qualifications below). Please read all information carefully.

**PLEASE READ AS OUR SPECIAL CONDITIONS DPD APPLICATION PROCESS HAS CHANGED  
EFFECTIVE FEBRUARY 15, 2019**

Interested applicants must complete the **Initial Review of Application** processes (Steps 1 and 2) by *July 15<sup>th</sup>* for consideration of a Fall admission and by *November 15<sup>th</sup>* for consideration of a January admission. **These are the only two dates that applications will be considered.** The **Initial Review of Application** determines the applicant's academic qualifications to enroll and to transfer credit; provide applicant with a DPD course plan; and enable the applicant to discuss his/her professional goal as an RDN.

**Initial Review of Application checklist for  
Special Conditions DPD Verification**

### Special Conditions DPD/ Program Requirements for Initial Review:

- Applicants must either: 1) hold a B.A. or B.S. degree in foods and/or nutrition or related-area of study from a US regionally accredited institution, or 2) be a graduate of the CSE FN Program under the General Studies in Foods and Nutrition concentration.
- Have completed degree requirements within the past five-years or demonstrate substantive professional experience.
- Hold a 3.0 cumulative grade point average (GPA) in past college-level studies.
- Prospective students whose degree is in another area of study, please see our Second-Degree pathway.
- Note: Coursework that will be counted towards the DPD verification, and where a student has earned a grade of "C" the applicant may be advised to repeat to remain competitive for application to a dietetic internship or for graduate studies. Coursework less than a grade of "C" will not be accepted.

### Requirements:

- Applicant must successfully complete all identified coursework requirements towards the ND/DPD concentration. This will be determined on an individual basis, but must meet a minimum of 12 credits in the DPD core concentration at CSE. In some cases, students may be required to exceed this minimum.
- Complete Medical Nutrition Therapy and Practice I, and II at CSE.
- Maintain academic standing of a letter grade of "B" or higher in all courses completed.
- Demonstrate attainment of *all* ACEND educational requirements and pre-professional standards as outlined for students enrolled in the ND concentration.
- Demonstrate continuous enrollment (fall/spring academic calendar) until course is completed. Generally, this will be completed within two to three semesters.

## Special Options DPD Application Process:

### Step 1: Initial Review of Special Conditions DPD Application *(New)*

- Submit all required documentation outlined below to the Director of the Didactic Program in Dietetics for **Initial Review of Application**.
  - A copy of transcripts from all institutions attended. A PDF copy of an “*official institution transcript*” will be accepted for **Initial Review of Application**.
  - Applicants *must* provide a signed letter to the DPD Director discussing their goals and objectives for wishing to pursue Nutrition and Dietetics concentration pathway to RDN credentialing.
  - Enclose checklist and statement of understanding for **Initial Review of Application** signed by applicant.
  - If accepted, a \$35.00 applicant admission fee is required.

Applicants will be notified of their eligibility within three-weeks of receipt of their Initial Review of Application. **Only complete files will be reviewed.**

Applicants are encouraged to send and maintain postal tracking records. DPD program is not responsible for lost postal articles.

### Step 2: DPD Planning Meeting

- Eligible applicants are required to meet with DPD Director or appointed-DPD faculty representative to review applicant’s tentative DPD verification plan and timeline for completion, and provides applicant with an opportunity to review individual dietetics educational preparation questions.
- Eligible applicants meet with an Admissions counselor.

### Step 3. Application to CSE

- Final application and admission will be coordinated through the [Office of Admissions](#) as a Visiting Student/Non-matriculated student.
- Applicants must provide all **Official Transcripts** directly to the Office of Admissions. Only applicants whose files are complete will be eligible to register for courses.
- Applicants must meet the health and student insurance requirements of the institution.

### Accepted Applicants:

- Enrolled students are eligible to receive on-going advisement for the DPD program including advisement and preparation for supervised practice planning.
- Enrolled students are entitled to all CSE student services. Please read the Department of Foods and Nutrition Student Handbook for more details.
- Must comply with all policies and procedures, GPA and DPD requirements.
- Acceptance, completion of courses and DPD verification requirements **does not** ensure acceptance to an ACEND supervised practice program. Additionally, applicants who have opted vaccination exemption may be denied acceptance to supervised practice programs.

Link to current Academic Catalog page: <https://www.cse.edu/fndpd>. Please refer to the Foods and Nutrition Student Handbook: <https://www.cse.edu/fnstudenthandbook>.

**College of Saint Elizabeth - Department of Foods and Nutrition**  
**Special Conditions DPD Verification Statement - Initial Review of Application**

**Applicant contact information (Please print):**

Name: \_\_\_\_\_  
*Last*
*First*
*Middle*
*Maiden*

Address: \_\_\_\_\_  
*Street*
*Apartment*
*Town/City*
*State*
*Zip Code*

Contact Information: \_\_\_\_\_  
*Cell phone*
*Home phone*

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

**Prior Degree Information: List all college/universities attended.**

<i>Name of Institution</i>	<i>City, State</i>	<i>Dates attended</i>	<i>Degree earned</i>

*\*Attach a supplement page if needed.*

**Checklist of Enclosed Documents:**

\_\_\_\_\_ A copy of transcripts from all institutions attended. A PDF copy of an “official institution transcript” will be accepted for **Initial Review of Application**. Must match Prior Degree Information.

\_\_\_\_\_ Applicants *must* provide a signed letter to the DPD Director discussing their goals and objectives for wishing to pursue DPD Verification concentration pathway to RDN credentialing.

\_\_\_\_\_ Enclose checklist and statement of understanding for Initial Review of Application signed by applicant (this form).

**Statement of Understanding:**

I have read the Special Condition-DPD Verification Statement Admission/Program requirements and for the Initial Review of Application by the DPD program. I understand that this review establishes candidate’s eligibility and does not imply automatic acceptance to the program or the college.

Signature:	Date:
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**Submit all required documentation to:**

**M. Luby, MS, RDN, FAND, Director of the Didactic Program in Dietetics, Department of Foods and Nutrition, Henderson Hall, Room 150, 2 Convent Road, Morristown, NJ 07960 or [mluby@cse.edu](mailto:mluby@cse.edu). A PDF file is acceptable. Send as one complete file. No photo shots will be accepted.**