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# NORTHERN ILLINOIS UNIVERSITY

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**Nutrition and Dietetics  
School of Family Consumer and Nutrition Sciences,  
DeKalb, IL 60115**

## **DPD Transcript Evaluation Policy**

**Students requesting a DPD Verification Statement or an Intent to Complete Form from the nutrition and dietetics track at NIU, MUST abide by the following:**

1. Students who are graduates of institutions other than NIU, who have completed a program in Foods and Nutrition must, provide detailed course descriptions or course syllabi for the assessment of course equivalencies. They must also, **at minimum, complete 3 out of the following** upper level courses in FCNS; i.e., Nutrition in Clinical Care I (FCNS 415), Nutrition in Clinical Care II (FCNS 416), Science of Nutrition (FCNS 309), Applied Nutrition (FCNS 310), Quantity Food Production (FCNS 320), Community Nutrition (FCNS 410) and Food Systems Management (FCNS 420), with a grade of “B” or better. The department feels that only in this way can we vouch for the competency of students in these areas.

For all non-NIU transcripts, a fee of \$50 will be charged for evaluating first US transcript, and \$25 for each additional US transcript. There is no charge for evaluating transcripts from NIU.

2. **International students** whose undergraduate work was taken at a school outside of the United States or Canada, **MUST** write to: World Education Services, Inc., PO Box 745, Old Chelsea Station, New York, NY 10011, to get a *course-by-course* evaluation of their credentials before they can be officially evaluated. A four year degree or its equivalent is required. These students are also required to pass the TOEFL exam.

A fee of \$75 will be charged for evaluating World Education Program Evaluation, and \$25 for each additional transcript. There is no charge for evaluating transcripts from NIU.

3. Fee Schedule for evaluating Transcripts (Checks are to be made out to “Northern Illinois University”):
  - a. No charge for evaluation of transcripts from NIU
  - b. \$50 for evaluation of 1<sup>st</sup> U.S. transcript
  - c. \$25 for each additional U.S. transcript.
  - d. \$75 for evaluation of World Education Program Report

All evaluations will include:

- a. A list of NIU courses to complete deficiencies,
- b. An “Intent to Complete” form when the student is in her/his last year of courses,
- c. A DPD Verification Statement if the courses listed in the “Intent to Complete” form are completed (in last 3 years) at NIU (the evaluation does NOT include a DPD Verification Statement if courses are taken elsewhere).

If you would like to proceed with having your transcript evaluated please send a check made payable to "Northern Illinois University" and send to:

Attn: Dr. Judith Lukaszuk  
DPD Director  
Family, Consumer and Nutrition Sciences  
Northern Illinois University  
DeKalb, IL 60115