



Nutritional Science, 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 nutritional science program at Arizona State University!

Our faculty are excited you have selected this program. As graduate students, you will have the opportunity to interact with renowned faculty with divergent backgrounds who are committed to the study of the scientific principles related to human nutrition. The intellectual diversity and practical experience of our faculty ensures graduate students will participate in offerings that are unique, nationally recognized, and supported by Arizona State University's commitment to innovation. Our graduate faculty are committed to your success and would like to recognize your efforts that bring you to the Nutritional Science graduate program.

This handbook lays the foundation for your success in this MS program. It sets shared expectations for both faculty and students. It also outlines the standards and policies set by the College of Health Solutions and ASU's Graduate College. Please save this handbook and refer to it often. Let us know if policies seem unclear. As a graduate student it is your responsibility to make sure you are following it in letter and in spirit.

As program director of the Nutritional Science, MS program, I speak for the nutrition faculty in reiterating our commitment to an innovative and rewarding educational journey. I look forward to working with you to achieve your graduate degree in Nutritional Science and beyond.

Christina Shepard, MS, RDN, FAND

Clinical Professor

Director of Nutritional Science, MS program

Dietetic Internship Director

Vision and mission

The primary objective of the Nutritional Science, MS program is to provide advanced training in nutrition research. Graduate students are expected to develop competencies in research methods and in advanced practice knowledge relevant to their area of study. The skills and knowledge acquired during the course of training should enable each student to develop professional competencies that can be applied to significant problems and issues within the field of nutrition and dietetics.

Program overview

The Master of Science in nutritional science prepares students to translate nutrition science into practical use for human health and wellness. Students learn about nutrition alongside faculty who are immersed in the latest research, and they build practical understanding through internships and their own guided research. The program is based on the scientific foundations of human nutrition, but also prepares students to have strong writing and problem-solving skills, computer literacy, interpretive expertise, and research experiences.

Students who have completed an accredited Didactic Program in Dietetics (DPD) may also elect to apply to the [ASU Dietetic Internship](#) in order to meet the requirements to become a Registered Dietitian Nutritionist. More information about becoming an RD/RDN is available [here](#).

This Nutritional Science Graduate Student Handbook supplements the guidelines of the ASU Graduate College. Graduate students should be familiar with and observe all requirements and procedures. These materials are available on-line [here](#).

Students completing the MS degree in Nutritional Science will:

- Demonstrate entry-level competence in research design, statistical methods and ethical conduct in research studies.
- Integrate knowledge of macronutrient and micronutrient metabolism into the development of recommendations for populations and individuals in health and disease.
- Design and evaluate nutrition interventions utilizing knowledge and skills in nutrition assessment and chronic disease prevention and treatment.
- Evaluate current U.S. and global nutrition programs and interventions and develop an understanding of program development.

Program contacts

Program director: Christina Shepard, tina.shepard@asu.edu

Graduate support coordinator: Laura Kaufman, chsgrad@asu.edu

Program faculty: See [Appendix A](#) for program faculty. Associated faculty can be found in [Appendix B](#).

Admission

Admission to the Nutritional Science, MS is available for Fall terms. The priority application deadline is **February 15th** and the final application deadline is **May 1st**. *Applicants who wish to participate in the [ASU Dietetic Internship program](#) must complete the application for the Nutritional Science, MS program by the priority deadline in addition to the internship application.* Applications will be reviewed by the admissions committee only once all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Quick Facts:

- Location: Downtown Phoenix campus
- Start terms: Fall
- Time to completion: one year (two years with dietetic internship)

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 a regionally accredited institution; nutrition or science degrees are preferred

Prerequisite coursework – anatomy and physiology, biochemistry, general chemistry with lab, general nutrition for majors, microbiology, organic chemistry with lab, and statistics

Note: For students who are also applying to the dietetic internship: these courses are part of the ASU Didactic Program in Dietetics (DPD) required for ASU's BS degree in dietetics and to be eligible to apply for admission into an accredited dietetic internship to become a Registered Dietitian. If an applicant has completed a DPD program from another university, these prerequisites will be considered complete. Prerequisite courses can be in progress when the student submits the application; however, if the

student is accepted into the Master of Science degree program, all prerequisites must be completed before the program begins in the fall semester.

Personal statement – must include the following:

1. a description of the applicant's significant professional responsibilities
2. the applicant's professional goals and the reasons for the desire to enroll in ASU's program
3. the applicant's strengths that will allow the applicant success in the program and in reaching professional goals
4. the applicant's personal research interests, described as specifically as possible and including any previous research experience, along with indication of interest in being considered for the optional tracks in sports nutrition or maternal child health

Three letters of recommendation – at least one from an instructor at the applicant's undergraduate school

Resume – summarize the academic, research, volunteer and employment experiences of the applicant

Interview – finalists will be invited to interview with program faculty

Note: No single criterion will serve as a basis for admission or denial to the Nutritional Science, MS program. Criteria for admission include:

- *Evidence of outstanding scholarship and research potential from previous academic record (GPA and transcripts).*
- *Favorable letters of recommendation commenting on your academic and professional qualifications for graduate study.*
- *Professional goals which are compatible with the MS in Nutritional Science program.*
- *Research interest compatible with one or more of the faculty who are active in this degree program.*

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 Nutritional Science, MS program does not permit admission with a deficiency. Applicants must have all prerequisite coursework complete prior to starting 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 Nutritional Science, MS has a program fee of program fee of \$55 per credit (max \$500 per semester).

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 Nutritional Science, MS is comprised of 30 credits, including a thesis or an applied project.

Required Core (3 credits)

- EXW 501 Research Statistics (3), or
- NTR 502 Statistics in Research (3)

Restricted Electives, nutrition seminars (9 credits)

- NTR 501 Research Methods in Nutrition (3)
- NTR 503 Designing Health Behavior Change Interventions (3)
- NTR 519 Nutrition Therapies for Eating Disorders and Addictions (3)
- NTR 520 Nutrition-Focused Physical Assessment (3)
- NTR 524 Chronic Inflammation and Metabolic Syndrome: The Common Pathway for Cardiovascular Disease, Diabetes (3)
- NTR 525 Complementary Nutrition (3)
- NTR 527 Policies, Environment and Obesity Prevention (3)
- NTR 529 Pediatric Nutrition (3)
- NTR 532 Endocrine Pathophysiology and Nutrition (3)
- NTR 533 Ethics and Policy of American Diets (3)
- NTR 535 Nutrigenomics (3)
- NTR 537 Evidence-based Nutrition (3)
- NTR 550 Advanced Nutrition in the Life Cycle (3)
- NTR 551 Geriatric Nutrition (3)
- NTR 553 Nutrition and Cardiovascular Disease (3)
- NTR 555 Nutrition and the Athlete (3)
- NTR 556 Hydration for Health and Performance (3)
- NTR 557 Nutritional Epidemiology (3)
- NTR 598 Special Topics (3)

Open Electives (9 credits)

- 500-level NTR or EXW courses
- For other courses, consult with program director; a petition will be needed for iPOS

Research (3 credits)

- NTR 500 Research Methods (3)

Culminating Experience (6 credits)

- NTR 593 Applied Project (6), or
- NTR 599 Thesis (6)

Note: A maximum of 6 credit hours of 400-level coursework can be included on an iPOS with program approval.

Alternative curricula

Electives for students without a nutrition background

Students who have been admitted to the program without an undergraduate degree in a nutrition-related field should complete the courses below. These courses are applicable to the electives section, in consultation with the program director.

- NTR 540 Advanced Micronutrient Metabolism (3)
- NTR 541 Advanced Macronutrient Metabolism (3)
- NTR 548 Advanced Community Nutrition (3)

Note: Students may elect to take NTR 341 Medical Nutrition Therapy I if they are seeking to become registered dietitians. It is strongly recommended that this course be taken prior to starting the MS degree. This course cannot be counted toward the master's degree. This course does not count toward [continuing enrollment](#) requirements.

Sports nutrition track

The Sports Nutrition track under the existing on-ground MS in Nutritional Science degree, provides an option for students to select specialized courses in sports nutrition and exercise science and obtain hands-on training with the sports dietitians/nutritionists and nutrition faculty who work with student athletes and conduct research in the Sun Devil Athletics program. Students in this track will complete the same core nutrition graduate courses but will take track courses and electives that focus on sports nutrition, hydration, exercise physiology, etc. They will also complete their required thesis research in a sports nutrition related area, as approved by the program director.

Learning outcomes for this track are:

- Understand sports nutrition in the collegiate setting.
- Apply nutrition and dietetic strategies to improve sports performance.
- Manage and evaluate the centralized feeding options for Sun Devil Student-Athletes.
- Conduct research activities in sports nutrition.

Students may apply for admission to the Sports Nutrition Track by indicating this preference on the MS Nutritional Science online application and in the personal statement.

Required courses (12 credits)

- EXW 501 Research Statistics (3)
- NTR 500 Research Methods (3)
- NTR 555 Nutrition and the Athlete (3)
- NTR 556 Hydration for Health and Performance (3)

Electives (12 credits)

- EXW 534 Sports and Fitness Conditioning (3)
- EXW 535 Advanced Exercise Assessment and Prescription (3)
- EXW 536 Physiological Aspects of Physical Activity and Chronic Disease (3)
- EXW 538 Obesity, Exercise and Health (3)
- NTR 501 Research Methods in Nutrition (3)
- NTR 519 Nutrition Therapies for Eating Disorders and Addictions (3)
- NTR 580 Practicum (3) *if matched into the ASU Dietetic Internship*
- NTR 592 Research (3)
- NTR 598 Topic: Medical Nutrition Therapy Simulation and Practice (3) *if matched into the ASU Dietetic Internship*

Culminating experience (6 credits)

- NTR 599 Thesis (6)

Maternal child health track

The Maternal Child Health (MCH) track under the existing on-ground MS in Nutritional Science degree, provides an option for students to select specialized courses in maternal and child health and obtain hands-on training with the nutrition and other faculty who work on nutrition-related health behaviors and outcomes across campus. Students in this track complete the same core nutrition graduate courses but take track courses and electives that focus on Maternal Child Health Competencies, including policy and advocacy, leadership development, communication, ethics, etc. They will complete their required thesis research under the guidance of one of several faculty conducting nutrition-related maternal and child health research. Students in this track have the option of applying for the training grant in Maternal Child Health, the TRANSCEND Program in Maternal Child Health and Childhood Obesity Prevention.

Learning outcomes for this track are:

- Synthesis of current and emerging nutrition issues facing MCH populations
- Increased self-efficacy in evaluating and engaging in MCH policy
- Increased skills in communicating MCH information to lay and professional audiences

Students may apply for admission to the Maternal Child Health Track by indicating this preference on the MS Nutritional Science online application and in the personal statement.

Required courses (12 credits)

- EXW 501 Research Statistics (3)
- NTR 500 Research Methods (3)
- NTR 527 Policies, Environment and Obesity Prevention (3) OR NTR 533 Ethics and Policy of American Diets (3)
- NTR 550 Advanced Nutrition in the Life Cycle (3)

Electives (12 credits)

- HCR 598 Topic: Fundamentals for Human Lactation (3)
- HCR 598 Topic: Advanced Human Lactation (3)
- NTR 501 Research Methods in Nutrition (3)
- NTR 519 Nutrition Therapies for Eating Disorders and Addictions (3)
- NTR 529 Pediatric Nutrition (3)
- NTR 537 Evidence-based Nutrition (3)
- NTR 598 Topic: Leadership in Food & Nutrition Services (3)
- NTR 598 Topic: Medical Nutrition Therapy Simulation and Practice (3) *if matched into the ASU Dietetic Internship*
- NTR 580 Practicum (3) *if matched into the ASU Dietetic Internship*
- NTR 592 Research (3)

Culminating experience (6 credits)

- NTR 599 Thesis (6)

Dietetic internship

The accredited [Arizona State University Dietetic Internship](#) prepares entry-level Registered Dietitian Nutritionists for careers in a variety of health care settings including hospitals, health care agencies,

government, food industries, restaurants, schools and private practice. Dietitians assist individuals and families in choosing food for adequate nutrition in health or disease throughout the life cycle, supervise the preparation and service of food in groups, develop modified diets and participate in nutrition research. Students accepted to this internship pursue the Master of Science in Nutritional Science simultaneously. Two internship options are available:

- (MS-DI) Two-year combined Master of Science degree in nutritional science plus Dietetic Internship, open to any student who has completed an accredited Didactic Program in Dietetics program. The location is in the Phoenix metro area. **Spring** match!
- (MS-VA) One-and-a-half year combined Master of Science degree in nutritional science plus Veterans Affairs (VA) Dietetic Internship, open to any student who has completed an accredited DPD program and is a U.S. citizen. Location options are at the Phoenix VA Medical Center or the Northern Arizona VA Medical Center in Prescott, AZ. **Fall** match!
 - *Note: Students in the MS-VA internship program are required to complete an applied project.*

Culminating experiences

The Nutritional Science, MS program requires students to complete a culminating experience for 6 credits. Students must complete a thesis under NTR 599 Thesis, with the exception of students in the MS-VA internship who are required to complete an applied project under NTR 593 Applied Project.

Selection of committee chair and topic

For students required to complete a thesis, the committee chair will be selected from the tenure track faculty ([Appendix A](#)). The thesis topic will be developed in conjunction with the committee chair and typically involves an experimental design comparing two or more groups/conditions. For students required to complete an applied project (only those admitted to the MS-VA dietetic internship), the committee chair will be selected from the clinical faculty associated with the ASU Dietetic Internship program. The applied project topic will be developed in conjunction with the committee chair and can be experimental or descriptive in nature, but is usually related to applied work in the dietetics field with veterans.

Proposal document, data (results) meeting and preparation for defense

Both thesis and applied project students will submit a written research proposal to the committee chair before scheduling a Proposal Meeting with the thesis/applied project committee. The proposal document is usually partly developed in the NTR 500 Research Methods class or the NTR 593 Applied Project Part 1 class and consists of a title page, introduction, methods and references. Once data collection is complete, the student will present the results at the Data Meeting (i.e., Results Meeting) attended by some or all committee members. At least 10 working days prior to the defense, thesis students must submit their final thesis document to the ASU Graduate College for Format Review – please see the Graduate College [website](#) for deadlines and the 10 working day calendar. Applied project students are not required to submit their document for Format Review prior to scheduling the date/time for the defense but will have their applied project document reviewed by the committee chair prior to scheduling the defense with all committee members.

Human subjects and animal use

According to University policy, all research involving human subjects must be approved by the Human Subject Institutional Review Board (IRB). Therefore, if the data to be collected for the research projects involves human subjects, a research proposal must be submitted to the student's supervisory committee chair for approval prior to submitting the application to IRB. The graduate student should obtain a copy of

the Application for the Conduct of Research Involving Human Subjects (available from IRB or on-line at: <http://researchintegrity.asu.edu/humans>. After approval by the student's supervisory committee chair, the application is forwarded to the University Human Subjects Research Board for final approval. The Institutional Animal Care and Use Committee (IACUC) must approve any form of animal use, and all animal users must be certified by the IACUC. Certification materials and Animal Protocol Review Forms can be obtained from the Animal Care Office or on-line at: <http://researchintegrity.asu.edu/animals>. The supervisory committee chair must approve and sign the Animal Protocol prior to submission to the IACUC.

Training and certifications

Depending upon the research to be performed by the student, he/she may be required to complete specific non-credit courses sponsored by Environmental Health and Safety [i.e. Bloodborne Pathogens in the Workplace, Radiation Safety, Fire Safety and Prevention, and Laboratory Safety at <https://cfo.asu.edu/ehs>] These courses will prepare the student to safely work with radioactive compounds and to properly handle biological specimens and other biological hazards. These courses must be completed prior to the student initiating laboratory analyses. In addition, all students conducting research are required to complete the online human subjects CITI Program training module as described on the Human Subjects [website](#). A copy of the Certificate of Completion must be submitted to IRB and maintained with the thesis committee chair. The completion of certification is required regardless of the type of data the graduate student is analyzing. Graduate students participating in food-related projects are also required to obtain a food handler's card or ServSafe Food Service Manager's Certificate.

Thesis

General procedures

The thesis consists of original work on a specific research problem. The problem is decided upon by the student in consultation with the supervisory committee chair. After selection of a research problem, the student develops a research proposal and makes a formal presentation, called the **Thesis Proposal Meeting**, to the supervisory committee for critical review and formal acceptance (see [Appendix C](#) for the Proposal Approval form). When the thesis proposal is accepted, an acceptance form is signed by the student's supervisory committee and graduate student and kept by the committee chair. Note that a formatting guide and template is available on the Graduate College website. You are strongly encouraged to use this [template](#) to reduce formatting errors.

Data meeting

A data meeting is scheduled with the supervisory committee when data collection and preliminary analyses are complete (see [Appendix C](#) for the Thesis Proposal and Data Meeting Approval form). The purpose of this meeting is to approve the data analyses plan for the thesis by the supervisory committee, to update the committee regarding the student's work, and to approve the final steps needed (such as further data analyses) for successful completion.

Thesis defense

Following completion of the thesis, an oral defense is required. The oral defense will be scheduled by the supervisory committee with the approval of the dean of the Graduate College. Further

information is available at the [ASU Graduate College website](#). Note that a minimum of 10 business days is required in between the filing of the defense paperwork and the actual defense. All members of the supervisory committee must be present and the oral defense is open to the general public. If a committee member is not able to be physically present at the defense, refer to [Absent Committee Member Procedures](#). If more than one member must be absent, the defense must be rescheduled.

Grading of thesis credits

The grades for research credit for thesis work (course number NTR 599) are handled differently from grades in other course work. A mark of Z (i.e., course in progress) will be given for all thesis credits taken prior to the thesis defense. Once the thesis defense is completed, all Z grades will be changed to Y grades (i.e., satisfactory) or E grades (i.e., fail) when the supervisory committee chair completes the appropriate paperwork and assigns a non-Z grade for the thesis credits.

Supervisory committee for thesis

Selection of committee chair

Master's students are encouraged to begin the process of selecting a supervisory committee chair early in their graduate program. Students typically approach faculty members whose research interests are similar to their own. The supervisory committee chair for an MS in Nutritional Science student is established at the initiative of the student, in consultation with the faculty member.

Appointment of supervisory committee

The supervisory committee for a student in the MS in Nutritional Science program is composed of at least three members, at least one of whom is from the ASU Nutrition faculty. The remainder of the supervisory committee is selected by mutual agreement of the student and their supervisory committee chair. **The committee chair must be a tenure-track nutrition faculty member** (please see [Appendix A](#) for list of faculty and their interests). Appointments to the supervisory committee are approved by the program director and the ASU Graduate College upon approval of a student's Program of Study (completed online from a student's MyASU website). Changes in the committee must also be approved in the same way. For further clarification, please refer to the [Graduate Policies and Procedures Manual](#). See [Appendix E](#) for information about approving non-ASU Nutrition committee members.

Responsibilities of supervisory committee

The supervisory committee approves the student's thesis and provides guidance at regular intervals. The committee also administers the final presentation and defense of the thesis.

If any questions or problems arise between a thesis committee chair, committee members and MS students, the program director should be consulted for assistance (tina.shepard@asu.edu).

Applied project

General procedures

In addition to planning a program of course work, MS in Nutritional Science students in the VA-track of the dietetic internship must complete an 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 the applied project committee chair and RD preceptors at their VA facility supervised practice sites. After selection of a topic, the student develops a proposal and makes a formal presentation, called the Applied Project Proposal Meeting, to the applied project committee for critical review and formal acceptance (see [Appendix D](#) for the Proposal Approval form). At the time that the Applied Project proposal is accepted, an acceptance form is signed by the student and members of their applied project committee and kept by the committee chair.

Results meeting

A Results meeting is scheduled with the applied project committee when the project is approaching completion and, if applicable, preliminary analyses are complete (see [Appendix D](#) for the Results Meeting Approval form). The purpose of this meeting is to update the applied project committee

regarding the student's work and to approve the final steps needed (such as data analyses) for successful completion.

Applied project defense

Students are required to defend their Applied Project in a public forum. The student will schedule the date, time, and room number of the Applied Project defense in consultation with the applied project committee. An applied project committee of 2 or 3 must participate in person or by Zoom. If an original member of the applied project committee must be absent, another faculty member may serve as a substitute.

Grading of applied project credits

Students complete the writing of their Applied Projects while enrolled in two courses, NTR 593 Applied Project Part 1 and NTR 593 Applied Project Part 2. Grades for the two courses will be determined by the instructors, per the course syllabus.

Supervisory committee for applied project

Selection of committee chair

After students are admitted to the MS in Nutritional Science and the VA-track of the dietetic internship (DI), the ASU Dietetic Internship Director or Assistant Director serves as their applied project committee Chair.

Appointment of applied project committee

The applied project committee for a student in the VA/ASU DI track is composed of the Chair plus 1-2 additional members, usually RDs or other preceptors at their VA facility supervised practice sites and Non-tenure track Nutrition faculty. The remainder of the supervisory committee is selected by mutual agreement of the student, applied project committee chair, and VA Coordinator. See [Appendix B](#) for interests of the Applied Project Nutrition and Health Sciences Faculty.

Responsibilities of the applied project committee

The applied project committee provides guidance at regular intervals. The committee also administers the final presentation and defense of the applied project.

Plan of study

To graduate in a timely manner, students should collaborate with the program director and graduate support coordinator to create a plan of study at the beginning of the program. Expected time to graduate from this program is dependent upon whether students are engaged in an alternate curriculum, such as tracks or the Dietetic Internship. Regardless of a student's indicated path, NTR 500 Research Methods must be taken in the first term of the program.

Additional information on program milestones can be found in Appendices [E \(thesis\)](#) and [F \(applied project\)](#) [MS-VA internship students only].

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.

Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, should be thoughtfully and carefully planned with the student's supervisory committee and the program director so that it meets the goals and objectives of the program and the student. The iPOS lists degree requirements such as coursework, committee and a culminating experience which must be included before it can be approved. Students must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required for the degree program (15 credits). An approved iPOS must be on file prior to scheduling a thesis or applied project defense or applying for graduation. More information on iPOS can be found [here](#).

Faculty advisor/chair: faculty chair (applied project) or faculty chair and committee (thesis)

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](#).

Use of program equipment, supplies and facilities

Graduate students may use designated computers and printers. Students are not to install software into College of Health Solution computers without the expressed permission of the program director or

committee chair. The copy machines in College of Health Solutions areas are available for use only when authorized by supervising faculty. University and program computers and/or paper are NOT to be used to print copies of a student's thesis or any other unauthorized use. Any abuse of office privileges can result in disciplinary action and may result in the student being charged for inappropriate use. Supplies such as college letterhead and envelopes, paper, note pads, pens and pencils, etc. can be obtained through the graduate support coordinator or committee chair. Conference rooms are available by reservation for conferences, presentations, meetings, or oral defenses through the graduate support coordinator. Instructional and research kitchens may not be used as private dining facilities by graduate students.

Office space, desks, and mailboxes are provided for graduate students. The program director or other college personnel will make office and desk assignments.

Dress code

Graduate students are expected to wear business casual attire when representing the University, including while teaching courses, participating in community education and/or interacting with research subjects.

When working in the metabolic kitchen or cooking labs, the following safety and clothing guidelines must be followed:

- A clean full apron or lab coat
- Hair pulled back and secured
- Closed-toed shoes
- Limit jewelry to a wedding band and watch
- No artificial fingernails
- Hands must be washed thoroughly at the beginning of food preparation and any time after using the restroom, touching your face, using a tissue or touching any raw meat product

When working in the research laboratories, the following safety and clothing guidelines must be followed:

- Closed-toed shoes
- Limit jewelry to a wedding band and watch
- Hair pulled back and secured
- No artificial fingernails
- Long pants
- Lab coat

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: Nutrition tenure-track faculty

May serve as Thesis or Applied Project committee chairs or members

Carol Johnston, PhD, RD ([profile](#)) – Vitamin C metabolism, diabetic diets, obesity, and vegetarian nutrition. Specific topics include the role of vitamin C nutrition in fat oxidation, adiposity risk, and physical activity; the impact of vinegar ingestion in managing the diabetic condition; the relationships between food and mental health; and nutrient requirements of vegetarians.

Stavros Kavouras, PhD ([profile](#)) – Hydration science, mechanisms by which water intake impacts health and performance. His current research is focusing on the effect of water intake on glucose regulation and its implication on children's hydration and obesity.

Min-hyun Kim, PhD ([profile](#)) – Molecular mechanisms of obesity and metabolic syndrome, strategies for the prevention and treatment of obesity and diabetes, epigenetic regulation of leptin and insulin signaling pathways, intermittent fasting, maternal nutritional status on the metabolic health of offspring.

Punam Ohri-Vachaspati, PhD, RD ([profile](#)) – Nutrition policies and programs in community and school settings and their impact on food environments, dietary behaviors, food security, and health; childhood obesity prevention; evaluation of nutrition interventions in community and school settings; health equity; social-ecological determinants of health, and diet and physical activity behaviors.

Dorothy Sears, PhD ([profile](#)) – health-promotion related research focusing on obesity and risk for obesity-related diseases including insulin resistance, Type 2 diabetes, cardiovascular disease and cancer. Identifying and characterizing genes, metabolites, biochemical pathways, and behaviors that regulate and/or are biomarkers of cardiometabolic disease risk.

Karen Sweazea, PhD ([profile](#)) – Regulation of glucose and fatty acid homeostasis and their contribution to pathologies associated with diabetes and obesity; understanding the evolution of diabetes by examining animal models resistant to deleterious effects of hyperglycemia; role of the immune system, and inflammation specifically, in impaired vascular reactivity.

Natasha Tasevska, MD, PhD ([profile](#)) – Developing biomarkers of diet in feeding studies; investigating dietary misreporting in population studies; the effect of sugars intake on cancer, obesity and other chronic diseases in cohort studies and community interventions; mechanistic studies investigating possible pathways for the adverse health effect of sugars.

Sonia Vega-López, PhD ([profile](#)) – Effects of diet quality and physical activity on chronic disease risk in Hispanic individuals; design and implementation of culturally-tailored community-based lifestyle interventions for chronic disease prevention among Hispanic families; effects of family- and home environment-level factors on diet quality among Hispanic children, adolescents, and adults; the effects of diet and physical activity modifications on chronic disease risk factors, obesity, the metabolic syndrome and diabetes management.

Shu Wang, MD, PhD, FAHA ([profile](#)) – Innovative research in nutrition and nanomedicine focusing on local and targeted delivery of bioactive compounds to specific cells or tissues using biocompatible and biodegradable nanocarriers for the prevention and treatment of obesity, Type 2 diabetes, cardiovascular disease and fatty liver disease; transdermal delivery of nutrients or bioactive compounds for improving the health status and combating obesity and its comorbidities.

Floris Wardenaar, PhD ([profile](#)) – Sports Nutrition and dietetics; defining nutrition needs of (student) athletes performing in a hot and dry desert environment. Areas of study cover, but are not limited to the effects of nutrition and dietetic strategies on sports performance; effects of heat and hydration on athletic performance, thermoregulation and heat adaptation, dietary supplement behavior and validation of field test used in the area of sports performance and nutrition.

Christopher Wharton, PhD ([profile](#)) – the impact of plant-based diets on health, happiness, performance, and functionality; food waste reduction at the consumer and household levels in relation to health and environment; food systems sustainability and the future of protein; the impact of screen-time reduction on health behaviors and health outcomes; and values-based behavior change.

Corrie Whisner, PhD ([profile](#)) – Dietary and lifestyle factors that impact the gut microbiome; maternal-child health; functional foods for the promotion of metabolic health and prevention of disease

B: Nutrition non-tenure track and health sciences faculty

May serve as Thesis committee members

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

Robin DeWeese, PhD, RDN ([profile](#)) – Influence of the built environment on food and physical activity behaviors, policies that make healthy choices easy.

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, maternal and child nutrition.

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 healthy behaviors; nutrition and health promotion.

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

Megan Kniskern, MS, RD, LD/N, CEDRD-S ([profile](#)) – Eating disorders, addictions, behavioral health nutrition and Health at Every Size.

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

Simin Levinson, MS, RD ([profile](#)) – Sports nutrition, cultural foods, healthy cuisine, nutrition for wellness.

Sarah Martinelli, MS, RD, SNS ([profile](#)) – National School Lunch Program, other school nutrition programs, food service management, child nutrition, environment and health, health/nutrition policy.

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

Maureen McCoy, MS, RD ([profile](#)) – Prenatal, infant, child nutrition, sports nutrition, school foodservice, community nutrition and education programs.

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; vegetable and herb gardening.

C: Thesis proposal and data meeting approval form

Student Name: _____

Thesis Title: _____

Proposal Meeting Date: _____

Committee Approval:

Committee members (print name)	Signature of approval
Thesis Committee Chair:	
Committee Member:	
Committee Member:	
Committee Member:	

Data Meeting Date: _____

Committee Approval:

Committee members (print name)	Signature of approval
Thesis Committee Chair:	
Committee Member:	
Committee Member:	
Committee Member:	

Signatures indicate that the student has received committee approval of the proposal and/or data analytic strategies as presented and has permission to continue toward thesis defense.

D: Applied project approval form

Student's Name: _____

Applied Project Title: _____

Proposal Meeting Date: _____

Committee Approval: _____, Chair _____

*(List names in left column,
members sign on right)*

_____	_____
_____	_____

Data Results Meeting Date: (this meeting is optional) _____

Committee Approval: _____, Chair _____

*(List names in left column,
members sign on right)*

_____	_____
_____	_____

Applied Project Defense Date: _____

Committee Approval: _____, Chair _____

*(List names in left column,
members sign on right)*

_____	_____
_____	_____

E: Timeline for thesis option

(Following notification of admission)

ACTION	WHEN
1. Contact temporary advisor (as assigned) and program director to seek advice for course selections.	As soon as possible
2. Meet with faculty to select chairperson of supervisory committee.	First or second semester enrolled
3. Select supervisory committee in consultation with chairperson.	First or second semester enrolled
4. Get non-ASU committee members approved by the Graduate College by contacting CHSGrad@asu.edu	As soon as committee is selected
5. Submit program of study (iPOS) planned in consultation with program director and supervisory committee.	Upon selection of supervisory committee or completion of 15 hours
6. Begin preliminary discussion regarding thesis with chairperson.	As early as possible but no later than 2 semesters prior to graduation.
7. Complete any necessary training such as CITI Program, lab safety etc.	Prior to working with human subjects or prior to working in the laboratory
8. Submit proposal for thesis. Schedule Proposal Meeting with supervisory committee.	At least 2 semesters prior to planned graduation date.
9. Begin thesis project.	At least 2 semesters prior to planned graduation date.
10. Schedule Data Meeting with supervisory committee.	After data collection and preliminary data analyses.
11. Defend thesis*. Complete draft of thesis must be distributed to supervisory committee at least 2 weeks prior to oral defense.	At completion of thesis draft.
12. Apply for graduation .	During last semester of graduate program.
13. Make final changes in thesis and submit to ASU Graduate College.	After successful completion of thesis defense.

Note: Coursework and thesis must be completed within six [6] years of enrollment in the first course listed on the Program of Study.

*Faculty members in the nutrition programs are typically on an academic year contract, meaning they are on salary only from about August 15 – May 15. Some faculty may receive summer funding through research grants or for teaching summer session courses. **Proposal meetings, data meetings, and oral defenses should not be scheduled during the summer unless there is confirmation of the availability of all committee members well in advance of the scheduled date(s).**

F: Timeline for applied project option

ACTION	WHEN
1. Contact program director and seek advice for course selections.	As soon as possible
2. Select chairperson of applied project committee.	First or second semester enrolled or after completion of 9 credit hours
3. Select applied project committee in consultation with applied project committee chair.	First or second semester enrolled
4. Submit Plan of Study (iPOS) planned in consultation with program director	Upon selection of applied project committee – must be submitted after completion of 12-15 hours.
5. Begin preliminary discussion regarding Applied Project with committee.	As early as possible but no later than two semesters prior to graduation.
6. Submit proposal for Applied Project to applied project committee chair. Schedule proposal meeting with applied project committee.	At least two semesters prior to planned graduation date.
7. Begin Applied Project.	At least two semesters prior to planned graduation date.
8. Schedule Results meeting with applied project committee	As completion of project approaches
9. Schedule a date, time, and room for Applied Project defense	As soon as possible
10. Defend Applied Project. Complete draft of Applied Project must be distributed to applied project committee at least 5 working days prior to defense	At completion of Applied Project draft.
11. Apply for graduation.	During last semester of graduate program.

Note: Coursework and Applied Project must be completed within six [6] years of enrollment in the first course listed on the Plan of Study.

*Faculty in the nutrition programs are typically on an academic-year contract, meaning they are on salary only from the beginning of the fall semester through the end of the spring semester. Some faculty may receive summer funding through research grants or for teaching summer session courses. **Proposal meetings, Results meetings, and Applied Project defenses should not be scheduled during the summer unless there is confirmation of the availability of all committee members well in advance of the scheduled date(s).**