



**Master of Science in
Nutritional Science
Dietetics Concentration (MSD)
Graduate Handbook
*Policies and Procedures***

2019-2020

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[MS in Nutritional Science, Dietetics at ASU](#)

[ASU Graduate Education Homepage](#)

[ASU Graduate Education On-Line Catalog](#)

[ASU Graduate Admissions On-Line Application](#)

[ASU Graduate College Policies and Procedures](#)

[Student Code of Conduct](#)

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Introduction

The faculty in the College of Health Solutions at Arizona State University (ASU) offer a Master of Science degree in Nutritional Science with a concentration in Dietetics (MSD).

The MSD is based on the scientific foundations of nutrition and prepares students to have strong communication skills, computer literacy, interpretive expertise, and problem-solving skills. Because this non-thesis master's program is offered only to experienced, registered dietitians (RDN), particular emphasis is placed on advancing students' skills sets in the practice of dietetics. Along the way, graduate students will develop competencies in research methods and advanced-practice knowledge in their chosen 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 dietetics.

This handbook supplements the guidelines of Graduate Education at ASU. Graduate students should be familiar with and observe all requirements and procedures. These materials are available [on-line](#).

Objectives of the MSD will be highly individualized depending on each student's goals and interests but might include:

- 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 recommendation 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.
- Augment student-specific practitioner skill sets to promote individual career goals.

MS NUTRITIONAL SCIENCE, DIETETICS CONCENTRATION

Prerequisites for Graduate Study in Nutritional Science, Dietetics Concentration

- BS/BA degree
- Current RDN credential
- One year of work experience in dietetics as a Registered Dietitian

Coursework Requirements

Required Courses:		Credit Hours
NTR 500	Topic: Research Nutrition 1	3
NTR 502	Statistics in Research	3
NTR 501	Research Methods/Nutrition II	3
NTR 593	Applied Project: Part 1	3
NTR 593	Applied Project: Part 2	3
	Subtotal	15
NOTE: You may select 15 credit hours of Electives listed below		
Nutrition Electives: Topics and availability vary by semester		
NTR 503	Behavior Change	3
NTR 524	Chronic Inflammation	3
NTR 525	Complementary Nutrition	3
NTR 529	Pediatric Nutrition	3
NTR 533	Ethics/Policy American Diet	3
NTR 535	Nutrigenomics	3
NTR 537	Topic: Advanced Nutrition Support	3
NTR 551	Geriatric Nutrition	3
NTR 555	Advanced Sports Nutrition	3
NTR 598*	Topic: Nutrition Therapy for Eating Disorders & Addictions	3
NTR 598*	Topic: Leadership in Food and Nutrition Services	3
NTR 598*	Topic: Nutrition Focused Physical Assessment	3
Add'l NTR Courses	Please check ASU Course Search for other NTR course offerings.	
GRAND TOTAL		30 Credits

*The number for this course is subject to change

Admission Procedures for MS in Nutritional Science, Dietetics Program

Applicants to the MSD program must send some application materials to ASU Graduate Admissions and other application materials directly to the Nutrition Program Graduate Committee.

Because passing the RD exam and gaining work experience in the field of dietetics are required for successful admission to the MSD program, the Nutrition Program Graduate Committee does not require applicants to take or submit scores from the Graduate Record Examination (GRE). In lieu of GRE scores, a telephone interview may be conducted.

At a minimum, applicants to the MSD program are expected to meet GPA requirements as established by ASU Graduate Education.

Nutrition Program Requirements

In addition to the online application submitted to Graduate Education, applicants to the MSD program must include the following supplemental information:

- Three letters of recommendation, including at least one from an employer or work supervisor.
- A résumé that summarizes the applicant's academic, volunteer and employment experiences.
- A one- to two-page, typed, double-spaced, personal statement addressing the following: significant professional responsibilities you have held; your professional goals and reasons for desiring to enroll in this program; strengths that will help you succeed in this program and in reaching your professional goals; and your personal interests in research, including, if applicable, studies involving the practice of dietetics.

Please submit proof of Registered Dietitian status by accessing the Commission on Dietetic Registration's [web site](#) using the Online Credential Verification Search. Complete the verification search, print the certificate, and upload the certificate to your application.

Applicants may also participate in a telephone interview with members of the Nutrition Program Graduate Committee.

Processing of Applications

Please see the [ASU Online](#) website for current deadlines for ASU Online students.

Credentials submitted by applicants to the MS in Nutritional Science, Dietetics Concentration are evaluated by ASU Graduate Admissions and the Nutrition Program Graduate Committee. To ensure consideration for admission, all application materials should be received by the priority deadline of **April 15** for fall admission, **October 15** for spring admission, and **February 15** for summer admission. After these priority deadlines pass, a rolling admission will apply. If deadline dates fall on a weekend, then

the deadline will be the first business day (typically Monday) after that date. Based upon the recommendation of the Graduate Committee, applicants will be recommended for admission to ASU Graduate Admissions by the Director of the Nutrition Program. Notification of admission to the graduate program is usually given within two weeks of the application review.

Admission and Denial Criteria

No single criterion will serve as a basis for admission or denial to the MSD program. Criteria for admission include:

1. Evidence of outstanding scholarship from previous academic record.
2. Favorable letters of recommendation commenting on the applicant's academic and professional qualifications for graduate study.
3. Professional goals compatible with the MSD course offerings.
4. Scholarly interest compatible with one or more of the faculty who are active in this degree program.

The decision of the committee will be one of the following:

1. **Regular admission** - Granted when the applicant's file is complete; the applicant meets criteria of adequate academic preparation, satisfactory and competitive undergraduate grade point average, favorable letters of recommendation, etc.; and, when enrollment limits have not been met.
2. **Provisional admission** – Granted when the applicant's previous GPA is < 3.0. The student will be expected to maintain a 3.0 or greater during their first year of study in order to remain in the program.
3. **Denied admission** - When the applicant does not meet the necessary criteria for admission; the applicant does not rank sufficiently high to be selected for the available slots; it is deemed that departmental program fails to match the applicant's needs, goals, and interests; or no suitable faculty advisor is available.

Applied Project General Procedures

In addition to planning a program of course work, graduate students also 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 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."

Selection of Applied Project Mentor

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.

Approval of Plan of Study

The MSD Plan of Study (iPOS) should be thoughtfully and carefully planned with their mentor so that it meets the goals and objectives of the program and the student. Each student selects courses after consultation with their advisor. The Plan of Study should be completed and approved by the mentor and the **Program Director** no later than the time the student has enrolled in 15 credit hours. A Plan of Study must have exactly 30 credit hours, no more and no less. Acceptance of the proposed Plan of Study must be verified by the **Program Director**. After approval at the program level, the Plan of Study is submitted to ASU Graduate Education for final approval.

NOTE: all new Plans of Study have to be submitted online using the Interactive Plan of Study (iPOS) form available through each student's [My ASU](#) account.

Changes in Plan of Study

Necessary changes can be initiated and petitioned by the student. The changes must be pre-approved by the **Nutrition Program Director**, and ASU Graduate Education.

Performance Reviews

All graduate students admitted to the MSD program are subject to the general standards of academic good standing of ASU. However, academic standards do not necessarily guarantee that a student will graduate from the program. Because students obtaining a Master's degree from the program are often placed in positions dealing with the public, they must also 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 that make it questionable that they can succeed professionally will be reviewed by the Nutrition Program Graduate Committee. The committee's review may result in a decision to disqualify the student or to specify conditions under which continued enrollment is permitted (e.g., probation). Students who wish to appeal the decision of the Nutrition Program Graduate Committee may do so in writing to the College of Health Solutions Academic Standards and Student Grievance Committee.

Any exceptions to these policies and procedures must be approved by the Nutrition Program Graduate Committee.

Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, 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, working on or defending their applied project, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking completing culminating experiences, defending applied project, or graduating from the degree program.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Plan of Study, OR
- Be research (592), thesis (599), or continuing registration (595), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found [here](#).

Incomplete Grades

The College of Health Solutions will consider an incomplete grade request 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.

Satisfactory Academic Progress

Per Graduate College guidelines, graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. Students whose cumulative GPA falls below 3.00 are placed on academic

probation, receive an advising hold on their account, and are required to complete an academic performance improvement plan. If students are unable to raise the GPA to a 3.00 within nine credit hours or one year (whichever comes first), the program standards committee may recommend the student for dismissal from the program.

Graduation Ceremonies

Students completing a graduate program may only participate in graduation ceremonies if all degree requirements are met prior to the ceremony. Students who need an extra semester to complete coursework must defer their graduation to the next term and participate in the next available ceremony.

University Financial Aid

Information regarding [financial assistance](#) opportunities is available through Graduate Education

Calendar for Applying to Nutrition Graduate Program

ACTION	WHEN
1. Review admission materials from ASU Graduate Admissions and the Nutrition Program	As early as possible.
2. Have college transcripts, showing an undergraduate degree was awarded, sent to ASU Graduate Admissions .	Sufficiently ahead of time so official results are received by priority deadlines of April 15, October 15, or February 15.
3. Complete application for admission to ASU Graduate Admissions , online at	Received by ASU Graduate Admissions by April 15, October 15, or February 15 for priority consideration.
4. Request three (3) letters of recommendation to be submitted online as part of your online application to ASU Graduate Admissions .	Received by ASU Graduate Admissions by April 15, October 15, or February 15 for priority consideration.
5. A résumé or curriculum vita – included as part of your online application to ASU Graduate Admissions .	Received by ASU Graduate Admissions by April 15, October 15, or February 15 for priority consideration.
6. A personal statement – included as part of your online application to ASU Graduate Admissions .	Received by ASU Graduate Admissions by April 15, October 15, or February 15 for priority consideration.
7. Your RD registration certificate (accessed at the Commission on Dietetic Registration's website using the Online Credential Verification Search) – sent to the Nutrition Program	Mail to: Graduate Nutrition Program, College of Health Solutions, 500 N. 3 rd St., Phoenix, AZ 85004.
Notifications of Acceptance	
1. Notification of acceptance from ASU Graduate Admissions and the Nutrition Program.	Within two weeks of file review

Timeline for the MS Nutritional Science, Dietetics Concentration (MSD)

ACTION	WHEN
1. Contact Program Director and seek advice for course selections.	As soon as possible
2. Meet with Program Director and faculty to select Applied Project Mentor	While enrolled in NTR 500
3. Begin Applied Project before or during NTR 593 “Applied Project, Part 1”	At least two semesters prior to planned graduation date
4. Finish Applied Project before or during NTR 593 “Applied Project, Part 2”	Last semester
5. Apply for graduation.	During last semester of graduate program

¹ Coursework and Applied Project must be completed within six [6] years of enrollment in the first course listed on the Plan of Study.

² Faculty in the Department of Nutrition 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.**

APPENDIX A: Interests of NTR MS Applied Project Nutrition Faculty

Christina Barth, MS, RD (Christina.Barth@asu.edu) -- Eating disorders, sports nutrition, weight management, child nutrition, women's health, yoga therapy, integrative healthcare

Kathleen Dixon, MEd, RD (Kathleen.Dixon@asu.edu) -- Food service management, pediatric dietetics, nutrition counseling

Shauna Grant, MS, RD (Shauna.Grant@asu.edu) – Nutrition support, clinical nutrition, counseling and education, metabolic effects of sedentary lifestyles

Traci Grgich, MS, RD, SNS, CP-F (Traci.Grgich@asu.edu) -- Food service management, food safety, child nutrition/school lunch programs, pediatric nutrition, and pediatric diabetes management.

Teresa Hart, PhD (Teresa.Abraham@asu.edu) – Physical activity, sedentary behavior, and health

Melinda Johnson, MS, RD (Melinda.Duff@asu.edu) -- Nutrition and Media, Nutrition Communications, breastfeeding/lactation, prenatal nutrition, child nutrition, family feeding dynamics

Jessica Lehmann, MS RDN (Jessica.Lehmann@asu.edu) – Nutrition communications, healthy cuisine, child nutrition

Christy Lespron, PhD, RD (Christy.Lespron@asu.edu) – Functional foods for managing chronic disease, macro/micronutrient metabolism, obesity/diabetes, nutrition education/counseling

Simin Levinson, MS, RD (Simin.Levinson@asu.edu) -- Sports nutrition, foodservice management, weight management, nutrition in wellness

Sandra Mayol-Kreiser, PhD, RD (Sandra.Mayol-Kreiser@asu.edu) -- Clinical nutrition, nutrition support, and nutrition through the lifecycle

Michelle Miller, MS, RD (Michelle.J.Miller@asu.edu) -- Medical nutrition therapy, community nutrition and education programs, nutrition counseling, breastfeeding/lactation

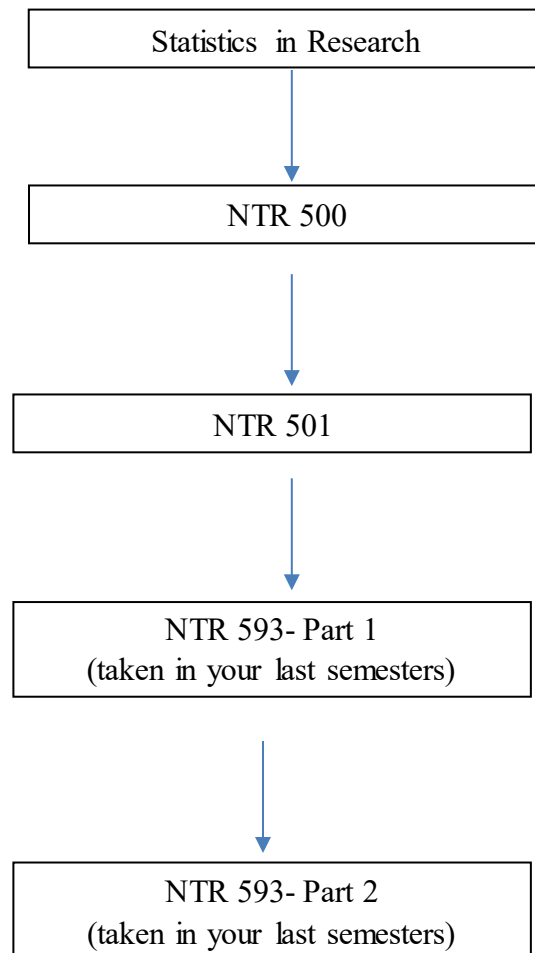
Lisa Morse, MS, RD, CNSC (Lisa.M.Morse@asu.edu) -- Nutrition Support, Burns, Trauma, Clinical Nutrition (all topics)

Christina Scribner, MS, RD, CSSD, CEDRD (Christina.Scribner@asu.edu) – 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 (Tina.Shepard@asu.edu) -- Nutrition education of the public and the health practitioner; nutrition and dietetic career education; weight control and childhood obesity issues

Note: Other research faculty in the Nutrition Program may also serve as Applied Project mentors or Committee members: Meg Bruening, PhD, MPH, RD; Carol Johnston, PhD, RD; Punam Ohri-Vachaspati, PhD, RD; Karen Sweazea, PhD; Natasha Tasevska, MD, PhD; Sonia Vega Lopez, PhD; Christopher Wharton, PhD; and Corrie Whisner, PhD.

APPENDIX B: Course Sequence for Required Courses



*Note: 15 credit hours of elective courses are required to graduate. Please consult with the faculty director for proper sequencing of courses.