



Medical Nutrition, MS

Student Handbook
2022-2023 Catalog

ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Justice, Equity, Diversity and Inclusion at the College of Health Solutions

At the College of Health Solutions, we are focused on improving the health of the communities we serve. Every student, every faculty and staff member, every individual and community member should have the opportunity for better health throughout their lifespan. To improve health, we must embrace and support greater diversity, equity and inclusivity in everything we do, including teaching, research and service. We are committed to doing better. You are welcome at the College of Health Solutions, and this is what you can expect from us.

Commitments to Justice, Equity, Diversity and Inclusion

We create leaders who advance the principles of justice, diversity, equity and inclusion, shaping a future in which all community members can fully realize their potential.

We embed diversity, equity and inclusion as a transformational force in every aspect of our teaching, research and service as we work to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

We believe that diversity and inclusion are essential for excellence and innovation, and thus it is stated in our college values: We maximize opportunities for people of diverse backgrounds, abilities and perspectives.

We support underrepresented and historically marginalized groups and will not tolerate discrimination or hate of any kind.

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Introduction

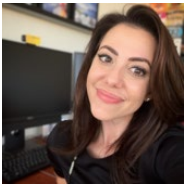
Welcome

Welcome to the Master of Science in medical nutrition degree program at Arizona State University!

We are excited you have selected the Medical Nutrition, MS and the graduate faculty and support staff are committed to your success in this program. As graduate students, you will have the opportunity to interact with faculty from a variety of backgrounds in nutrition who are committed to evidence-based practice to support better health outcomes in patients, clients, and the community. The intellectual diversity and practical experience of our faculty ensures graduate students will be given a variety of opportunities to expand their knowledge of medical nutrition and have a positive impact on the health of those they serve.

This handbook supports your success in the program in several ways. It provides shared expectations for both faculty and students. It also outlines the standards and policies set by the College of Health Solutions and ASU's Office of Graduate Education. As a graduate student, it is your responsibility to read this handbook and use it as a reference as you navigate through the degree program. Please contact us with questions if any of the policies or procedures seem unclear.

As program director of the Master of Science in medical nutrition program, it is a privilege to support you on your educational journey. I speak for the entire graduate faculty in reiterating our commitment to your success and we look forward to working with you to complete your graduate degree in Medical Nutrition.



Christy L. Alexon, PhD, RD

Clinical Professor and MS Medical Nutrition Program Director

Vision and mission

The Master of Science in medical nutrition provides medical students, medical professionals, and those who are planning to apply to professional school a path toward building their knowledge and expertise in the nutritional sciences. Graduates of this program will better understand how nutrition and health care intersect.

Program overview

Lifestyle-related chronic diseases now account for 70% of all U.S. deaths and 75% of U.S. health care expenditures, yet on average <1% of total lecture hours in medical school teach nutrition and fewer than 14% of physicians believe they were adequately trained in nutritional counseling. The MS in Medical Nutrition will directly address the national shortfalls in medical nutrition education and provide current and future health care professionals with formal training on diet strategies for health promotion and health maintenance.

Current and future health care professionals are ideal candidates for this program, including "gap year" students, i.e., those who have completed their bachelor's degree but have not yet secured admission to medical, dental, osteopathic, physician assistant or similar schools. Additionally, current medical students, residents, fellows, and practitioners (MD, DO, PA, DVM, DDS, etc.), seeking to develop a

strong knowledge base in the nutritional sciences and its application in the health care field would also benefit from the Medical Nutrition, MS program.

Students in this program develop an understanding of the role of nutrition in health maintenance, the treatment of disease, and disease prevention. Coursework and culminating experiences provide an overview of the components of therapeutic diets and the role of Registered Dietitian Nutritionists (RDNs) and other qualified healthcare providers in diet prescription. Students will also learn about nutrition guidelines and supplement as well as functional food usage for optimal health. The program emphasizes self-directed learning using evidence-based nutrition research, and students develop foundational knowledge of nutritional assessment techniques used by healthcare providers in clinical practice. Proficiency in reading and interpreting nutrition research is another key program goal, and ensures graduates are well versed in the importance of making recommendations grounded in evidence-based practice.

Program contacts

Program director: Dr. Christy Alexon, calexon@asu.edu

Graduate Support Coordinator: Laura Kaufman, chsgrad@asu.edu

Program faculty: See [Appendix A](#) for list of program faculty

Admission

Admission to the Medical Nutrition, MS is available for Fall, Spring, and Summer terms. To ensure consideration for admission, all application materials should be sent by applicants to Graduate Admissions before the [final deadlines](#). Applicants are encouraged to review application requirements and materials early. Documents submitted by applicants to the MS in Medical Nutrition are evaluated by Graduate Admissions and the Nutrition Program Graduate Committee. Application status can be monitored in MyASU. Notification of admission to the graduate program is usually given within two weeks of the application review.

Quick Facts:

- Location: Online
- Start terms: Fall, Spring, Summer
- Time to completion: one or two years

Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. The following are accepted to meet his requirement
 - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
 - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
 - Pearson Test of English (PTE): score of at least 60.
 - Individual academic units or programs may have higher requirements for English proficiency

Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

Undergraduate or graduate degrees – bachelor's or master's degree in nutrition, public health, biology, chemistry or related field is preferred.

Personal statement – provide a one to two- page statement addressing the following:

- Describe your interest in the Master of Science in medical nutrition program and how it will impact your future goals.
- Describe your strengths and weaknesses that will influence your performance in the program.

Three letters of recommendation – letters of recommendation should be from previous instructors or professors.

Resume – include relevant personal, professional, educational and community activities (one to two pages).

Provisional acceptance guidelines

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program.

Note: Students admitted to the Medical Nutrition MS program with a deficiency in nutritional knowledge will be required to successfully complete NTR 241 Human Nutrition, or equivalent, by the end of their first term in the program.

Pre-admission credit policy

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

Tuition and assistance

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at [Residency for Tuition Purposes](#).

The Medical Nutrition, MS has a program fee of \$222 per credit.

Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions [scholarships](#)
- Graduate College [fellowships](#)
- Traditional financial aid (loans and grants). Visit the [Financial Aid website](#).

Curriculum and graduation requirements

Program requirements

The Medical Nutrition, MS is comprised of 30 credits, including an applied project.

Required Core (21 credits)

- NTR 502 Statistics in Research (3)
- NTR 510 Food and Nutrition Across the Lifespan (3)
- NTR 511 Medical Nutrition in the Care and Prevention of Disease (3)
- NTR 524 Chronic Inflammation and Metabolic Syndrome: The Common Pathway for Cardiovascular Disease, Diabetes (3)
- NTR 525 Complementary Nutrition (3)
- NTR 533 Ethics and Policy of American Diets (3)
- NTR 535 Nutrigenomics (3)

Other Requirement (3 credits)

- NTR 500 Research Methods (3)

Culminating Experience (6 credits)

- NTR 593 Applied Project (6)

Note: Select coursework may be substituted with the approval of the program committee. No 400-level coursework may be used toward the requirements of this program.

Applied project – The Applied Project consists of original work on a specific research or practice problem. The problem is decided upon by the student in consultation with their Applied Project Mentor. Students will select a topic and begin work on it during NTR 593: Applied Project, Part 1 with the guidance of their Applied Project Mentor and the NTR 593 instructor. Students will complete the Applied Project near the end of their graduate program, during NTR 593: Applied Project, Part 2.

Students should begin the process of selecting an Applied Project Mentor during the first semester of their graduate program. The Applied Project Mentor is established at the initiative of the student, in consultation with the faculty member, and is approved by the program director. See [Appendix A](#).

Application to graduate

Students should [apply for graduation](#) during the semester of planned graduation and must apply no later than the [dates specified](#) on the University Registrar Services website. Students can apply for graduation online through MyASU or in-person through the ASU Graduation Office, located in the [university registrar services locations](#). Students must have an approved iPOS on file before applying for graduation.

Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation.

One Year Course Plan – Fall Start:

Fall – 12 credits 2 courses Fall A + 2 courses Fall B	NTR 510 Food and Nutrition Across the Lifespan NTR 500 Research Methods NTR 511 Medical Nutrition in the Care and Prevention of Disease NTR 502 Statistics in Research
Spring – 12 credits 2 courses Spring A + 2 courses Spring B	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 525 Complementary Nutrition NTR 533 Ethics and Policy of American Diets NTR 535 Nutrigenomics
Summer – 6 credits	NTR 593 Applied Project Part 1 NTR 593 Applied Project Part 2

One Year Course Plan – Spring Start:

Spring – 12 credits 2 courses Spring A + 2 courses Spring B	NTR 510 Food and Nutrition Across the Lifespan NTR 500 Research Methods NTR 511 Medical Nutrition in the Care and Prevention of Disease NTR 502 Statistics in Research
Summer – 6 credits	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 533 Ethics and Policy of American Diets
Fall – 12 credits 2 courses Fall A + 2 courses Fall B	NTR 525 Complementary Nutrition NTR 535 Nutrigenomics NTR 593 Applied Project Part 1 NTR 593 Applied Project Part 2

One Year Course Plan – Summer Start:

Summer – 6 credits	NTR 500 Research Methods NTR 502 Statistics in Research
Fall – 12 credits 2 courses Fall A + 2 courses Fall B	NTR 510 Food and Nutrition Across the Lifespan (Fall A) NTR 511 Medical Nutrition in the Care & Prevention of Disease (Fall B) Choose ONLY 2 of the following courses below: NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 525 Complementary Nutrition NTR 533 Ethics and Policy of American Diets NTR 535 Nutrigenomics
Spring – 12 credits 2 courses Spring A + 2 courses Spring B	NTR 593 Applied Project Part 1 (Spring A) NTR 593 Applied Project Part 2 (Spring B) Choose REMAINING 2 of the following courses below: NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 525 Complementary Nutrition NTR 533 Ethics and Policy of American Diets NTR 535 Nutrigenomics

Two Year Course Plan – Fall Start:

Year 1 Fall – 6 credits 1 course Fall A + 1 course Fall B	NTR 510 Food and Nutrition Across the Lifespan NTR 511 Medical Nutrition in the Care and Prevention of Disease
Year 1 Spring – 6 credits 1 course Spring A + 1 course Spring B	NTR 500 Research Methods NTR 502 Statistics in Research
Year 1 Summer – 6 credits	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 533 Ethics and Policy of American Diets
Year 2 Fall – 6 credits 1 course Fall A + 1 course Fall B	NTR 525 Complementary Nutrition NTR 535 Nutrigenomics

Year 2 Spring – 6 credits 1 course Spring A + 1 course Spring B	NTR 593 Applied Project Part 1 (Spring A) NTR 593 Applied Project Part 2 (Spring B)
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Two Year Course Plan – Spring Start:

Year 1 Spring – 6 credits 1 course Spring A + 1 course Spring B	NTR 510 Food and Nutrition Across the Lifespan NTR 511 Medical Nutrition in the Care and Prevention of Disease
Year 1 Summer – 6 credits	NTR 500 Research Methods NTR 502 Statistics in Research
Year 1 Fall – 6 credits 1 course Fall A + 1 course Fall B	NTR 525 Complementary Nutrition NTR 535 Nutrigenomics
Year 2 Spring – 6 credits 1 course Spring A + 1 course Spring B	NTR 593 Applied Project Part 1 (Spring A) NTR 593 Applied Project Part 2 (Spring B)
Year 2 Summer – 6 credits 1 course Fall A + 1 course Fall B	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 533 Ethics and Policy of American Diets

Two Year Course Plan – Summer Start:

Year 1 Summer – 6 credits	NTR 500 Research Methods NTR 502 Statistics in Research
Year 1 Fall – 6 credits 1 course Fall A + 1 course Fall B	NTR 510 Food and Nutrition Across the Lifespan NTR 511 Medical Nutrition in the Care and Prevention of Disease
Year 2 Spring – 6 credits 1 course Spring A + 1 course Spring B	NTR 525 Complementary Nutrition NTR 535 Nutrigenomics
Year 2 Summer – 6 credits	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 533 Ethics and Policy of American Diets
Year 2 Fall – 6 credits 1 course Fall A + 1 course Fall B	NTR 593 Applied Project Part 1 (Fall A) NTR 593 Applied Project Part 2 (Fall B)

Timeline and milestones

ACTION	WHEN
1. Contact your Graduate Support Coordinator and complete the iPOS.	As soon as possible
2. Select Applied Project Mentor	NTR 593 Part 1
3. Begin Applied Project during NTR 593: Applied Project, Part 1 and finish it during NTR 593: Applied Project, Part 2	As indicated in 1-year or 2-year course plan
4. Apply for graduation.	During last semester of graduate program

Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The Medical Nutrition iPOS should be completed via MyASU by referencing the course plan outlined on page four of this handbook. The Plan of Study must be completed by the student and approved by the graduate support coordinator no later than the time the student has enrolled in 15 credit hours. After approval at the program level, the Plan of Study is submitted to the Graduate College for final approval. Please email CHSGrad@asu.edu if you require assistance in completing your iPOS. More information on iPOS can be found [here](#).

Faculty advisor/chair: Christy Alexon

Change of coursework: If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state-to-state, we recommend that you visit the [ASU licensure website](#) to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = “A”) grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA’s (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student’s approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor’s/master’s program.

Transfer credits and some courses taken in the Sandra Day O’Connor College of Law are not calculated on in the iPOS GPA or the Graduate GPA. Courses lower than a “C” cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an “I” grade (incomplete) or “X” grade (audit) cannot appear on the iPOS.

University grade definitions and policies can be found [here](#).

Incomplete grade requests

An incomplete grade request may be considered when the following factors are present:

- The student has been completing acceptable work (grade of “C” or better) and has completed 80% of the course.
- The student is unable to complete the course due to illness or conditions beyond the student’s control.
- The student can complete the unfinished work with the same instructor.

Students have up to one calendar year to finish incomplete work. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the “I” on the student’s transcript. Students must complete the [incomplete request form](#) and submit it to their instructor for review and processing.

Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. Notice will be provided by the program director and will include procedures for appeal.

Time to completion limit

All work toward a master’s degree must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within three years of the semester and year of admission to the program. The six-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Any exception to the time limit policy must be approved by the program director, the College of Health Solutions, the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Appeal and grievance processes

Grade appeal

The final grade appeal process may only be initiated by a student once the course has concluded and a final course grade has been posted to the student's transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee. More information on all steps of this process can be found [here](#).

Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established procedure (more information can be found [here](#)). Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.
 - a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
 - b. Letters received after the 10 business-day interval will not be reviewed and the dismissal will be final.
 - c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [ASU Student Code of Conduct and Student Disciplinary Procedures](#), the [ABOR Code of Conduct](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

Academic integrity

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the [Graduate College](#) and [Office of the University Provost](#). In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way using university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. More information on this policy can be found [here](#).

Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. More information on this policy can be found [here](#).

Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the [Academic Calendar](#).

Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy [ACD 401](#) make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response [website](#).

Student support resources

Academic program support

Graduate students in the College Health Solutions have access to the [Graduate Student website](#), which houses college resources and advising information.

University resources

- [Graduate College](#)
- [Office of the University Provost](#)

Academic and career support

- [ASU Libraries](#)
- [Graduate Writing Center](#)
- [Career and Professional Development Services](#)
- [Handshake](#)
- [Graduate and Professional Student Association](#)
- [Student Clubs and Organizations](#)

Business and finance services

- [Financial Aid and Scholarship Services](#) (financial aid)
- [Student Business Services](#) (tuition, fees, and payments)
- [Parking and Transit Services](#) (permits, shuttles, public transit)
- [Sun Devil Card Services](#) (ID cards)
- [University Technology Office](#) (technology assistance)
- [Sun Devil Dining](#) (meal plans, M&G, hours)

Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies

Call 911

Disability accommodations

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: Student.Accessibility@asu.edu
- Phone: (480) 965-1234
- FAX: (480) 965-0441

Pregnancy: Students requesting services due to pregnancy ([SSM 701-10](#)) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

Health and fitness

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu>

For information about health insurance and appointments with care providers, please see the ASU Health Services website: <https://eoss.asu.edu/health>

International students

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

Veterans and military

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at 602 496-0152 or visit: <https://veterans.asu.edu/>

Appendix

A: Program faculty

Christy Alexon, PhD, RD ([profile](#)) – Functional foods for managing chronic disease, macro/micronutrient metabolism, obesity/diabetes, nutrition education/counseling

Kathleen Dixon, MEd, RD ([profile](#)) – Food service management, pediatric dietetics, nutrition counseling

Shauna Grant, MS, RD ([profile](#)) – Nutrition support, clinical nutrition, counseling and education, metabolic effects of sedentary lifestyles

Karen Gregory-Mercado, PhD, MPH, MCHES, CWWPM ([profile](#)) – Health education and promotion, worksite wellness, health and wellness coaching.

Traci Grgich, MS, RD, SNS, CP-F ([profile](#)) – Food service management, food safety, child nutrition/school lunch programs, pediatric nutrition, and pediatric diabetes management.

Teresa Hart, PhD ([profile](#)) – Physical activity, sedentary behavior, and health

Melinda Johnson, MS, RD ([profile](#)) – Nutrition and media, nutrition communications, breastfeeding/lactation, prenatal nutrition, child nutrition, family feeding dynamics

Jessica Lehmann, MS RDN ([profile](#)) – Nutrition communications, healthy cuisine, child nutrition

Simin Levinson, MS, RD ([profile](#)) – Sports nutrition, foodservice management, weight management, nutrition in wellness

Sandra Mayol-Kreiser, PhD, RD ([profile](#)) – Clinical nutrition, nutrition support, and nutrition through the lifecycle

Mary McMullen, MS, RD ([profile](#)) – Prenatal, infant, child nutrition and breastfeeding/lactation (WIC), Medical Nutrition therapy, renal nutrition, restrictive eating

Michelle Miller, MS, RD ([profile](#)) – Medical nutrition therapy, community nutrition and education programs, nutrition counseling, breastfeeding/lactation

Lisa Morse, MS, RD, CNSC ([profile](#)) – Nutrition support, burns, trauma, clinical nutrition (all topics)

Christina Scribner, MS, RD, CSSD, CEDRD ([profile](#)) – Nutrition therapy for weight related concerns and eating disorders; nutrition and substance abuse, female athlete triad, low energy availability among athletes, nutrition for athletic performance, pediatric and adolescent nutrition, and nutrition for general wellness

Christina Shepard, MS, RDN ([profile](#)) – Nutrition education of the public and the health practitioner; nutrition and dietetic career education; weight control and childhood obesity issues

Other research faculty in the Nutrition Program may also serve as Applied Project mentors or committee members:

[Carol Johnston](#), PhD, RD

[Min-Hyun Kim](#), PhD

[Stavros Kavouras](#), PhD

[Punam Ohri-Vachaspati](#), PhD, RD

[Dorothy Sears](#), PhD

[Karen Sweazea](#), PhD

[Natasha Tasevska](#), MD, PhD

[Sonia Vega Lopez](#), PhD

[Shu Wang](#), MD, PhD

[Floris Wardenaar](#), PhD

[Christopher Wharton](#), PhD

[Corrie Whisner](#), PhD

Non-tenure-track faculty may serve on thesis committees.