

## Second Degree in Nutrition and Dietetics

The second-degree option allows for the student who holds a B.A. or a B.S. degree in a non-related field, and requires a minimum of 32 credits to complete the degree and Nutrition and Dietetics coursework to meet ACEND Didactic Program in Dietetics verification requirements. Students earn a B.S. in Foods and Nutrition and a DPD verification statement. (Please review the College's policy on [Second Baccalaureate Degree](#).) Please read all information regarding the DPD Program, issuing of the DPD verification and the national application process for supervised practice.

**PLEASE READ AS OUR SECOND-DEGREE 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 Second-degree in Nutrition and Dietetics**

### Second-degree Admission / Program Requirements:

- Meet the College's requirements for a second degree.
- Hold a 3.0 cumulative grade point average (GPA) in past college-level studies. Prospective students not meeting this standard must submit a letter discussing past academic performance (see Initial Review of Application).
- Successfully complete all identified coursework requirements towards the ND/DPD concentration determined on an individual basis, but must meet a minimum of 24 credits towards the major.
- Complete one four-credit course under the CSE Essentials general education requirements, Element III.
- Maintain academic standing GPA 3.0 or higher for ND concentration, demonstrate attainment of *all* ACEND educational requirements and pre-professional standards as outlined for students enrolled in the ND concentration.
- Applicants *must formally apply* to the major meeting all the established criteria described for the Nutrition and Dietetics concentration.
- **Initial Review/Acceptance of transfer credit towards second-degree:** Only coursework with a letter grade of "B" or higher for the ND concentration requirements and related courses will be accepted for initial transfer. Exceptions to this will be considered for applicants have earned a course grade of "C" in a required-related course but who hold a degree in the field of study (e.g., chemistry). Nutrition courses completed at another institution must be completed within the past five years in order to transfer to the major. FN320 and FN325 (Nutritional Biochemistry I and II) and all courses with specific ACEND Didactic Program in Dietetics student learning outcomes must be completed at the College unless specific permission is provided by the DPD Director or the FN Program Chair.

## Second-degree Application Process:

### Step 1: Initial Review of 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.
  - *Other*: Applicants not meeting the GPA admission standard must submit a letter discussing past academic performance.
  - *Foreign Degree*: The TOEFL (Test of English as a Foreign Language) is required for students whose first language is other than English. TOEFL scores and a PDF copy of the original educational services transcript that states U.S. degree equivalency. See ACEND for list of approved foreign degree transcript evaluation agencies. Available at: <https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students/foreign-degree-evaluation-agencies>. On occasion, a copy of the foreign degree may be requested.
  - There is no fee for this service at this time.
  - 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 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](#) under the Continuing Studies Program/Transfer.
- 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 enroll as matriculated students.
- 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 and completion of the second-degree and DPD verification requirements *does not* ensure acceptance to an ACEND supervised practice program. Applicants who have opted vaccination exemption may be denied acceptance to supervised practice programs.

Link to current Academic Catalog page: <https://www.cse.edu/fnseconddegree>.

Link to FN Student Handbook: <https://www.cse.edu/fnstudenthandbook>.

**College of Saint Elizabeth - Department of Foods and Nutrition**  
**Second Degree in Nutrition and Dietetics - 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 Nutrition and Dietetics concentration pathway to RDN credentialing.

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

\_\_\_\_\_ *Other:* Applicants not meeting the GPA admission standard must submit a letter discussing past academic performance.

\_\_\_\_\_ *Foreign Degree:* The TOEFL (Test of English as a Foreign Language) is required for students whose first language is other than English scores and a PDF copy of the original educational services transcript that states U.S. degree equivalency. See ACEND for list of approved foreign degree transcript evaluation agencies. On occasion, a copy of the foreign degree may be requested.

**Statement of Understanding:**

I have read the second-degree 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 admission 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 file. No photo shots will be accepted.**