



**Master of Science
Medical Nutrition
Graduate Handbook
Policies and Procedures
*Updated June, 2021***

2021-2022

**Arizona State University
College of Health Solutions
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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.

Title IX

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see <https://www.asu.edu/aad/manuals/acd/acd401.html>.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

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I. INTRODUCTION

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 MS Medical Nutrition 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.

II. MS MEDICAL NUTRITION

A. Admission requirements

Applicants must fulfill the requirements of both the Graduate College and the College of Health Solutions.

Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree, in any field, from a regionally accredited institution. A previous bachelor's or master's degree in nutrition, public health, biology, chemistry or related field is preferred.

Applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in the last 60 hours of their first bachelor's degree program, or applicants must have a minimum cumulative GPA of 3.00 (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- graduate admission application and application fee
- official transcripts
- three letters of recommendation
- one page personal statement
- proof of English proficiency

Additional Application Information

An applicant whose native language is not English must provide proof of English proficiency regardless of current residency.

The letters of recommendation should be from previous instructors or professors.

B. Admission Procedures for MS in Medical Nutrition Program

To ensure consideration for admission, all application materials should be sent by applicants to Graduate Admissions before the final deadlines listed [here](#). Documents submitted by applicants to the MS in Medical Nutrition are evaluated by Graduate Admissions and the Nutrition Program Graduate Committee. Notification of admission to the graduate program is usually given within two weeks of the application review.

C. Provisional Admission

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 the My ASU 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.

Please contact your graduate support coordinator if you have questions about your provisions.

D. Calendar for Applying to Nutrition Graduate Program

ACTION	WHEN
1. Review admission materials from Graduate Admissions and the Nutrition Program (materials available here)	As early as possible.
2. Have college transcripts, showing an undergraduate degree was awarded, sent to Graduate Admissions .	Sufficiently ahead of time so official results are received by final application deadlines .
3. Complete application for admission to Graduate Admissions , online.	Received by Graduate Admissions by final application deadlines .
4. Request three (3) letters of recommendation to be submitted online as part of your online application to Graduate Admissions .	Received by Graduate Admissions by final application deadlines .
6. A personal statement – included as part of your online application to Graduate Admissions .	Received by Graduate Admissions by final application deadlines .
Notifications of Acceptance	
1. Notification of acceptance from Graduate Admissions and the Nutrition Program.	Within two weeks of file review

E. Coursework Requirements

Required Core Courses (21 credit hours)		Credit Hours
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	3
NTR 525	Complementary Nutrition	3
NTR 533	Ethics and Policy of American Diets	3
NTR 535	Nutrigenomics	3
Other Required Courses (3 credit hours) <i>(Courses may be substituted with approval of graduate committee)</i>		
NTR 500	Research Methods	3

Culminating Experience (6 credit hours)		
NTR 593	Applied Project Part 1	3
NTR 593	Applied Project Part 2	3
GRAND TOTAL		30 Credits

F. 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.

G. MS in Medical Nutrition Plan of Study Approval

The Medical Nutrition Plan of Study (iPOS) should be completed via the students My ASU by referencing the course plan outlined on page four of this handbook. The Plan of Study should 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. A Plan of Study must have exactly 30 credit hours, no more and no less. 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.

Changes in Plan of Study

Course changes that need to be submitted after the iPOS has been approved can be submitted through the iPOS and will route to the Graduate Support Coordinator for approval.

H. Timeline for the MS Medical Nutrition

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

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

I. 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, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, 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 examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, 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, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), 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.

J. 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. Additional information regarding incomplete grades can be found [here](#).

K. 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.

L. Appealing Dismissal from the Medical Nutrition Program

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 Medical Nutrition Program Standards 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.

III. FINANCIAL SUPPORT

A. University Financial Aid

Information regarding financial assistance opportunities is available through the [Graduate College](#) and the CHS [graduate student site](#).

IV. Additional Resources

- [10 Best Practices in Graduate Student Wellbeing](#)
- [Academic Integrity Policy](#)
- [Graduate Wellness Resources](#)
- [College of Health Solutions Graduate Student Site](#)

APPENDIX A

Interests of NTR MS Applied Project Nutrition Faculty

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

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

Karen Gregory-Mercado, PhD, MPH, MCHES, CWWPM (Karen.Gregory-Mercado@asu.edu) – Health education and promotion, worksite wellness, health and wellness coaching.

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

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

Mary McMullen, MS, RD (Mary.McMullen@asu.edu) – Prenatal, infant, child nutrition and breastfeeding/lactation (WIC), Medical Nutritiontherapy, renal nutrition, restrictive eating

Michelle Miller, MS, RD (Michelle.J.Miller@asu.edu) -- Medical Nutritiontherapy, 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)

Julia Pearl, MS (Julia.Pearl@asu.edu) – General aspects of healthcare delivery- the triple aim, fitness, physical activity, weight training, yoga, stress management, holistic health, wellness coaching/consulting, group fitness teaching/instruction to all levels and ages ranging from 5-85 years old, marketing of fitness programming in various environments such as commercial gyms/country clubs/spas/corporate wellness, independent studio ownership, speaking and presentation skills to various audiences.

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.

Non-tenure-track faculty can also serve on thesis committees.

APPENDIX B

Course Sequence for Required Courses

One Year Course Plan – Fall Start:

Fall 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 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	NTR 593 Applied Project Part 1 NTR 593 Applied Project Part 2

One Year Course Plan – Summer Start:

Summer	NTR 500 Research Methods NTR 502 Statistics in Research
Fall 2 courses Fall A + 2 courses Fall B	NTR 510 Food and Nutrition Across the Lifespan (Fall A session) NTR 511 Medical Nutrition in the Care & Prevention of Disease (Fall B session) 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 2 courses Spring A + 2 courses Spring B	NTR 593 Applied Project Part 1 (Spring A session) NTR 593 Applied Project Part 2 (Spring B session) 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

One Year Course Plan – Spring Start:

Spring 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	NTR 525 Complementary Nutrition NTR 533 Ethics and Policy of American Diets
Fall 2 courses Fall A + 2 courses Fall B	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 535 Nutrigenomics NTR 593 Applied Project Part 1 NTR 593 Applied Project Part 2

Two Year Course Plan – Fall Start:

Fall – Year 1 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
Spring – Year 1 1 course Spring A + 1 course Spring B	NTR 500 Research Methods NTR 502 Statistics in Research

Summer – Year 1	NTR 525 Complementary Nutrition NTR 533 Ethics and Policy of American Diets
Fall – Year 2 <i>1 course Fall A + 1 course Fall B</i>	NTR 524 Chronic Inflammation and Metabolic Syndrome NTR 535 Nutrigenomics
Spring – Year 2 <i>1 course Spring A + 1 course Spring B</i>	NTR 593 Applied Project Part 1 (Spring A session) NTR 593 Applied Project Part 2 (Spring B session)

Two Year Course Plan – Summer Start:

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

Two Year Course Plan – Spring Start:

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