



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

2021-2022

**Arizona State University
College of Health Solutions
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[MS in Nutritional Science, Dietetics at ASU](#)

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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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Introduction

The faculty in the College of Health Solutions at Arizona State University (ASU) offer an online 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 registered dietitians (RDN) and those who hold the Didactic Program in Dietetics (DPD) verification statement, 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 the Graduate College at ASU. Graduate students should be familiar with and observe all requirements and procedures. These materials are available [online](#) and included in the MSD Welcome Letter email.

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.

Admission Procedures for MS in Nutritional Science, Dietetics Program

Applicants to the MSD program should review the admission criteria outlined [here](#). Please note that although a GRE is not required students must submit proof of their RDN or DPD verification statement. In addition, students are no longer required to have one year of work experience prior to applying to this degree program and need to submit two letters of recommendation.

Nutrition Program Requirements

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

- Two 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 that do not yet have an RDN should upload a copy of their DPD verification statement.

Processing of Applications

Credentials submitted by applicants to the MS in Nutritional Science, Dietetics Concentration are evaluated by Graduate Admissions and the Nutrition Program Graduate Committee. To ensure consideration for admission, all application materials must be received by the final deadlines outlined [here](#). Applications are reviewed for fall, spring, and summer admission. **After these final deadlines pass, an application will be reviewed for the next possible start term.** Based upon the recommendation of the Graduate Committee, applicants will be recommended for admission to Graduate Admissions. 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.

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.

Calendar for Applying to Nutrition Graduate Program

ACTION	WHEN
1. Review admission materials from Graduate Admissions and the Nutrition Program	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 the final application deadline.
3. Complete application for admission to Graduate Admissions .	Received by ASU Graduate Admissions by the final application deadline.
4. Request two (2) letters of recommendation to be submitted online as part of your online application to Graduate Admissions .	Received by ASU Graduate Admissions by the final application deadline.
5. A résumé or curriculum vita – included as part of your online application to Graduate Admissions .	Received by ASU Graduate Admissions by the final application deadline.
6. A personal statement – included as part of your online application to Graduate Admissions .	Received by ASU Graduate Admissions by the final application deadline.
7. Submit your RD registration certificate (accessed at the Commission on Dietetic Registration's website using the Online Credential Verification Search) or DPD verification statement to Graduate Admissions .	Received by ASU Graduate Admissions by the final application deadline.
Notifications of Acceptance	
1. Notification of acceptance from Graduate Admissions and the Nutrition Program.	Within two weeks of file review.

Degree Requirements

Please see appendix B for a plan of study

Required Core:		Credit Hours
EXW 501 or NTR 502	Research Statistics or Statistics in Research	Choose 1 class: 3 credit hours
Concentration Courses:		
	*Coursework shared by the concentration and electives will fulfill either the concentration OR the electives, not both.	Choose 3 classes: 9 credit hours
NTR 501	Research Methods in Nutrition	3
NTR 503	Designing Health Behaviors Change & Interventions	3
NTR 524	Chronic Inflammation and Metabolic Syndrome	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 &	3
NTR 598*	Topic: Leadership in Food and Nutrition Services	3
NTR 598*	Topic: Nutrition Focused Physical Assessment	3
Research:		
NTR 500	Research Methods	3
Open Electives		
	*Coursework shared by the concentration and electives will fulfill either the concentration OR the electives, not both.	Choose 3 classes: 9 credit hours
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 &	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.	

Culminating Experience:		
NTR 593	Applied Project: Part 1	3
NTR 593	Applied Project: Part 2	3
GRAND TOTAL		30 Credits

**The number for this course is subject to change*

Please note that NTR 510 and 511 are more introductory courses to nutrition concepts for another program, and not usually applicable to the MSD program, which already requires that students be RDNs or have a DPD verification statement.

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.

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

ACTION	WHEN
1. Please see your welcome email sent to your ASU email for information regarding course selection.	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

Coursework and Applied Project must be completed within six [6] years of enrollment in the first

course listed on the Plan of Study.

Approval of Plan of Study

The MSD Plan of Study (iPOS) should be thoughtfully and carefully planned by the student 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 mentor. Once submitted by the student, the Plan of Study will route to the Graduate Support Coordinator for review and approval. If edits are needed, the iPOS will be routed back to the student for corrections. If approved, the iPOS will route to the Graduate College for final review and approval. The iPOS should be completed 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. Please email CHSGrad@asu.edu or call 602-496-3300 for assistance.

Changes in Plan of Study

Necessary changes can be initiated and petitioned by the student. Courses taken outside the NTR prefix need to be pre-approved by the Program Director. Please forward the email with approval to CHSGrad@asu.edu so the Graduate Support Coordinator can approve the changes on the iPOS.

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 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 terms in which they are admitted and 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 Interactive 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.

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](#).

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.

Appealing Dismissal from the MS Nutritional Science (Dietetics) 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 Nutritional Science (Dietetics) 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.

University Financial Aid

Information regarding [financial assistance](#) opportunities is available through the Graduate College.

Resources

- [Graduate Wellness Resources](#)
- [10 Best Practices in Graduate Student Wellbeing](#)
- [Academic Integrity Policy](#)

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 Alexon, 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)

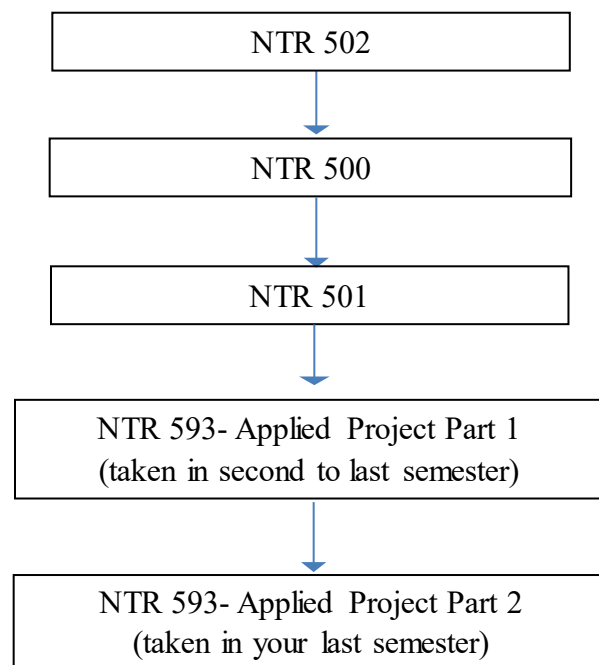
Christina Scribner, MS, RD, CSSD, CEDRD (Christina.Scribner@asu.edu) – Nutrition therapy for weight related concerns and eating disorders; nutrition and substance abuse, female athlete triad, low energy availability among athletes, nutrition for athletic performance, pediatric and adolescent nutrition, 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; Dorothy Spears, PhD; Karen Sweazea, PhD; Natasha Tasevska, MD, PhD; Sonia Vega Lopez, PhD; Shu Wang, 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 your Graduate Support Coordinator for proper sequencing of courses.**