

### **Primary Transcript Evaluation for Undergraduate Students**

This is student's first step ***after*** admission into CSUN's Didactic Program of Dietetics (DPD) and attending the DPD orientation. To determine which Didactic Program in Dietetics (DPD) requirements you may already have fulfilled at other colleges/ universities as well as which courses you still need to take to meet the DPD requirements, your transcripts need to be evaluated by the DPD Director.

#### Procedures:

1. Students who have courses from FOREIGN universities must first have their transcripts validated as to their equivalency to course(s) from an accredited university in the United States or its territories. Agencies are available in a number of U.S. cities and their addresses can be obtained from the Academy of Nutrition and Dietetics (AND) (800/877-1600) or at [www.eatright.org](http://www.eatright.org). You should request a coursework area analysis when you have your evaluation done by this agency. Please submit an official copy of the Foreign Equivalency statement with official copies of all of your college/ university transcripts to the DPD Director as explained in #2 below.
2. If you have had your education within the United States or its territories OR if you have completed step #1, then you need to have the DPD Director evaluate your transcripts. This means attending DPD Orientation and preparing the transcript evaluation packet.

In your **Transcript Evaluation Packet** you have to have:

1. Your current CSUN DPR
2. Complete Self/Transcript Evaluation form which can be found at our website: [www.csun.edu/~dpd](http://www.csun.edu/~dpd)
3. Check the articulation website at [www.assist.org](http://www.assist.org) for articulated course
4. An unofficial transcript from all other colleges or Universities (showing when you took the course), **and**
5. A description of the non-articulated course from the college/university catalog or website (so it is easy to make the comparison and determination)
6. Check or Money Order Payable to CSUN for the amount of \$40

Upon completion of this packet, send this packet to the Department of Family and Consumer Sciences (ATTN: Dr. Torabian-Riasati, DPD Director). Upon receipt of the form and transcripts, the DPD Director will evaluate your coursework. Allow 2-3 weeks for processing.

Email Dr. Torabian at [setareh.torabian@csun.edu](mailto:setareh.torabian@csun.edu) to set up an appointment to meet. In this meeting you will be informed which courses were accepted and which course you still need to take at CSUN to meet the DPD requirements. At this meeting, course substitution form (if necessary) and two year study plan will be completed for you by the DPD director.

*Note:* All course descriptions should be photocopied from the college's catalog or printed directly from the webpage. Copy/pasted descriptions will not be accepted. Also, do not send any emails with a link, expecting the DPD Director to take the time to click, find, print, and evaluate.