



**MASTER OF SCIENCE
IN NUTRITIONAL SCIENCE
GRADUATE STUDENT HANDBOOK
2019**

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[ASU College of Health Solutions](#)

[MS in Nutrition at ASU](#)

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[Student Code of Conduct](#)

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INTRODUCTION

The College of Health Solutions at Arizona State University (ASU) offers a Master of Science (MS) degree in Nutritional Science.

The ASU MS program 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.

The primary objective of the graduate program in nutritional science 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.

Students who have completed an accredited Didactic Program in Dietetics (DPD) may also elect to apply to the ASU dietetic internship (MS-Track) in order to meet the requirements to become a Registered Dietitian Nutritionist. More information about becoming an RD/RDN is available at <https://chs.asu.edu/programs/schools/school-nutrition-and-health-promotion/how-become-registered-dietitian>.

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.

I. MS IN NUTRITIONAL SCIENCE PROGRAM GUIDELINES

A. Prerequisites for Graduate Study in Nutrition

General Nutrition [for majors]
 Introductory or General Chemistry with Lab
 Organic Chemistry with Lab
 Biochemistry, upper division preferred
 Anatomy and Physiology
 Microbiology
 Statistics

B. Coursework Requirements to complete MS degree: Minimum of 30 credit hours

1. Required Courses for Students with an undergraduate degree in Nutrition:

- NTR 500 Research Methods I (Required within first year) 3 credits
- EXW 501 Research Statistics
 or
 NTR 502 Statistics in Research (online, with advisor approval only) 3 credits
- Graduate Seminars in Nutrition (restricted electives)
 Select three: topics and availability vary by semester) 9 credits

Course	Course Title	Credits
NTR 501	Research Methods in Nutrition II	3
NTR 503	Designing Health Behavior Change Interventions	3
NTR 524	Chronic Inflammation and Metabolic Syndrome	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	Evidenced-Based Nutrition (subtopics vary)	3
NTR 551	Geriatric Nutrition	3
NTR 553	Nutrition and Cardiovascular Disease	3
NTR 555	Nutrition and the Athlete	3
NTR 556	Thermoregulation and Fluid Balance	3
NTR 557	Nutritional Epidemiology	3
NTR 598	Special Topics	3

- NTR 599 Thesis
or
NTR 593 Applied Project (for students in the VA-track Dietetic Internship) 6 credits
- Electives: Select remaining 9 credits from 500-level NTR, EXW,
or other classes with advisor approval (students accepted into the
Dietetic Internship will count 1 semester of NTR 580 "Practicum"
as 3 of their 9 elective credits) 9 credits

TOTAL = 30 credits

2. Required Courses for Students without an undergraduate degree in Nutrition:

- NTR 500 Research Methods I (Required within first year) 3 credits
- EXW 501 Research Statistics
or
NTR 502 Statistics in Research (online, with advisor approval only) 3 credits
- Graduate Seminars in Nutrition (restricted electives)
Select two: topics and availability vary by semester 6 credits

Course	Course Title	Credits
NTR 501	Research Methods in Nutrition II	3
NTR 503	Designing Health Behavior Chang Interventions	3
NTR 524	Chronic Inflammation and Metabolic Syndrome	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	Evidenced-Based Nutrition (subtopics vary)	3
NTR 551	Geriatric Nutrition	3
NTR 553	Nutrition and Cardiovascular Disease	3
NTR 555	Nutrition and the Athlete	3
NTR 556	Thermoregulation and Fluid Balance	3
NTR 557	Nutritional Epidemiology	3
NTR 598	Special Topics	3

- Core Nutrition Courses:
 1. NTR 540 Adv. Micronutrient Metabolism
 2. NTR 541 Adv. Macronutrient Metabolism
 3. NTR 548 Adv. Community Nutrition
 4. NTR 341 Medical Nutrition Therapy I (taken at the graduate level as NTR 590) 12 credits

- NTR 599 Thesis 6 credits

TOTAL = 30 credits

3. Optional Sports Nutrition Track of MS Degree

The Sports Nutrition track (approved in May, 2019), 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 nutritionist 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 Graduate Coordinator.

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 after they have been accepted for admission into the MS in Nutritional Science degree program. Application information will be sent to students after they have been notified of admission by the ASU Graduate College.

Required Courses for the Sports Nutrition Track (12 credits)		
<i>Prefix & Number</i>	<i>Course Title</i>	<i>Credits</i>
NTR 500	Research Methods	3
EXW 501	Research Statistics	3
NTR 555	Nutrition and the Athlete	3
NTR 598	ST: Thermoregulation and Fluid Balance	3
Electives (choose 12 credits)		

NTR 598	ST: Nutrition Therapy for Eating Disorders	3
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 592	Research	3
NTR 580	Dietetics Practicum (if matched into ASU Dietetic Internship)	3
NTR 501	Research Methods in Nutrition II	3
Culminating Experience (6 credits)		
NTR 599	Thesis	6
Total required credit hours = 30		

C. Admission Procedures for MS in Nutritional Science Program

Admission to Graduate Study

Prospective students must apply online to the ASU Graduate College for admission into the MS in Nutritional Science degree program. Applications for the MS degree are only accepted for students to begin the program in the ASU Fall semester (except the combined MS/VA Dietetic Internship program). The deadline to apply is February 15th each year. However, late applications (up to May 1st) will be considered if space is available.

At a minimum, applicants to the MS in Nutritional Science program are expected to meet GPA requirements as established by the ASU Graduate College, however, typically a 3.0 or higher cumulative GPA (on a 4.0 scale) is the minimum considered for admission into the ASU MS in Nutrition Program. Applicants are also required to submit official notification of scores on the Graduate Record Examination (GRE), General Examination only. Applications cannot be processed without GRE scores (see Admission and Denial Criteria for more information).

PLEASE NOTE: The GRE score requirement may be waived in some cases for applicants who have completed recent MCAT, DAT, or Registered Dietitian credentialing exams. Nutrition Program Requirements

Applicants to the MS program in Nutritional Science must also submit the following information along with their online ASU Graduate College application:

1. A typed personal statement addressing the following:
 - a. Describe the significant professional responsibilities you have held.
 - b. State your professional goals and reasons for desiring to enroll in this ASU program.
 - c. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 - d. Indicate your personal research interests as specifically as possible, including any previous research experience you may have acquired.
2. Official transcripts from any college or university from which you have received a degree or taken an MS prerequisite course.
3. Three letters of recommendation, including at least one from an instructor at the applicant's undergraduate and/or graduate school.
4. A resume that summarizes the academic, research, volunteer and employment experiences of the applicant.
5. Applicants need to identify at least three (3) tenure-track faculty members from the ASU Nutrition program with whom they would like to work with on a research project (MS thesis). Please read about faculty members' research in **Appendix A** of this handbook.

Processing of Applications

Application materials submitted to the ASU MS in Nutritional Science program are evaluated by the ASU Graduate College and by the Graduate Committee of the Nutrition program. To ensure consideration, all materials for those applicants applying to both the MS and Dietetic Internship must be received by February 15th for fall admission. **The deadline for applications to the MS degree alone is May 1st.**

Based upon the recommendation of the Graduate Committee, applicants will be recommended for admission to the ASU Graduate College by the Coordinator of the MS in Nutritional Science program. Applications for the MS degree alone (without the dietetic internship) are considered only once each year for admission for the fall semester of the following academic year.

Admission and Denial Criteria

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

1. Evidence of outstanding scholarship and research potential from GRE scores and previous academic record (GPA and transcripts).

Evaluation of scores from the GRE will be determined based on national percentile results.

Quantitative and Verbal scores in the 50th percentile or higher are recommended and a score of 3.5 or higher is required on the Analytical Writing section of the exam.

2. Favorable letters of recommendation commenting on your academic and professional qualifications for graduate study.
3. Professional goals which are compatible with the MS in Nutritional Science program.
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:

Regular admission - granted when the Master's applicant meets criteria of adequate academic preparation, satisfactory and competitive grade point average and GRE scores, favorable letters of recommendation, complete application with all required materials submitted, and when enrollment limits have not been met.

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 the program fails to match the applicant's needs, goals, and interests; or no research faculty mentor is available to guide the thesis process.

D. Thesis vs. 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 listed in 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 (currently, those admitted to the VA-track of the dietetic internship, plus MS degree), 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.

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 developed in the NTR 500 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.

E. Master's Thesis

General Procedures

In addition to planning a program of course work, graduate students also must complete a thesis. 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). At the time that the thesis proposal is accepted, an acceptance form is signed by the student's Supervisory Committee and graduate student and placed on file in the Nutrition MS Program Office. 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 gain the approval of the data analyses plan for the thesis by the Supervisory Committee.

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 one member of the thesis committee must be absent from the thesis defense, Graduate College procedures must be followed. If more than one member must be absent, the defense must be rescheduled.

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 Chair and to the Nutrition Program 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 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 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.

Grading of Thesis Credits

The grades for research credit for thesis work (course number NTR 599) are handled differently from grades for 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 Chair completes the appropriate paperwork and assigns a non-Z grade for the thesis credits.

F. Supervisory Committee for MS Students Completing a Thesis

Selection of Master's Supervisory Chair

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

Appointment of Master's Supervisory Committee

The Supervisory Committee for a student in the MS in Nutritional Science program is composed of at least three members, at least two of whom are from the 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 MS Graduate Coordinator 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 Master's 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 MS in Nutritional Science Degree Coordinator Tina Shepard should be consulted for assistance – at tina.shepard@asu.edu

G. Master's Applied Project (for students in the VA-track of the ASU Dietetic Internship)

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 his or her Applied Project Committee and filed in the MS Nutrition Program office.

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 Skype or conference call. If an original member of the Applied Project Committee must be absent, another faculty member may serve as a substitute.

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 Chair and to the Nutrition Program 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](#). After approval by the student's Supervisory 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](#). The Supervisory Chair must approve and sign the Animal Protocol prior to submission to the IACUC.

Training and Certifications

Depending upon the research and assignments 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 (<http://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 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.

Grading of Applied Project Credits

Applied Project (NTR 593) grades will be assigned by the Committee Chair after the Applied Project defense and final project documents are completed. NTR 593 grades are given as A-E grades using the regular grading system and are determined by the Applied Project Committee.

H. Supervisory Committee for MS Students Completing an Applied Project

Selection of Applied Project Committee Chair

After students are admitted to the MS in Nutritional Science, 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.

I. MS Degree Policies

Program of Study

The MS Program of Study (iPOS) should be thoughtfully and carefully planned with the Master's Supervisory Committee and the MS in Nutritional Science Graduate Coordinator so that it meets the goals and objectives of the program and the student. The POS 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 their degree program (15 credits). An approved iPOS must be on file prior to scheduling a thesis or applied project defense or applying for graduation.

The Program of Study should be completed and approved by the Graduate Coordinator, usually by the end of the second semester of full-time graduate study. A Program of Study should be 30 credit hours; the exact number will be determined by program requirements and the student's Supervisory Committee. After approval within the Nutrition Program, the Program of Study is submitted to the ASU Graduate College for final approval.

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

Changes in Program of Study

Necessary changes can be initiated and petitioned by the student. The changes must be approved by the student's Graduate Coordinator and the ASU Graduate College.

Acceptable Performance in the MS in Nutritional Science Program

All graduate students admitted to the MS in Nutrition 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 ASU Nutrition 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 in the nutrition field will be reviewed by the Graduate Committee within the Nutrition Program. The committee's review may result in a decision to disqualify the Master's student or the specification of conditions under which continued participation is permitted (e.g., probation). Students who wish to appeal the decision of the Graduate Committee may do so in writing to the Dean of the ASU Graduate College. Any exceptions to the retention and disqualification policies and procedures must be approved by the Graduate Committee.

Continuous Enrollment Requirement

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. 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 at asu.edu/aad/manuals/ssm/ssm203-09.html.

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.

J. Other Information

1. Financing Your Education

Research the many financial assistance opportunities that are available to you. This [website](#) provides all the tools and resources you need to select and apply for financial support, including teaching and research assistantships, Graduate College fellowships, conference and travel awards, and national fellowship resources.

2. 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 Coordinator 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. Slide projectors, overhead projectors, VCR/DVD players, laptop computers, and other equipment are available for use by graduate students for University-related activities authorized by supervising faculty. Supplies such as college letterhead and envelopes, paper, note pads, pens and pencils, etc. can be obtained through the Graduate Program Coordinator or Committee Chair. Conference rooms are available by reservation for conferences, presentations, meetings, or oral defenses through the Graduate Programs Coordinator, Amanda Kling. Instructional and research kitchens may not be used as private dining facilities by graduate students.

3. Office Space Assignments

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

4. 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

**APPENDIX A: Research Interests of Nutrition Tenure-Track Faculty
(May serve as Thesis committee Chairs)**

Meg Bruening, PhD, MPH, RD - Social and environmental determinates of eating behaviors and nutrition-related health disparities of underserved youth: child/adolescent obesity prevention; harnessing social networks for the promotion of healthy eating; community-based nutrition interventions; and food insecurity.

Haiwei Gu, PhD - Metabolomics research at the Mayo Clinic in Scottsdale; metabolomics studies the metabolic responses of biological systems to external or internal influences, including different diets.

Carol Johnston, PhD, RD - 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 - 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.

Punam Ohri-Vachaspati, PhD, RD - Social-ecological determinants of obesity; nutrition related policies and how they impact food environments and behaviors; role of food environments and food access in influencing consumption behaviors and health outcomes in disadvantaged population groups, evaluation of nutrition interventions in community settings.

Dorothy Sears, PhD - health-promotion related research focuses on obesity and risk for obesity-related diseases including insulin resistance, Type 2 diabetes, cardiovascular disease and cancer. Identifying and characterize genes, metabolites, biochemical pathways, and behaviors that regulate and/or are biomarkers of cardiometabolic disease risk.

Karen Sweazea, PhD - 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 - Developing biomarkers of intake; dietary validation and calibrations studies and measurement error in self-reported diet; investigating the effects 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 - Effect of diet on cholesterol and lipoprotein metabolism; evaluation of the effects of diet and lifestyle modifications on chronic disease risk factors, obesity, the metabolic syndrome and diabetes management; development of culturally-sensitive community-based interventions to aid in the prevention of chronic diseases and reduction of risk factors among Latinos and other high risk populations in chronic disease prevention.

Floris Wardenaar, PhD - Sports Nutrition; the effects of nutrition and dietetic strategies on sports performance; effects of heat and hydration on athletic performance.

Christopher Wharton, PhD - Food policy in relation to obesity and sustainability; food security and local foods programs; environmental factors related to eating patterns and obesity.

Corrie Whisner, PhD - Metabolic disturbances in nutrition-related diseases, lifestyle interventions to prevent or correct chronic disease, and the influence of both genetic and environmental factors on health outcomes.

**APPENDIX B: Interests of Non Tenure-Track Nutrition and Health Sciences Faculty
(May serve as Applied Project Chairs)**

Christy Alexon, PhD, RD - Functional foods for managing chronic disease, macro/micronutrient metabolism, obesity/diabetes, nutrition education/counseling.

Christina Barth, MS, RD - Entrepreneurship, eating disorders and the female athlete triad, sports nutrition, weight management and Health at Every Size (HAES), functional nutrition, yoga therapy.

Kathleen Dixon, MEd, RD - Food service management, pediatric dietetics, nutrition counseling.

Shauna Grant, MS, RD - Nutrition support, clinical nutrition, counseling and education, metabolic effects of sedentary lifestyles, maternal and child nutrition.

Karen Gregory-Mercado, PhD, MPH, MCHES, CWWPM - Health education and promotion, worksite wellness, health and wellness coaching.

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

Teresa Hart, PhD - Physical activity, sedentary behavior, and healthy behaviors; nutrition and health promotion.

Melinda Johnson, MS, RD - Nutrition and Media, Nutrition Communications, breastfeeding/lactation, prenatal nutrition, child nutrition, family feeding dynamics.

Megan Kniskern, MS, RD, LD/N, CEDRD-S - Eating disorders, addictions, behavioral health nutrition and Health at Every Size.

Jessica Lehmann, MS, RDN - Nutrition communications, healthy cuisine, child nutrition.

Simin Levinson, MS, RD - Sports nutrition, cultural foods, healthy cuisine, nutrition for wellness.

Sarah Martinelli, MS, RD, SNS - National School Lunch Program, other school nutrition programs, food service management, child nutrition, environment and health, health/nutrition policy.

Sandra Mayol-Kreiser, PhD, RD - Clinical nutrition, nutrition support, and nutrition through the lifecycle.

Maureen McCoy, MS, RD - Prenatal, infant, child nutrition, sports nutrition, school foodservice, community nutrition and education programs.

Mary McMullen, MS, RD - Prenatal, infant, child nutrition and breastfeeding/lactation (WIC), medical nutrition therapy, renal nutrition, restrictive eating.

Michelle Miller, MS, RD - Medical nutrition therapy, community nutrition and education programs, nutrition counseling, breastfeeding/lactation.

Lisa Morse, MS, RD, CNSC - Nutrition Support, burns, trauma, clinical nutrition (all topics).

Julia Pearl, MS - Healthcare delivery, physical activity, yoga, stress management, mindfulness, holistic health, wellness coaching, personal training, group fitness, entrepreneurship, professional speaking.

Lauren Savaglio, MS, EMT - Public health, environmental health, preventable health in vulnerable populations, bioethics, veterans' health, nutritional outcomes of children with HIV-positive mothers, neuropathy and HIV infection.

Christina Scribner, MS, RD, CSSD, CEDRD - 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 - Nutrition education of the public and the health practitioner; nutrition and dietetic career education; weight control and childhood obesity issues; vegetable and herb gardening.

Note: Other research (tenure-track) faculty in the Nutrition Program may also serve as Applied Project mentors or committee members (see Appendix A).

Non-tenure-track faculty can serve on thesis committees, but not as thesis chairs.

APPENDIX C: THESIS PROPOSAL AND DATA MEETING APPROVAL FORM

Student's Name: _____

Thesis Title: _____

Proposal Meeting Date: _____

Committee Approval (*Please list names in the left; members will sign on right.*)

Thesis Committee Chair	
Committee Member	
Committee Member	
Committee Member	

Data Meeting Date: _____

Committee Approval (*Please list names in the left; members will sign on right.*)

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.

APPENDIX 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)

APPENDIX E: TIMELINE FOR THE MS IN NUTRITIONAL SCIENCE (THESIS)

(Following notification of admission)

ACTION	WHEN
1. Contact Temporary Advisor (as assigned) and MS in Nutrition Coordinator 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 Graduate College by contacting Amanda Kling at CHSGrad@asu.edu	After committee is selected
5. Submit program of study (iPOS) planned in consultation with MS Coordinator 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 (Appendix C). 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 ASU Nutrition Program 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).**

APPENDIX F: TIMELINE FOR THE MS NUTRITION (APPLIED PROJECT)

ACTION	WHEN
1. Contact Christina Shepard, MS Coordinator, 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 Christina Shepard	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. (Appendix B) ²	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 ²	As completion of project approaches
9. Schedule a date, time, and room for Applied Project defense	At least 10 working days prior to defense
10. Defend Applied Project. Complete draft of Applied Project must be distributed to Applied Project Committee at least 5 working days prior to defense ^{1,2}	At completion of Applied Project draft.
11. 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(s).**