

**Central Michigan University  
Master of Science in Nutrition and Dietetics  
Graduate Program Handbook  
2025-2026**



**The Herbert H. and Grace A. Dow  
College of Health Professions  
School of Rehabilitation and Medical Sciences**



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## Welcome

Congratulations on your acceptance into Central Michigan Universities online Master of Science in Nutrition and Dietetics (MSND) program. As you begin your program, you are encouraged to read through this entire handbook. This handbook will answer many of your current questions, as well as questions that will arise throughout completion of your program. Please either bookmark the handbook or print a copy so you may reference it as needed.

In addition to the information provided in this handbook, the [MSND program website](#) may be very helpful to you. There is a great deal of information pertinent to students who are considering applying to the program and have been admitted to the program. If you have not already done so, I encourage you to review the website.

In an effort to better meet the needs of students, your input on the handbook is valued. Each academic year, we will revise the handbook to include updated information and to incorporate items that students have indicated need to be included. If you have comments, concerns, or suggestions regarding this handbook, please contact me. I look forward to working with you as you complete your degree.

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## Section I. Program Overview

The Online Master of Science in Nutrition and Dietetics (MSND) program of Central Michigan University (CMU) is designed to meet the needs of new and experienced professionals. The objectives of the program are to enhance the graduate's knowledge base and experiences in the continually advancing field of nutrition and dietetics. Additionally, this program focuses on providing graduates with the methodological knowledge necessary to better interpret scientific literature and nutrition research.

The 31 to 37 credit hour MSND degree builds on the foundation of information and skills provided by your undergraduate studies and your professional experience. The MSND degree will expand your knowledge and give you:

- In-depth exposure and experience in research
- Advanced concepts of medical nutrition therapy
- Highly sophisticated nutritional assessment techniques
- Advanced study in nutrition and metabolism related to health and disease

### Plan A: Thesis Option

At Central Michigan University, the graduate school offers a Plan A Thesis option to receive a master's degree. The Plan A: Thesis Option for a Master of Science in Nutrition and Dietetics degree involves completion of coursework and a prospectus. A prospectus is a requirement for all students completing a thesis. A student may not enroll in more than three thesis credit hours (NDS 798) or begin projects until the prospectus has been approved by the student's Graduate Committee, the College of Graduate Studies, and the department chair. Forms related to the prospectus are available at [the Office of Graduate Studies website](#). Students enrolled in the MSND Plan A: Thesis option have several forms that must be completed. Please see the section titled Thesis Requirements below.

### What is a Thesis?

A thesis is a project that involves the student performing active research, sometimes with human subjects for the completion of their program. This research usually involves a research plan, Human Subjects Approval, Institutional Review Board Approval, and faculty sponsorship. It will also usually involve the student's ability to perform the research at their place of employment or in their community. This fact will result in the student's needing to obtain IRB and Institutional permission to gather data from the intended research site. The research will involve the following components: A hypothesis, the design of an experiment, research methods selection, the design of a protocol, approvals, confidentiality statements, data acquisition, data entry, data cleaning, data coding, data analysis, and data write up. A publication of the results is typically expected. Grants may also be written, applied for and utilized for the project. The funding agency for a grant will require documentation, reports and other materials for the duration of the project, which is separate from what is required for the degree. The research endeavor requires the absolute commitment of the student and the faculty sponsor.

An oral exam is given following the completion of the thesis. A committee of faculty may be assembled to give the oral exam. The oral exam will be conducted via a conference call or WebEx.

### Why do a thesis?

1. If the student wishes to obtain a Ph.D. in the future, a thesis is required.
2. If a student enjoys the research process.



3. If the student wishes to take a rigorous approach to the research aspects of nutrition and dietetics.
4. If a student wishes to teach at the university level, a thesis may be required.
5. If a student wishes to obtain a credential involving advanced practice, a thesis may be required.
6. If a student has previously studied a different discipline, it may be a feasible route to mastery of the discipline.
7. If a student has not completed an internship in dietetics and wishes to obtain an internship when a) they have been unable to do so for a variety of reasons b) they are an international student wishing to obtain an internship outside of the United States or c) they are a domestic student wishing to obtain Registered Dietitian Nutritionist (RDN) reciprocity or d) they are a Dietitian Technician, Registered (DTR) wishing to obtain further credentialing
8. If a student wishes to obtain an advanced degree in another discipline, a thesis may be required.

Research requires planning. A timeline and a proposal need to be considered. From time of conception to the time of implementation, several months are required. Data collection often requires a long period of time. The remainder of the work for the preparation of the data for analysis, as well as the analysis and write-up also requires several months. The student must be prepared to commit to the process and propose a timeline for the faculty to consider for assignments. Failure to provide a timeline will limit the availability of faculty who can accommodate the student's interests. If the data is being collected at the place of employment, such as a hospital or clinic, HIPAA regulations must be considered. Any data collected must follow institutional and federal regulations for confidentiality, privacy, and reporting.

### **Plan B: Non-thesis Option**

At Central Michigan University, the graduate school offers a Plan B non-thesis option to receive a master's degree. In the Nutrition and Dietetics department, we offer three Plan B pathways to help prospective students reach their academic goals. These options include Plan B: Dietetic Internship, Plan B: Coursework, and Plan B: Experiential Track A Pathway to RDN. Students enrolled in either of the Plan B pathways are required to complete a comprehensive paper on either a literature review of a nutrition topic or a research project that is usually not as extensive as a thesis research project. Typically, the comprehensive paper is a systemic review and consist of secondary data analysis for its research component completed in a classroom setting, such as NDS 799. Under special circumstances, NDS 799 is done working with an individual faculty sponsor and the paper is completed in a non-course format over a period of time. A comprehensive oral exam is given over the entire course of study. The professor teaching the course will give the oral exam, a committee is not required for the classroom format.

### **Why do a comprehensive paper?**

- The course is 1 semester and gives a structured timeline for completion of the paper.
- The course is specifically designed to provide students with direction for completing the paper.
- The exam is done by the instructor and does not involve a committee.
- The course is conducive to having students work together, obtaining feedback and support.
- The student does not wish to perform a research project.
- The student has no plans to pursue a doctorate degree or other credential.
- The student does not wish to spend extensive amounts of time in the process of completing a project.



## Section II. Getting Started

### CMU Email Accounts

Upon admission to the program, each student receives a letter notifying them of acceptance into the program. Within that letter, the student is instructed to establish their “cmich” email account. Each student is assigned a Global ID (provided within the acceptance letter) that is used to establish the cmich email account. The cmich account should be set up as soon as possible and checked frequently. Instructions for establishing the cmich account are included with the admission letter.

All emails from CMU, including billings, messages from faculty/staff, campus announcements, etc., will all be sent to student’s cmich accounts. Please note, in an effort to maintain confidentiality, some faculty and offices on campus will respond only to emails that come from a student’s cmich account.

### Student Number

Within the admission letter, each new student is provided with a student ID number. The student number replaces the (previously used) social security number in identifying the individual student on all campus documents such as class lists, transcripts, etc. The student ID number may be found at the bottom of your admission letter. A student can also obtain their student number from the CMU Portal.

### CentralLink

CentralLink is utilized for a variety of purposes, such as registering for classes, paying billings, address changes, checking your email, downloading your CMU transcript, etc. CentralLink may be accessed by going to [www.cmich.edu](http://www.cmich.edu) and clicking on CentralLink in the top right corner. Students will be prompted to input their Global ID, as provided in the admission letter, and their password. The password is the same as the password used for the cmich email account. Students are encouraged to become familiar with the various pages of CentralLink soon after admission.

### Advising

Advising is key to your success in the MSND program. You will be assigned to the program director for academic advising. It is the responsibility of the student to establish advising meetings with the program director and/or course instructors frequently. Please be proactive in your academic advising.

### Transfer Credit

Transfer credit may be considered for coursework completed prior to admission. Up to a total of 15 credit hours can be applied to the MSND program through Credit by Examination (CBE) or transfer of course credits from another accredited institution pending approval of coursework. No 700 level coursework may be taken until the CBE is completed. Any courses considered for transfer must be in compliance with CMU’s Graduate Transfer Credit Policy found in the Graduate Bulletin available at <https://cmich.smartcatalogiq.com/>. Once admitted, all coursework must be completed through CMU’s MSND program. Questions regarding processing of credits earned prior to admission to the MSND program may be directed to the program director.

### Course Registration

Course offerings can be found through CentralLink under “[Course Search/Registration/Drop & Add](#)”. Registration dates and detailed information on the registration process may be found at: <https://www.cmich.edu/offices-departments/registrars-office/calendars/registration-schedule>



The registration link also contains a telephone number if you experience difficulties with the registration system. Registration for CMU online courses ends at 11:59 p.m. the day before the course starts. The course schedule is subject to change. Courses listed on any schedule are not guaranteed to be offered.

### **Textbooks**

Textbooks may be purchased through CMU Bookstore at <https://www.cmubookstore.com/>

### **Technology**

Given the courses in this program are completed online, it is recommended that students ensure they have all of the technology resources necessary to be successful.

### **Billings**

Please be informed that paper copies of billings are not sent. All billings are sent to the student's cmich email address. Students are accountable for checking their cmich email on a regular basis.





### **Section III. Program Completion Requirements**

To receive a Master of Science in Nutrition and Dietetics degree, we offer four unique pathways. Students who wish to complete a dietetic internship or supervised practice program may choose from Option II or III. Students who wish to only complete the only courses to received their MSND degree should choose between Option I or III. Assistance in selecting a program option may be obtained from the student’s program advisor, program director or program manager. Completion requirements and program length will look different for each option. After selecting a program plan that is right for you, students must complete and sign the Program Plan form found in **Appendix C**.

**Option I – Plan A: Thesis Option**

**Option II – Plan B: Dietetic Internship**

**Option III – Plan B: Coursework**

**Option IV – Plan B: Experiential Track A Pathway to RDN**



**Option I – Plan A: Thesis Option (31 credit hours)**

The Plan A: Thesis option involves completion of graduate level coursework and a prospectus (thesis). This coursework can be completed entirely online. The program utilizes web-based technology to provide course content. At the end of the program, students will complete an oral examination on their thesis topic completed in NDS 798. After completion of all program requirements, students will receive a Master of Science in Nutrition and Dietetics degree.

**Table 1. Required courses for completion of the Plan A: Thesis program**

NDS 661 (3) Macronutrients
NDS 662 (3) Micronutrients and Gene Interactions
NDS 670 (1-3) Seminar: Nutrition
NDS 672 (3) Advanced Clinical Nutrition
NDS 673 (3) Advanced Nutritional Assessment
NDS 677 (3) Nutritional Epidemiology
NDS 678 (3) Research Methods and Biostatistics or equivalent
NDS 798 (1-6) Thesis in Nutrition and Dietetics

**Additional requirements for Option I – Plan A: Thesis**

- NDS 678 must be taken in advance of enrollment in NDS 798; it is recommended that NDS 678 is taken as the only course in a semester
- 6 additional credit hours of electives selected with the approval of the student's advisor
- An oral examination on the thesis topic
- E-portfolio
- NDS 670 is a variable credit hour course, students are required to take 1 credit hour for NDS 670
- NDS 798 is a variable credit hour course, students are required to taken 6 credit hours for NDS 798

**Table 2. Proposed Semester Schedule for the Plan A: Thesis Program**

<b>Semester 1 (Year 1 Fall)</b>	
<b>Course</b>	<b>Credit Hours</b>
NDS 661 Macronutrient	3
NDS 672 Advanced Clinical Nutrition	3
NDS 673 Advanced Nutritional Assessment	3
<b>Semester 2 (Year 1 Spring)</b>	
NDS 662 Micronutrients and Gene Interactions	3
NDS 677 Nutritional Epidemiology	3
NDS 670 Seminar: Nutrition	1
<b>Semester 3 (Year 1 Summer)</b>	
NDS 678 Research Methods and Biostatistics	3
3 credit Elective	3
3 credit Elective	3
<b>Semester 4 (Year 2 Fall)</b>	
NDS 798 Thesis in Nutrition and Dietetics	6

\*This schedule is intended to serve as an example for students. Course schedules are individualized and may look different from student to student.



**Option II – Plan B: Dietetic Internship (37 credit hours)**

The Plan B: Dietetic Internship option requires completion of an internship, coursework and a comprehensive paper. This program is designed for students who have or will complete a dietetic internship accredited by the Accreditation Council for Education in Nutrition (ACEND). Students can apply for a dietetic internship meeting either requirement (a) a master's degree or (b) enrolled in a master's degree program that is near completion. If the student has earned graduate credits for their internship, the credits may be transferable as graduate credit hours towards a graduate degree. Students who have not earned graduate credit for their internship, or those students whose graduate credits from their internship are not transferable, have the opportunity to earn the 12 hours of internship credits required on this program option through Credit By Examination (CBE).

**Table 3. Required courses for completion of the Plan B: Dietetic Internship program**

NDS 661 (3) Macronutrients
NDS 662 (3) Micronutrients and Gene Interactions
NDS 670 (1-3) Seminar: Nutrition
NDS 672 (3) Advanced Clinical Nutrition
NDS 673 (3) Advanced Nutritional Assessment
NDS 674 (5) Dietetic Internship: Clinical Experience
NDS 675 (5) Dietetic Internship: Foodservice Administration Experience
NDS 676 (2) Dietetic Internship: Summary Experience
NDS 677 (3) Nutritional Epidemiology
NDS 678 (3) Research Methods and Biostatistics or equivalent
NDS 799 (3) Capstone in Nutrition and Dietetics

**Additional requirements for Option II – Plan B: Dietetic Internship:**

- Permission for enrollment is required for NDS 799, please contact the NDS program director to register
- NDS 678 must be taken in advance of enrollment in NDS 799
- 3 additional credit hours of electives selected with the approval of the student's advisor
- An oral examination over course work completed as part of NDS 799 course requirements
- E-portfolio
- Dietetic internship coursework may not be completed online or through “distance”
- NDS 799 must be taken as the final course in the program, as the only course in that semester
- NDS 670 is a variable credit course, students are required to take 1 credit hour for NDS 670

**Table 4. Proposed Semester Schedule for the Plan B: Dietetic Internship Program**

<b>Semester 1 (Year 1 Fall)</b>	
<b>Course</b>	<b>Credit Hours</b>
NDS 661 Macronutrient	3
NDS 672 Advanced Clinical Nutrition	3
NDS 673 Advanced Nutritional Assessment	3
NDS 678 Research Methods and Biostatistics (or equivalent)	3
<b>Semester 2 (Year 1 Spring)</b>	
NDS 662 Micronutrients and Gene Interactions	3
NDS 677 Nutritional Epidemiology	3
NDS 670 Seminar: Nutrition	1
3 credit Elective	3
<b>Semester 3 (Year 1 Summer)</b>	



NDS 799 Capstone in Nutrition and Dietetics	<b>3</b>
<b>Semester 4 (Year 2 Fall)</b>	
NDS 674 Dietetic Internship: Clinical Experience	<b>5</b>
<b>Semester 5 (Year 2 Spring)</b>	
NDS 675 Dietetic Internship: Foodservice Administration Experience	<b>5</b>
NDS 676 Dietetic Internship: Summary Experience	<b>2</b>

\*This schedule is intended to serve as an example for students. Course schedules are individualized and may look different from student to student.



**Option III – Plan B: Coursework Option (33 credit hours)**

The plan B: Coursework option involves completion of graduate level coursework and a comprehensive paper. This pathway was designed to accommodate individuals who are interested in completing the MSND who do not want to complete a thesis, and who have not/will not be completing a dietetics internship. The typical student who might choose this program option includes individuals who have not/will not be completing a dietetics internship and professionals from health-related disciplines outside the area of nutrition/dietetics. Required coursework can be completed entirely online. The program utilizes web-based technology to provide course content. At the end of the program, students will complete an oral examination of the coursework completed in NDS 799. Following completion of all program requirements, students will receive a Master of Science in Nutrition and Dietetics degree. Dietetic internship credits may not be applied to this program option, nor may a student utilize CBE for any of the 33 hours required on this program option.

**Table 5. Required courses for completion of the Plan B: Coursework program**

NDS 661 (3) Macronutrients
NDS 662 (3) Micronutrients and Gene Interactions
NDS 670 (1-3) Seminar: Nutrition
NDS 672 (3) Advanced Clinical Nutrition
NDS 673 (3) Advanced Nutritional Assessment
NDS 677 (3) Nutritional Epidemiology
NDS 678 (3) Research Methods and Biostatistics or equivalent
NDS 799 (3) Capstone in Nutrition and Dietetics

**Additional requirements for Option III – Plan B: Coursework:**

- Permission for enrollment is required for NDS 799, please contact the NDS program director to register
- NDS 678 must be taken in advance of enrollment in NDS 799
- 9 additional credit hours of electives selected with the approval of the student's advisor
- An oral examination over course work completed as part of NDS 799 course requirements
- E-portfolio
- NDS 799 must be taken as the final course in the program, as the only course in that semester
- NDS 670 is a variable credit hour course, students are required to take 3 credit hours of NDS 670

**Table 6. Proposed Semester Schedule for the Plan B: Coursework Program**

<b>Semester 1 (Year 1 Fall)</b>	
<b>Course</b>	<b>Credit Hours</b>
NDS 661 Macronutrient	3
NDS 672 Advanced Clinical Nutrition	3
NDS 673 Advanced Nutritional Assessment	3
<b>Semester 2 (Year 1 Spring)</b>	
NDS 662 Micronutrients and Gene Interactions	3
NDS 677 Nutritional Epidemiology	3
NDS 670 Seminar: Nutrition	3
<b>Semester 3 (Year 1 Summer)</b>	
NDS 678 Research Methods and Biostatistics (or equivalent)	3
<b>Semester 4 (Year 2 Fall)</b>	
3 credit Elective	3



3 credit Elective	<b>3</b>
3 credit Elective	<b>3</b>
<b>Semester 5 (Year 2 Spring)</b>	
NDS 799 Capstone in Nutrition and Dietetics	<b>3</b>

\*This schedule is intended to serve as an example for students. Course schedules are individualized and may look different from student to student.



**Option IV – Plan B: Experiential Track A Pathway to RDN (37 credit hours)**

The Plan B: Experiential Track A Pathway to RDN option requires completion of coursework and a comprehensive paper. This program integrates coursework with supervised experiential learning so students can actively apply their knowledge of nutrition and dietetics in real-life nutrition practice settings under the guidance of a preceptor. This option is designed to be completed wherever the student is located. Students will complete all coursework online and complete all supervised experiential learning experiences at self-identified locations with approved preceptors. At the end of the program, students will complete an oral examination of the coursework completed in NDS 799. Following completion of all program requirements, students will receive a Master of Science in Nutrition and Dietetics degree and be RD eligible to take the registered dietitian board examination.

**Table 7. Required courses for completion of the Plan B: Experiential Track A Pathway to RDN program**

NDS 661 (3) Macronutrients
NDS 662 (3) Micronutrients and Gene Interactions
NDS 664 (3) Advanced Nutrition – Pharmacology
NDS 672 (3) Advanced Clinical Nutrition
NDS 673 (3) Advanced Nutritional Assessment
NDS 677 (3) Nutritional Epidemiology
NDS 678 (3) Research Methods and Biostatistics or equivalent
NDS 680 (6) Supervised Experiential Learning: Clinical Experience
NDS 681 (3) Supervised Experiential Learning: Foodservice Administration Experience
NDS 682 (3) Supervised Experiential Learning: Community Experience
NDS 697 (15) Special Topics in Dietetics
NDS 799 (3) Capstone in Nutrition and Dietetics

**Additional requirements for Plan B: Experiential Track A Pathway to RDN:**

- Permission for enrollment is required for NDS 799, please contact the NDS program director to register
- NDS 678 must be taken in advance of enrollment in NDS 799
- An oral examination over course work completed as part of NDS 799 course requirements
- E-portfolio
- NDS 799 must be taken as the final course in the program, as the only course in that semester

**Table 8. Proposed Semester Schedule for the Plan B: Experiential Track A Pathway to RDN Program**

<b>Semester 1 (Year 1 Spring)</b>	
<b>Course</b>	<b>Credit Hours</b>
NDS 662 Micronutrients and Gene Interactions	3
NDS 664 Pharmacology	3
NDS 677 Nutritional Epidemiology	3
NDS 697 Special Topics in Dietetics	1
<b>Semester 2 (Year 1 Summer)</b>	
NDS 681 Supervised Experiential Learning: Foodservice Administration Experience	3
NDS 682 Supervised Experiential Learning: Community Experience	3
NDS 678 Research Methods and Biostatistics (or equivalent)	3
<b>Semester 3 (Year 1 Fall)</b>	
NDS 661 Macronutrients	3



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NDS 672 Advanced Clinical Nutrition	<b>3</b>
NDS 673 Advanced Nutritional Assessment	<b>3</b>
NDS 680 Supervised Experiential Learning: Clinical Experience	<b>6</b>
<b>Semester 4 (Year 2 Spring)</b>	
NDS 799 Capstone in Nutrition and Dietetics	<b>3</b>





### **Oral Examination**

The oral exam required on all program options is completed via phone call or WebEx. Students completing the Plan A: Thesis option will complete their oral exam via conference call or WebEx with all members of their thesis committee present as part of NDS 798. Students completing the Plan B: Internship Option, Plan B: Coursework Option, or Plan B: Experiential Track A Pathway to RDN will complete the oral exam with an individual faculty member as part of NDS 799.

### **E-Portfolios**

The MSND program requires an e-portfolio assessment process. In order to evaluate student learning and program outcomes, students will be required to save electronic copies of syllabi and assignments completed in all MSND courses. This includes CITI training certificates, final papers, essays, power point presentations, etc. Please document the grade received on each e-portfolio assignment.

If a course was transferred into the program, then the student will need to submit their work from the course that was taken at the other institution, along with the grade received. Please note that Blackboard Ultra shells for courses are purged after one year. If assignments are not saved to a personal electronic device, the material will be lost. The assembly of the e-portfolios will be done and submitted by the student at the end of the MSND program while completing NDS 798 or NDS 799.



## Section IV. Prospectus

A prospectus is typically submitted in year 1 or year 2 in most programs. A more detailed program-specific prospectus could be completed at a later time. Students may not enroll for more than 3 thesis credits or 6 doctoral project/dissertation credits until the prospectus and committee composition have been approved. Prior to starting research or a planned prospectus, students should review the [Guidelines to Beginning Research and the Prospectus](#) document to ensure the appropriate steps are taken and completed. Specific guidelines and deadlines apply to completion of a thesis. In addition to the guidelines provided by the faculty sponsor, students are required to follow the guidelines as indicated by the graduate school. Timely submission of prospectus is important!

### Review Board Approvals

Determine if you need approval by a research review board for work involving humans, non-human vertebrate animals and cephalopods, or recombinant DNA. Your mentor should help. Collection of data, and work on the project may not begin until the project has been approved by the appropriate research review board if needed. To ensure compliance with federal, state, and university requirements for conducting research, CMU has 3 boards charged with oversight of research conducted in their respective areas:

- Institutional Review Board (IRB) approves research with human subjects
- Institutional Animal Care & Use Committee (IACUC) approves research with nonhuman vertebrate animals and cephalopods
- Institutional Biosafety Committee (IBC) approves research with recombinant DNA

### Committee Selection and Graduate Faculty Status

All committee chairs and committee members must possess graduate faculty status. Contact Graduate Studies (989-774-3873) to check a committee member's status. [Graduate Faculty Status](#) applications are available on the Graduate Studies website. Students should consult their program director for the process in selecting a committee chairperson and at least two additional committee members. The advisor may, or may not, be the committee chairperson depending on the academic discipline. The committee chair must be in the student's research discipline. In addition to the chair, at least one more committee member must be a CMU faculty member; however, this person can be from outside of the student's department. Additional committee members may be non-CMU faculty members who have been awarded Graduate Faculty status, or CMU faculty members.

### Writing and Submitting the Prospectus

Students submit a two-part Prospectus for Graduate Studies, most often in year 1 or 2. We know your project may end up differing from this plan; you do not need to update with OGS unless new Review Board approval is needed. For information on what is required for submitting the Technical Synopsis, students should review the [Guidelines to Beginning Research and the Prospectus](#) document. Additionally, students should review the guidelines on format, APA references, and preliminary page requirements to ensure their prospectus complies with the Graduate Committee and Graduate Studies requirements. This information can be found [here](#) or by visiting the [Graduate Student Forms](#) webpage. The students graduate committee chair will need to review each thesis/dissertation using iThenticate to check for plagiarism and to check for copyright permissions.



## Section V. Policies and Procedures

An essential responsibility of a graduate student is familiarity with the content of the [Graduate Bulletin](#), specifically, the [policies and procedures](#). While the program director and faculty will work with students in assuring the policies and procedures are followed, the student shares equally in this responsibility. If you are uncertain as to how a policy or procedure will impact you, consult with the MSND program director. Generally, students will utilize the CMU Graduate Bulletin that coincides with the academic year in which the student completed their first course. Students may choose a subsequent Bulletin but may not utilize a Bulletin issued prior to the academic year in which the first MSND course was taken.

### Academic Integrity

Academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standard of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of academic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty can be found [here](#).

### Academic and Retention Standards

In order to obtain a graduate degree, a student must have at least a 3.0 (B) cumulative graduate grade point average (GPA), and a cumulative graduate GPA of 3.0 (B) in all course work on the student's authorized degree program. The policies which follow deal with cumulative graduate GPA (where cumulative graduate GPA is defined to be all courses taken at CMU at the graduate level); the Office of Graduate Studies monitors overall graduate GPAs and follows these procedures when a student's cumulative graduate GPA is below a 3.0. When a student's cumulative graduate GPA falls below a 3.0, the student is placed on academic probation and the student's academic file is reviewed by the Office of Graduate Studies. Graduate students are given two semesters of enrollment after being placed on academic probation to raise their cumulative graduate GPA to the required 3.0. A semester in which all coursework is CR/NC, which does not contribute to the GPA, will not be counted as a semester of enrollment in determining probation status.

When a student is successful in achieving a 3.0 GPA within two probationary semesters of enrollment, they will be removed from probation. If a student does not raise their cumulative graduate GPA to a 3.0 within two semesters of enrollment after being placed on probation, the student will be dematriculated. If the student is in a degree program, the relevant department may specifically request an exception to policy. If the Office of Graduate Studies concurs, the student will be granted a third and final semester to raise their cumulative graduate GPA to a 3.0. However, three semesters of enrollment after being placed on probation is the limit on extension to the probation policy. The Office of Graduate Studies will also take into consideration course offering schedules that will affect a student's ability to repeat a course. Programs may have more rigorous requirements regarding length of probation indicated in their Bulletin description.

Given the time it takes to implement these procedures, it is possible that a student will be dematriculated after he/she has registered for classes and perhaps even started attending them. If that is the case, the student will be dropped from the classes and receive any eligible refund.



In addition to maintaining a satisfactory cumulative graduate GPA, students in graduate programs must abide by the university's "Academic Integrity Policy", which specifically prohibits "plagiarism, cheating and other forms of dishonest or unethical behavior..." Violations of the Academic Integrity Policy may lead to sanctions as described in the policy.

In addition, departments involved in clinical programs may evaluate students on the basis of their ability to relate successfully with clients. Students who do not meet the professional standards established by departments may be placed on probation, suspended, or dismissed from a program.

In cases where a student fails to satisfy departmental graduate program requirements, the Office of Graduate Studies, upon the recommendation of the advisor and the departmental chairperson or program coordinator, and after review of the student's academic progress, may remove the student from the graduate program. Examples of specific departmental requirements to be met by students include, but are not limited to the following: (1) writing competency; (2) the number of attempts made in passing comprehensive or qualifying exams; (3) the completion of required papers or theses; and (4) meeting university and departmental time limitations.

Students dismissed from graduate study, regardless of whether they were non-degree students or students pursuing a graduate certificate or degree, may petition for readmission no sooner than one academic year after the semester they were dismissed. Exceptions to this waiting period can be granted by the Office of Graduate Studies. A dismissed student can apply for either non-degree admission or admission to a graduate program. Admission as a non-degree student will be decided by the Office of Graduate Studies. Admission to a graduate program will be decided by the procedures normally used for that program. For additional information on graduate standards and retention, please visit the [Graduate Bulletin](#) policy.

### **Assignment to Advisor**

As a graduate student studying for a certificate, master's, specialist's, or doctoral degree, you will be assigned an advisor in your academic department. If registering for course work prior to being assigned to an advisor, contact the department chairperson or MSND director to ensure that the coursework can be counted toward the graduate certificate or degree. Advisors are authorized to initiate course substitutions, approve elective choices, and approve degree plans. Students who choose to complete the Plan A: Thesis program, or in special circumstances the Plan B: Dietetic Internship program, must have an assigned faculty member. Faculty contact information and research interests can be found in **Appendix A**. Students must contact the MSND director with a draft of their prospectus and the completed Faculty Sponsorship Form found in **Appendix B** in order to be assigned to a faculty sponsor. Faculty will review the anonymous draft prospectus, and students will be assigned to a faculty sponsor. Sponsorship with a particular faculty member is not guaranteed. Students who plan to complete a comprehensive review/paper through the classroom format (Plan B options) do not need to submit an Faculty Sponsorship Form.

### **Course Drop and Withdrawal**

Dropping or withdrawing from a course could have a major impact. Before deciding, we strongly advise you to contact the appropriate departments to assist you in making the best decision for your individual circumstances. For information on course drop or withdrawal, please go to the [Drop and Withdrawal Information](#) webpage.



### **Credit By Examination**

Credit By Examination (CBE) is available for the internship credits only (NDS 674, 675, & 676). The CBE was designed for students who have previously completed an accredited dietetic internship program, but did not earn graduate credits or the internship credits will be over seven years old at the time the student graduates.

Eligibility to earn these 12 credits through examination is contingent upon verification of completion of an accredited dietetic internship. A student's CBE application must be submitted, and the application approved, prior to enrolling in and coursework at the 700 level or above (including NDS 797, 798, 799). Once a student has enrolled in a 700-level course, they are no longer eligible to use CBE to fulfill the internship credits (NDS 674, 675, & 676). Students are encouraged to complete the CBE process at the start of the program. The CBE application is available at [the Office of Graduate Studies website](#). The cost for the exams is at a rate of \$50 per credit hour or \$600 for all 12 credits. Once the student's CBE application has been approved, they will receive an email with detailed instructions on completion of the exams. The exams should be completed within two weeks of the date of the instruction email. CBE must be completed within the semester in which the CBE application was approved. The 12 credits hours of CBE are broken down into three 100-question exams. The exams are multiple-choice, with the questions randomly generated from large test banks. The exams are taken online with immediate results provided. In the event a student fails one or more of the exams, they may take the exam a second time. If a student fails to earn 73% or higher on any of the exams on the second attempt, the credits must be made up through completion of additional elective coursework. A grade of 73% or better is required on each of the three exams.

### **Degree Plan**

A degree plan is a key to achieving the student's academic goals. It describes the degree or certificate requirements and specifies courses selected to meet them. A plan is developed in consultation with an advisor. After admission to an MSND program, the student must complete the Program Plan Form with their advisor. This form can be found in **Appendix C** of this handbook. The plan and any amendments are recommended by the advisor, in consultation with the student. The advisor will determine if the plan will be sent to the academic director for approval.

### **Duration of Admission Status: Time for Completion of Degree**

After admission to a graduate program of study, students are expected to complete degree or certificate requirements in a responsible and timely manner. For full-time students, two calendar years should be adequate for the completion of most master's degree programs. Part-time students may need a somewhat longer period to meet these requirements, but in all instances, coursework and other requirements for any MSND program must be completed within seven years. Students may take the classes in any order, with the exception of NDS 799 and NDS 798. NDS 799 (Capstone in Nutrition and Dietetics) and NDS 798 (Thesis in Nutrition & Dietetics) are completed at the end of the program. It is recommended students take NDS 678: Research Methods and Biostatistics or equivalent in the first semester of their designated program. Extension of time requests are serious and approval by the advisor and department do not guarantee approval by the Office of Graduate Studies. Extension of time requests to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. For additional information on extension of time requests, please visit the [Graduate Bulletin](#). The form for requesting additional time can be found on the CMU [Graduate Student Forms](#) webpage.

### **Graduation Application**

Students should submit a graduation application by the semester before their anticipated graduation date. The graduation application can be completed through the [Degree Progress](#) found in CentralLink. A non-refundable





graduation application fee of \$50 is required upon submission of your application for each graduate-level application. At the time of filing the graduation application, it is the responsibility of the student to determine whether their advisor will be available to approve the thesis or any other papers necessary for graduation. For deadline information, contact the College of Graduate Studies. Applications are processed in the order they are received. The application generates a degree audit that is emailed to the student and will detail outstanding graduation requirements. Review your audit carefully to ensure you meet all the requirements. There are two commencement ceremonies held each year: May and December. Spring graduates can participate in the May commencement, and summer and fall graduates can participate in the December commencement. Graduating students will be emailed in advance of their commencement ceremony about tickets, cap and gown, announcements and commencement day procedures. Applications should be submitted based on the following timeline, however late applicants may be able to graduate.

- October 1st for spring graduation
- February 1st for summer graduation
- April 1st for fall graduation

### **Graduate Repeat Course Policy**

To improve a grade previously earned at CMU, a student may repeat any course except an Independent Study course up to two times at the graduate level. This includes repeats where the student has earned a grade of A through E, or attempts where the student was awarded grades of CR, NC, I, W, or Z. The last grade and credit hours earned at CMU completely replace the previous grade and credit hours in computing the grade point average, although the earlier record remains a part of the student's transcript. A grade of A through E must be earned in a repeat course to replace the previous grade in computing the average. If the designator or the course number has changed since the student's previous attempt, the student is encouraged to email the Registrar's Office at [records@cmich.edu](mailto:records@cmich.edu). This will ensure that the repeat will be noted and will be included in the current semester calculations. A graduate student cannot transfer in a course previously taken at CMU in order to earn credit. For exceptions to this limitation policy, a student may appeal to the Office of Graduate Studies.

### **Graduate Transfer Credit Request**

Graduate transfer credit requests should be completed early in the student's academic career at CMU. Transfer credits must be appropriate to the student's program, recommended by the student's academic advisor for use on the program plan, and approved by the Department Chair or Program Director. Transfer credits are not considered in the computation of the student's graduate grade point average. Please note that for Master's Degree program, a maximum of 50% of credit hours may be transferred to CMU. For the MSND, up to 15 semester hours of graduate credit may be transferred in from another institution with the approval of an advisor. Transfer credits for nutrition courses should be discussed with the MSND director prior to admission to the program. Transfer credits for science courses will need to be reviewed by the appropriate personnel in the department through the Registrars Office. Following admission to an MSND program, students should complete the [Graduate Transfer Credit Request](#) form for review approval.

### **Incomplete and Deferred Grades**

An incomplete "I" grade, is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. An incomplete grade does not indicate enrollment for the period of time in which the work is done. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements, and has convinced the instructor of the student's ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is already doing failing work. A form must be completed and signed by the faculty



member (and the student, when possible) whenever a grade of “I” is assigned. The form is to be kept on file in the departmental office. An instructor who assigns a grade of “I” also submits a formal statement to the department chairperson of requirements to be satisfied for removal of the Incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

It is the student’s responsibility to contact the instructor to make arrangements for completing the remaining work. The required work should be completed and a grade reported by the end of the student’s next semester in residence, but in no case later than one calendar year following the receipt of the “I” grade. A student not completing the remaining work by the end of one calendar year following the receipt of an “I” would retain an “I” only if the instructor chooses not to change the “I” to a specific grade ranging from A to E by the end of the calendar year. An “I” may not be removed by registering again for the course. Students will not be allowed to register for the same course with an outstanding grade of I.

If the instructor of the class in which the “I” was incurred is no longer a member of the faculty, the student should contact the department chairperson, who shall act on behalf of the former instructor. Exceptions to these regulations can be made only when requested by the student and approved by the instructor or the department chairperson and the dean of the college, and certified by the dean of the college to the Registrar.

A deferred “Z” grade, is a grade that may be recorded for students registered for independent study, for thesis, International Program Studies courses, or for other courses specifically approved for “Z” grades in the Bulletin, if the instructor believes that the quality and quantity of work completed by the end of the semester justifies an extension of time. An instructor who assigns a grade of “Z” shall submit, on the proper form, a statement to the department chairperson of remaining requirements for removal of the deferred grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student. Additional information on incomplete and deferred grades can be found in the [Graduate Bulletin](#).

### **Online Courses**

Online course delivery provides each student with a virtual classroom where lectures, multimedia study materials and class discussion are all provided using the latest technology, over the internet. Interactive online tools offer students the opportunity to connect with faculty and peers to discuss course content. Online courses still have specific start and end dates and assignment/exam due dates. Careful review of the course syllabus prior to the course start will provide these dates. To ensure success in online classes, CMU encourages students to familiarize themselves with the online learning environment prior to enrolling in CMU Online courses. Preview a sample online class, run a diagnostics check on your computer and take the [Online Learning Assessment](#) on our website.

### **Period of Inactivity**

Once a graduate student enrolls and the semester starts, they are considered a matriculated student. A matriculated student who does not continuously enroll has up to three years from the last semester of enrollment to return and register for courses. A matriculated student who does not enroll for more than three years will be considered an inactive student. An inactive student will not be eligible to enroll in courses until they submit a new admission application and are approved for registration. An inactive student is not required to pay the application fee when they submit a new application. As of Fall 2017, the electronic files for inactive students are kept indefinitely. Continuous enrollment is no longer required for all students at CMU. However, students who are not enrolled in courses, will lose access to their CMU email account. To requests access extension, student must complete the [Extended Access Requests](#) form found on the [Graduate Student Forms](#) webpage.







**APPENDIX A**  
**Nutrition and Dietetics Faculty and Staff**  
**Contact Information and Research Interests**

**Jeffrey Fisher, CEC, PhD; Associate Professor of Nutrition and Dietetics**

**Research:** Health issues related to the food service industry, particularly in the area of food safety.

Phone|Email: 989-774-3403 | [fisher2jj@cmich.edu](mailto:fisher2jj@cmich.edu)

**Michelle Gilleran, PhD, MS, RDN; Graduate Program Director**

Phone | Email: 989-774-1428 | [littot1mm@cmich.edu](mailto:littot1mm@cmich.edu)

**Roschelle Heuberger, PhD, RD; Professor of Nutrition and Dietetics**

**Research:** Nutritional status of older adults, artificial nutrition and hydration at the end of life, epidemiological relationships

Phone | Email: 989-774-3571 | [heuber1ra@cmich.edu](mailto:heuber1ra@cmich.edu)

**Leslie Hildebrandt, PhD, RDN; Professor of Nutrition and Dietetics**

**Research Interest:** Research in the area of athletic nutrition

Phone | Email: 989-774-2514 | [hilde1la@cmich.edu](mailto:hilde1la@cmich.edu)

**Rawia Khasawneh, PhD, RD; Assistant Professor of Nutrition and Dietetics**

**Research:** Nutrients and gene Interaction especially in regards to cancer prevention and progression.

Phone | Email: 989-774-2423 | [khasa1r@cmich.edu](mailto:khasa1r@cmich.edu)

**Yeonsoo Kim, PhD, RD; Associate Professor of Nutrition and Dietetics**

**Research:** Inflammatory Potential of Diet, Young Adults' Eating Habits Focusing on Carbohydrate and Simple Sugar Consumption

Phone | Email: 989-774-3438 | [kim7y@cmich.edu](mailto:kim7y@cmich.edu)

**Stephanie Schacher, MS, RDN, FAND, SEL/DI Program Manager**

Phone | Email: 989-774-7605 | [schac1st@cmich.edu](mailto:schac1st@cmich.edu)

**Najat Yahia, PhD, RD; Professor of Nutrition and Dietetics & NDS/DPD Program Director**

**Research:** Lipid Metabolism, Obesity, Dietary Management of Metabolic Diseases

Phone | Email: 989-774-3458 | [yahia1n@cmich.edu](mailto:yahia1n@cmich.edu)



**APPENDIX B.**  
**Master of Science in Nutrition and Dietetics**  
**Faculty Sponsorship Form**

**Due date for completed application:** One semester after signing up for Plan A – Thesis Option.

This is an application process that will determine your eligibility for individual thesis. Completion of the application does not guarantee that you will be selected to engage in thesis work with a faculty sponsor. If you are selected on the basis of the application criteria, you will be assigned a faculty sponsor who will work with you until the completion of your project or paper. Faculty interest and availability will determine your sponsorship. Faculty may be contacting you to schedule a telephone call or WebEx to discuss possible research topics. If you are not selected to work with an individual faculty member, you may choose to change to Plan B – Internship Option or Plan C – Coursework Option, and complete a paper in NDS 799, or re-apply for faculty sponsorship at a later date.

Checklist:

- \_\_\_\_\_ Copy of an unofficial transcript of graduate coursework with graduate GPA listed (may be downloaded from the portal)
- \_\_\_\_\_ Draft of prospectus (one page)
- \_\_\_\_\_ Brief description of your past research experience (one page)
- \_\_\_\_\_ Research experience supervisor(s) name, title, institution, phone number, and email address
- \_\_\_\_\_ Permission to contact the research supervisor(s) listed above
- \_\_\_\_\_ Brief description of your professional writing experience (one page)
- \_\_\_\_\_ Sample of professional writing (e.g., paper from a past class, publication, newsletter)

We will make every effort to match your interests with the appropriate faculty sponsor. You will not be matched with a faculty sponsor if you fail to meet the submission deadline or submit an incomplete application. If you are not selected to work with an individual faculty member, you may choose to change to Plan B – Internship Option or Plan C – Coursework Option, and complete a paper in NDS 799, or re-apply for faculty sponsorship at a later date. Please complete and email to: [NDS@cmich.edu](mailto:NDS@cmich.edu)

Should you have additional questions or concerns regarding the application or the process, please contact:

Michelle Gilleran, PhD, MS, RDN  
Graduate Program Director  
[Litto1mm@cmich.edu](mailto:Litto1mm@cmich.edu)  
989-774-1428



**APPENDIX C  
Program Plan Sample Form**

Student's name:	last	first	middle	Student No.
Home address number and street				
city		state		zip code
( )				
day phone		evening phone		center
adviser		bulletin year		

**Instructions:** Program competence must be demonstrated by either a CMU course or transfer credit. Limited transfer credit may be used toward fulfilling the degree requirements. Transfer credit should **not** be entered on the program plan until the credit is officially awarded. All degree requirements must be completed within a seven-year period prior to the date of graduation. To change this plan, a program plan amendment must be submitted and approved by the program coordinator and department chairperson.

<b>Nutrition &amp; Dietetics</b>	<input type="checkbox"/> Plan A—Thesis Coursework	<input type="checkbox"/> Plan B—Internship	<input type="checkbox"/> Plan C--
<b>Option:</b> (check one)			
<b>Program</b> (min. 31hours) Any substitutions must be approved by an adviser (circle the credit hours of the selected courses)			
Course	COURSE TITLE	<i>SEMESTER HOURS</i>	
NDS 661	Macronutrients	3	
NDS 662	Micronutrients and Gene Interactions	3	
NDS 670	Seminar: Nutrition	1	
NDS 672	Advanced Clinical Nutrition	3	
NDS 673	Nutritional Assessment	3	
NDS 677	Nutritional Epidemiology	3	
NDS 678	Research Methods and Biostatistics	3	
Plan A – Thesis Option - Additional Requirements—includes oral exam on materials on the thesis topic			
NDS 798	Thesis	6	



NDS Elec		3	
NDS Elec		3	
	Credit Hours for Plan A	31 Total	
Plan B – Internship Option – Additional Requirements – Includes oral examination over course work			
NDS 674	Dietetic Internship-Clinical Exp.	5	
NDS 675	Dietetic Internship-Foodservice Admin Exp.	5	
NDS 676	Dietetic Internship-Summary Exp.	2	
NDS 799	Capstone in Nutrition and Dietetics	3	
NDS Elect		3	
	Credit Hours for Plan B – Internship Option	37 Total	
Plan C – Course Work Option – Additional Requirements – Includes oral examination over course work			
NDS 670	Seminar: Nutrition	1	
NDS 670	Seminar: Nutrition	1	
NDS Elect		1	
NDS Elect		3	
NDS Elect		3	
NDS 799	Capstone in Nutrition and Dietetics	3	
	Credit Hours for Plan B – Course Work Options	33 Total	