



GRADUATE STUDENT HANDBOOK

Coordinated Master's Program



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COORDINATED MASTER'S PROGRAM (CMP)

Department of Nutrition & Integrative Physiology

MISSION STATEMENT

The Coordinated Master's Program (CMP) develops entry-level registered dietitian nutritionists who are prepared to practice in a wide variety of settings. We take a multifaceted approach to education by facilitating high-quality experiential learning, community engagement, research, and professional development. Further, we aim to prepare graduates who will advance the field of dietetics, enhance health and prevent chronic disease, and translate research into real-world solutions.

PROGRAM GOALS & OBJECTIVES

The CMP goals and objectives are as follows:

Goal #1. The program will prepare graduates to be innovative leaders who advance the field of nutrition and dietetics with professionalism.

Program Objectives aligned with goal #1:

At least 80% of program students complete program requirements within 3 years (150% of the planned program length).

Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.

At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

At least 80% of employers who respond to a survey will indicate they are satisfied with their employees (University of Utah CMP graduates) preparation for entry-level practice.

Goal #2. The program will prepare graduates who are committed to improving nutrition outcomes for all by demonstrating cultural humility and evidence-based practices.

Program Objectives aligned with goal #2:

90% of program graduates will report practicing cultural humility in their nutrition and dietetics work when surveyed.

90% of program graduates will report utilization of evidence-based practices in their nutrition and dietetics work when surveyed.

The CMP takes two years to complete. Graduates of this program, accredited by the Academy of Nutrition and Dietetics' Accreditation Council for Education in Nutrition and Dietetics (ACEND), have a high pass rate on the national exam for registered dietitians.

CMP EXPECTED LEARNING OUTCOMES

Program graduates will demonstrate mastery of key concepts in the following areas of nutrition: medical nutrition therapy, nutrition biochemistry, micronutrient metabolism, macronutrient metabolism,

nutrition assessment, research methods, nutrition programs and policy, nutrition and health communications, the broad aspects of food and food systems, and nutrition counseling techniques.

Program graduates will:

Integrate scientific information and research into practice.

Use effective nutrition communication skills, including written reports, consumer and professional presentations, multimedia approaches, individual consultation, technical research formats, medical charting techniques, and successful interactions with healthcare teams.

Practice dietetics using the nutrition care process model.

Apply professional, scientific, and patient/family ethics in their professional careers.

Demonstrate cultural humility in providing nutrition information and care, including knowledge of multicultural food practices, community programs, and disparities in food, nutrition, and healthcare.

Employ leadership skills and demonstrate the desire for continuing education and professional growth.

Be prepared to pass the national registration examination for dietitians.

Information relating to the program outcomes is available upon request. Contact the Program Director at kary.woodruff@utah.edu.

ACCREDITATION STATUS

The Coordinated Master's Program in the Department of Nutrition and Integrative Physiology is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the United States Department of Education. Upon completion of the program requirements, students are eligible to take the examination to become a Registered Dietitian.

PROGRAM COSTS

Students in the CMP pay program fees (differential tuition) in addition to the regular graduate school tuition. Program fees are assessed during Fall and Spring semesters only. There are four semesters of program fees that are required for completion of the program of study.

Differential tuition is common among the University of Utah's professional schools, such as law school, nursing school, and other programs that require considerable practice hours. Every student in the CMP is responsible for program fees. Students who require an additional year of coursework are required to pay additional program fees, dependent on the number of additional semesters completed. Information and details about tuition are available at:

<https://tuition-estimator.app.utah.edu/estimate/1246>.

The distinction between regular and differential tuition is shown on the Tuition & Fees website, accessed through the University of Utah home page: <http://fbs.admin.utah.edu/income/>.

FINANCIAL ASSISTANCE

The Department of Nutrition and Integrative Physiology and the College of Health offer, on a limited basis, financial assistance to students throughout their graduate work. Financial support may come from a department scholarship, a Teaching Assistantship (TA), Research Assistantship (RA), Graduate Assistantship (GA), and/or supervised practice compensation. TA, RA, and GA positions provide financial support to graduate students in exchange for teaching/research and/or service-related work for the department. A full assistantship (= .50 FTE) consists of waived tuition (up to 12 credits and not including differential tuition) and a stipend paid for one semester of the program. Students with a full assistantship are expected to work 20 hours/week. The department retains the right to subdivide assistantships based on the number of applicants and departmental need. Other part-time assistantships are available and include a paid stipend, but not a tuition waiver. Information about tuition waivers and the U of U Tuition Benefit Program can be found here:

<https://gradschool.utah.edu/funding/tbp/guidelines.php>.

Once a student defends their thesis or non-thesis project, they are no longer eligible to receive new financial awards. Financial support awarded prior to the defense will be honored. A master's degree candidate can receive financial support (TA/RA/GA) for a maximum of two years.

Students with a TA, RA, or GA are required to be present and fulfill required duties during the entire semester and until the date when grades are due to complete all responsibilities. Students are only responsible for the work of professors to whom they are assigned for the TA/RA/GA positions. For details regarding specific roles and responsibilities, refer to the TA Contract disseminated at the beginning of the academic year. Contact the TA Coordinator, Amy Reeder, with any questions.

Students must maintain a 3.0 GPA to be eligible to receive the tuition waiver. Students whose GPA falls below 3.0 will have the tuition waiver reversed (if applicable) at the end of the semester and the student will be responsible for paying the tuition and applicable late fees. There is no "financial need" requirement for the assistantships; all interested students are encouraged to apply. A student's tuition benefit may be reduced or removed if, in any way, the student does not meet the requirements or restrictions associated with the Tuition Benefit Program's graduate student requirements or Graduate School policy. For more information about the tuition benefit program, refer to the University of Utah Graduate School website at <https://gradschool.utah.edu/funding/tbp/guidelines.php>.

Other financial support is available on a limited, case-by-case basis from the University and outside organizations in the form of Graduate Assistantships (GA) and hourly rate compensation. For example, the College of Health may have limited scholarship/financial assistance. The CMP Director or Supervised Practice Coordinator will notify students when these opportunities become available; the sponsoring preceptor determines student selection. Additionally, all students are encouraged to apply for external funding. For additional information, please consult the University of Utah Graduate School website and the scholarship tab on the department web page. The Scholarship chairperson, Shannon Jones, and the Program Director, Kary Woodruff, keep students apprised of scholarship and other funding opportunities.

ADMISSION REQUIREMENTS

CMP admission requirements are described at <https://health.utah.edu/nutrition-integrative-physiology/degrees/coordinated-masters/admission.php>. Prospective students may attend virtual information sessions during the Fall, Spring, and Summer semesters. Dates are available on the website or by calling the department's main office at (801) 581-6730. The academic advisor is available to prospective students, and appointments can be scheduled via email at Amy.Reeder@hsc.utah.edu.

All students accepted to the CMP must complete prerequisite requirements before matriculation into the master's program. **Students are required to apply for and maintain student membership in the**

Academy of Nutrition and Dietetics throughout their tenure as graduate students. Membership application forms are available at www.eatrightpro.org. Membership must be attained prior to September 11th, 2025. Proof of membership must be submitted to the CMP Practice Director, Amy Reeder.

VACATIONS & HOLIDAYS

Students with Teaching, Research, and Graduate Assistantships must check with course instructors, research advisors, and supervisors before planning vacation time. Assistance with grading and laboratory procedures may be required until the last day when grades are to be submitted. Students are afforded the holidays listed, ***depending upon the student's capstone needs and obligations.***

Labor Day	Monday, September 1, 2025
Fall Break	October 4 – October 12, 2025
Thanksgiving	November 27 – 30, 2025
Holiday Recess	December 13 – January 4, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Spring Break	March 7 – 15, 2026
Convocation	TBD – College of Health
Commencement	TBD – University of Utah

NOTE: The academic calendar is subject to change. Students are required to follow the sponsoring institution's holidays. For the most up-to-date information, visit <http://registrar.utah.edu/academic-calendars/index.php>

ACADEMIC & CMP CALENDAR / SCHEDULE

Students in the Coordinated Master's Program must complete a minimum of 54 semester hours in approved courses. The CMP is designed to be completed in a minimum of two years. However, the student, as mandated by the Graduate School, may take up to four years to complete the degree.

The CMP will only be extended beyond two years for an approved leave of absence or the completion of the Thesis/Focused Area of Study: <http://registrar.utah.edu/handbook/leave.php>.

2025-2026 UNIVERSITY MAIN CAMPUS AND UONLINE PROGRAMS ACADEMIC CALENDAR

GENERAL CALENDAR DATES	FALL SEMESTER 2025	SPRING SEMESTER 2026	SUMMER TERM 2026
Class schedule available	Monday, March 3	Monday, September 22	Monday, February 2
Registration dates available	Monday, March 3	Monday, September 22	Monday, February 9
Registration dates begin	Monday, April 7	Thursday, November 6	Monday, March 16
Deadline to apply for graduation	Friday, August 29	Friday, January 16	Wednesday, May 20
Open enrollment	Monday, July 28	Monday, November 24	Monday, April 6
House Bill 60 registration	Monday, August 11	Monday, December 29	Monday, May 4
Tuition payment due	Friday, August 29	Friday, January 16	Wednesday, May 20
Census deadline	Monday, September 8	Monday, January 26	Monday, June 1
University Commencement & Convocation Exercises	N/A	Thurs.-Fri., Apr 30-May 1	N/A
College of Law Graduation Exercises	N/A	Friday, May 8	N/A
School of Dentistry Graduation Exercises	N/A	Friday, May 15	N/A
School of Medicine Graduation Exercises	N/A	Friday, May 15	N/A
TERM LENGTH CLASSES			
Classes begin	Monday, August 18	Monday, January 5	Monday, May 11
Last day to add without a permission code	Friday, August 22	Friday, January 9	Friday, May 15
Last day to wait list	Friday, August 22	Friday, January 9	Friday, May 15
Last day to add, drop, audit, and elect CR/NC	Friday, August 29	Friday, January 16	Wednesday, May 20
Last day to withdraw from classes	Friday, October 24	Friday, March 6	Friday, June 19
Last day to reverse CR/NC option	Friday, November 28	Friday, April 17	Friday, July 24
Classes end	Thursday, December 4	Tuesday, April 21	Wednesday, July 29
Reading Day	Friday, December 5	Wednesday, April 22	N/A
Final exam period	Mon.-Fri., Dec. 8-12	Thurs.-Wed., April 23-29	Thurs.-Fri., July 30-31
Grades Due	Wed., December 17	Monday, May 4	Saturday, September 5
FIRST HALF CLASSES			
Classes begin	Monday, August 18	Monday, January 5	Monday, May 11
Last day to wait list	Friday, August 22	Friday, January 9	Thursday, May 14
Last day to add, drop, audit, and elect CR/NC	Friday, August 22	Friday, January 9	Thursday, May 14
Last day to withdraw from classes	Friday, September 12	Friday, January 30	Friday, May 29
Last day to reverse CR/NC option	Friday, September 26	Friday, February 20	Friday, June 13
Classes end	Friday, October 3	Tuesday, February 24	Wednesday, June 17
Grades Due First Half Classes	Wednesday, October 8	Sunday, March 1	Monday, June 22
SECOND HALF CLASSES			
Classes begin	Monday, October 13	Wednesday, February 25	Thursday, June 18
Last day to wait list	Friday, October 17	Tuesday, March 3	Tuesday, June 23
Last day to add, drop, audit, and elect CR/NC	Friday, October 17	Tuesday, March 3	Tuesday, June 23
Last day to withdraw from classes	Friday, November 7	Friday, March 27	Friday, July 10
Last day to reverse CR/NC option	Friday, November 28	Friday, April 17	Friday, July 24
Classes end	Thursday, December 4	Tuesday, April 21	Wednesday, July 29
Grades Due Second Half Classes	Tuesday, December 9	Sunday, April 26	Monday, June 1
HOLIDAYS			
Labor Day holiday	Monday, September 1		
Fall break	Sat.-Sun., Oct. 4-12		
Thanksgiving break	Thurs.-Sun., Nov. 27-30		
Holiday recess	Sat., Dec. 13-Sun., Jan. 4		
Martin Luther King Jr. Day holiday		Monday, January 19	
Presidents Day		Monday, February 16	
Spring break		Sat.-Sun., March 7-15	
Memorial Day holiday			Monday, May 25
Juneteenth (observed)			Monday, June 15
Independence Day holiday (observed)			Friday, July 3
Pioneer Day holiday			Friday, July 24

Calendar subject to change without notice. For the most up-to-date information, visit <http://registrar.utah.edu/academic-calendars/index.php>

Last updated 2/11/25

2025 – 2027 COURSE SEQUENCE

Nutrition & Dietetics (N&D) and Sports Nutrition (SPORTS)

Term	Course Number	Course Name	Course Occurrence	Credit Hours
Fall 2025	NUIP 6250	Nutrition Counseling for Dietitians	T 9:40-10:30 AM	1
	NUIP 6360	Medical Nutrition Therapy I	MW 9:10-10:30 AM	3
	NUIP 6390	Translational Nutrition Research Methods	TTh 10:45-12:05 PM	3
	Elective (N&D) only	N&D: may take elective in any semester (choose from approved list)	TBD	3
	NUIP 6540	Clinical Assessment and Research Methods Laboratory	M 12:05-1:45 PM, W 12:05-3:20 PM	3
Total				10-13
Spring 2026	NUIP 6210	Food Management	W 2:00-5:00 PM	3
	NUIP 6320	SPORTS: Advanced Sports Nutrition (Sport only)	W	2
	NUIP 6380	Medical Nutrition Therapy II	TTh 9:10-10:30 AM	4
		Medical Nutrition Therapy Lab	Th 12:15-3:30 PM	
	Elective (N&D) only	N&D: may take elective in any semester (choose from approved list)	TBD	3
	NUIP 6450	Molecular Perspectives on Nutritional Biochemistry	TTh 10:45-12:05 PM	2
Summer 2026	NUIP 6970	Thesis Research	N/A	2
	Total			9-14
	NUIP 6930	Supervised Practice	40 hrs. per week; variable schedules	10
Total				10
Total for Year				34-36
Fall 2026	NUIP 6400	Nutrition Communications and Graduate Seminar	TTh 12:25-1:45 PM	3
	NUIP 6440-001	Metabolism of Macronutrients (register for section 001)	MW 9:40-11:40 AM	4
	NUIP 6910-001	Nutrition Field Experience with Amy Reeder		0-1
	NUIP 6910-002	SPORTS: Sports Nutrition Seminar with Becca Rick	W 2:00-2:50 PM	1
	NUIP 6940	Capstone Supervised Practice*	M 2:00-2:50 PM	2-3
	NUIP 6970	Thesis Research	N/A	2
Total				11-14
Spring 2027	NUIP 6220	Nutrition Policy	W 11:50-2:50 PM	3
	NUIP 6460	Micronutrients Metabolism	MW 9:40-11:35 AM	3
	NUIP 6910-001	Nutrition Field Experience with Amy Reeder		0-1
	NUIP 6940	Capstone Supervised Practice*	N/A	2-3
	NUIP 6970	Thesis Research	N/A	2
Total				9-12
Summer 2027	NUIP 6900 or 6970	If applicable, students graduating in Summer must be enrolled in at least 1 course. Recommend registering for either NUIP 6900 or NUIP 6970		
TOTAL PROGRAM CREDIT HOURS				54-62

*Students wishing to complete the capstone experience in Sports Nutrition must have taken exercise physiology prior to CMP admission and must complete volunteer hours with the University's Fueling Stations.

* FAS students must complete 6 capstone credits during the CMP. Thesis students complete a range of 4 to 6 capstone credits, depending on the scope of their capstone project as determined by their capstone advisor.

**Students must complete 4 credits of Focused Area of Study (non-thesis option) or 6 credits of Thesis Hours during the 2nd year (as outlined above).

Students who would like to be considered for a Pediatric Clinical Rotation must take NUIP 6100-090 during the Spring Semester of 1st year.

Curriculum Equivalents:

12 - 15 weeks in each semester, excluding examination time

1 Credit = 1 lecture hour/week

1 Credit = 3 laboratory hours/week

1 Credit = 55 supervised practice hours

SEMESTER-BASED PROGRAM

To be eligible for department graduation clearance, students must enroll for a minimum of five semesters and complete their program of study as outlined in the handbook.

THESIS OR FOCUSED AREA OF STUDY (FAS) MASTER'S PROJECT

Students are required to complete a Thesis or Non-Thesis, also known as a Focused Area of Study (FAS) project, to obtain an M.S. degree. The FAS individual project is an in-depth focus on a particular aspect of dietetics. Furthermore, the FAS offers students the opportunity to enhance their leadership and collaboration skills, which are essential in a dietetics career. In coordination with the student, the FAS Coordinator, and the student's capstone preceptor, a project will be identified in an area of interest. The FAS option is appropriate for CMP students who want to be employed in work settings other than research following graduation.

The thesis option is a more traditional research project where the student will work independently under the mentorship of an identified researcher and supervisory committee. This option is ideal but not required for students who plan to continue in further research education (i.e. PhD) or as a research dietitian after graduation.

CODE OF ETHICS FOR THE DIETETICS PRACTITIONER

Students are responsible for adhering to the [Code of Ethics](#) for the nutrition and dietetics profession in all activities, coursework, and practice experiences. The Code of Ethics is required reading in Medical Nutrition Therapy and in the Supervised Practice Experience course.

HIPAA TRAINING REQUIREMENTS

The University of Utah Health (U of U Health) protects patient health information with the utmost seriousness. Furthermore, HIPAA requires our institution to protect this information. As such, all U of U Health employees complete annual HIPAA training, and the same requirement extends to students. If it has been more than 12 months since the student completed training, they must recertify prior to accessing patient information.

Students will complete the training module, which will be available via Canvas when they register for Medical Nutrition Therapy I.

HEALTH HISTORY / VACCINATION RECORD

All CMP students are required to upload immunization records to www.castlebranch.com at the beginning of the Fall Semester of their first year. Complete immunization records **must be provided by August 31st**, or the student will not be allowed to begin the CMP supervised practice experience. Students are required to adhere to the University of Utah Student Learner Health Screening and Immunization requirements throughout the program.

Student Learner Health Screening & Immunization Requirements

TB Screening select one box/pathway below to verify student will not expose patients or staff to TB.

<p><u>Skin Test x 2</u> Must be within the past 12 months or on file at the start of student's school program.</p> <p>TST #1 placed: ____ / ____ / ____ TST #1 read: ____ / ____ / ____ TST #1 result: _____</p> <p>TST #2 placed at least 7 days after TST#1 TST#2 placed: ____ / ____ / ____ TST#2 read: ____ / ____ / ____ TST #2 result: _____</p>	<p><u>Quantiferon TB Gold Lab Test</u> Must be within the past 12 months or on file at the start of student's school program.</p> <p>Lab Drawn: ____ / ____ / ____ Result: _____</p>	<p><u>Chest X-Ray</u> Must be within the past 12 months or on file at the start of student's school program Or for a positive TB Skin Test.</p> <p>Chest X-ray Date: ____ / ____ / ____ Result: _____</p>	<p>UUHC-CSE Verified</p>
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Measles, Mumps, & Rubella (MMR) select one box/pathway below to establish MMR immunity.

<p><u>MMR immunizations</u></p> <p>MMR #1: ____ / ____ / ____ MMR #2: ____ / ____ / ____</p>	<p><u>Titers</u></p> <p>Measles (Rubeola) Titer Date: ____ / ____ / ____ Result: _____ Mumps Titer Date: ____ / ____ / ____ Result: _____ Rubella Titer Date: ____ / ____ / ____ Result: _____</p>	<p>UUHC-CSE Verified</p>
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Varicella (Chickenpox) select one box/pathway below to establish Varicella immunity.

<p><u>Immunizations</u></p> <p>Varicella #1: ____ / ____ / ____ Varicella #2: ____ / ____ / ____</p>	<p><u>Titer</u></p> <p>Varicella Titer Date: ____ / ____ / ____ Result: _____</p>	<p><u>History of Disease</u></p> <p>Note from a licensed health care provider (MD, DO, PA, NP) attesting to treatment of varicella. Disease Date: ____ / ____ / ____</p>	<p>UUHC-CSE Verified</p>
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Hepatitis B select one box/pathway below for establishing immunity to Hepatitis B

<p><u>Immunizations & Titer</u></p> <p>Hep B #1: ____ / ____ / ____ Hep B #2: ____ / ____ / ____ Hep B #3: ____ / ____ / ____</p> <p>**Shot series alone is insufficient, titer required** Hep B titer date: ____ / ____ / ____ Result: _____</p>	<p><u>Titer only</u></p> <p>Hep B titer date: ____ / ____ / ____ Hep B titer result: _____</p>	<p>UUHC-CSE Verified</p>
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Tetanus-Diphtheria-Pertussis (Tdap) immunization within the past 10 years

<p>Date of Last Tdap: ____ / ____ / ____</p>	<p>UUHC-CSE Verified</p>
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Influenza if any part of clinical experience occurs during flu season, immunization must be established.

<p>Date of last Influenza Vaccination: ____ / ____ / ____</p>	<p>UUHC-CSE Verified</p>
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NOTE:

- Acceptable documentation examples include copies of medical records, a state immunization card, or other immunization records verified and signed by an appropriately licensed healthcare professional.
- The OSHA Bloodborne Pathogen Standard rule requires that any employee who may have occupational exposure to blood, bodily fluids, or other potentially infectious materials as a routine part of their responsibilities must begin their hepatitis B vaccination series, have or show a documented positive hepatitis B antibody titer, or sign a Hepatitis B vaccination declination **within ten days of start date**.
- For information regarding immunization availability and cost, go to:
<https://studenthealth.utah.edu/services/index.php>

CRIMINAL BACKGROUND CHECKS & DRUG TESTING

All CMP students are required to complete a background check and drug screen by August 31st. This requirement is in preparation for supervised and capstone practice at healthcare facilities that require a formal screening process. Students are responsible for completing the screening independently and in a timely manner, with all paperwork **completed and uploaded to CastleBranch by August 31st**. Failure to complete these processes by the deadline will compromise supervised practice. Individual facilities may impose additional requirements.

The Department of Nutrition and Integrative Physiology has contracted with Castle Branch to provide this service:

1. Register at www.castlebranch.com. Your identification code is your University Identification Number (UNID), *without the U prefix*. You will be provided with a code number giving you access to the proper package of services.
2. The Department of Nutrition and Integrative Physiology will pay for the background check and drug testing.
3. LabCorp Drug testing centers can be found here: <https://locations.labcorp.com/ut/salt-lake-city/>.
 - If needed, a Castle Branch customer service representative at (888) 666-7788 can answer questions about the process.
4. Immunization records will be uploaded and tracked in Castle Branch.
5. The background check, drug testing, and immunization tracking may be used for post-graduate employment purposes until its expiration.

SAFETY

Health Insurance

The University of Utah and ASUU strongly encourage all students to have health insurance and offer a health insurance plan through United Healthcare Student Resources. For more information, visit <https://studenthealth.utah.edu/insurance/>. **Supervised practice sites may require you to provide proof of health insurance.**

Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If, at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — give them a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who use campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campusafety.php>.

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The University has additional excellent resources to promote emotional and physical wellness, including:

- Counseling Center <https://counselingcenter.utah.edu/>
- Wellness Center <https://wellness.utah.edu/>
- Financial Wellness Center <https://financialwellness.utah.edu/>

Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

PROFESSIONAL LIABILITY INSURANCE

The Department of Nutrition and Integrative Physiology provides professional liability insurance for each student during their participation in the Coordinated Master's Program. The policy provides insurance for claims arising out of real or alleged medical incidents when the injury being claimed results from an act of omission. Court costs are also paid. Expert legal counsel and claims adjusters are immediately available to aid and defend the insured without cost to the student.

TRAVEL LIABILITY

Per university policy, the university and the Department of Nutrition and Integrative Physiology do not provide travel liability insurance to and from supervised practice sites. Students are responsible for their liability insurance when they travel to and from their supervised practice sites.

REGISTRATION & CMP REQUIREMENTS

All graduate students must maintain continuous registration from the time of formal admission through completion of all degree requirements they are seeking unless granted an official Leave of Absence. Students may be registered for at least one course while completing individual projects once all degree requirements have been met. Students **must be registered** for at least one course during the term they defend their Thesis or FAS projects. If students do not comply with this continuous registration policy and do not obtain an Official Leave of Absence, they will be automatically discontinued from graduate study. Please refer to the University of Utah's Graduate School [Master's Degree Requirements](#) for further details.

In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate-level courses (5000-6000 level) until they have completed all degree requirements, including the defense of the Thesis or FAS project.

ASSESSMENT OF PRIOR LEARNING & CREDIT TOWARD PROGRAM REQUIREMENTS

Assessment for prior learning for supervised practice will be done individually. A request for evaluation must be submitted in writing to the CMP Director. The assessment will be based on the knowledge or competency learned, not on the number of hours spent in the experience, and will determine the course or number of supervised practice hours that may be waived. In addition, the student will need to provide evidence in the form of a portfolio of work showing how each competency was met; this may include a brief description of assessments (for coursework) or activities completed to meet supervised practice hours. Students must also indicate if they received a passing grade of 73% or higher for each assessment that meets a specified competency/CRDN. A review panel consisting of the CMP Director and two CMP administrative faculty members (including the CMP Graduate Advisor) will review the request and provide a written response to the student within one month of receipt.

- a. Students may submit a written appeal to the NUIP Associate Chair if they disagree with the outcome of the review panel's decision. The NUIP Associate Chair will reply within one month of receipt of the appeal."

Typically, the CMP does not accept prior coursework to replace the CMP curriculum as counting towards program requirements. An equivalent course to one of the required CMP courses is allowed upon special consideration.

Two options are available:

1. Register for the course and repeat as a "refresher."
2. Present a syllabus of the previous course content that they have successfully completed to the CMP Director to discuss possible elective substitutions for the course. The portfolio described above must also be submitted to demonstrate student attainment of competencies/CRDNs met in that CMP equivalent course.

The student must submit a written request for approval by the CMP Director. Up to six semester hours of graduate transfer credit may be applied toward fulfillment of graduate degree requirements <http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>.

Students are recommended not to opt out of any of the CMP coursework since the program has been carefully planned to maximize student success on the Registered Dietitian (RD) exam.

FORMAL ASSESSMENT OF STUDENT LEARNING

The CMP Director, Associate Director, Nutrition and Dietetics Coordinator, or Director of Sports Nutrition Education serves as the student advisor until a Focused Area of Study or Thesis committee chairperson is chosen. At that point, typically during the first semester, the chairperson serves as the student's advisor. The committee must approve the student's program of study, and committee members are resources for students as they select their elective coursework and Thesis or Focused Area of Study projects.

Student learning is assessed through instructor feedback on assignments, course grades, and preceptor evaluations. Students must maintain a grade of a C- or better in all graduate coursework. Students must maintain a minimum GPA of 3.0 to graduate from the Department of Nutrition and Integrative Physiology at the University of Utah. GPA is calculated based on coursework only, not Thesis or FAS hours. Students not achieving at least a C- must repeat these courses and achieve the minimum C- to complete the requirements for the Master of Science (MS) degree. The CMP degree requirements may differ from those of the Office of Financial Aid. Students receiving financial aid should consult the Financial Aid Office for information on their requirements.

ATTENDANCE / INJURY / ILLNESS POLICY

Attendance at all CMP classes and lab sessions is mandatory. Students are responsible for satisfying the entire range of academic objectives and requirements the instructor defines. All department students are provided a reasonable number of days off during the program. Absences will be allowed only for illness, injury, or in the event of a death within the student's immediate family.

A physician's verification will be required if an illness or injury occurs for more than two consecutive days. Students with a TA, RA, or GA are required to be present for the full semester, including the grading period, or until all their responsibilities have been satisfactorily discharged as determined by their supervisor.

If a student experiences illness while at a supervised practice site, they are expected to contact their preceptor and make necessary arrangements to go home. In the event of an injury, the student is expected to follow the established policy:

Minor Injury:

- Apply first aid.
- Obtain medical attention if necessary.
- Report the incident to your preceptor.
- Consult Environmental Health and Safety at (801) 581-6590.
- With your preceptor, complete form E-1: First Report of Injury.
- Contact Risk & Insurance Management at <http://riskmanagement.utah.edu/>, (801) 581-5590.

Major (Life-Threatening) Injury/Illness:

- Activate Emergency Medical Services by calling 911.
- Report to Environmental Health and Safety (801) 581-6590 (incident may need to be reported to OSHA within 8 hours).
- With your preceptor, complete form E-1: First Report of Injury.
- Contact Risk & Insurance Management at <http://riskmanagement.utah.edu/>, (801) 581-5590.

MAJOR INJURIES MEDICAL ATTENTION	MINOR INJURIES MEDICAL ATTENTION
Call 911 for an ambulance or go to the nearest emergency room.	Student Health Center at the Madsen Health Center 555 South Foothill Blvd, SLC, UT 84112, (801) 581-6431

ACADEMIC RETENTION & REMEDIATION PROCEDURES

Once admitted to the program on a matriculated status, candidates for the MS degree are required to maintain a cumulative GPA of 3.0 for all graduate coursework. Students with a GPA below 3.0 are no longer eligible for tuition waiver benefits. Students will be provided with access to remedial instruction, such as tutorial support.

If a student drops below the required GPA, the Program Director will inform the student in writing that they have been placed on academic probation and are expected to meet GPA requirements within the next academic semester or 9 graduate credit hours. Copies of this letter will be placed in the student's academic file and sent to the Department Chairperson and the student's major advisor. In the event the GPA problem is not rectified within the next academic semester or 9 graduate credit hours, the case will be referred to the Directors' Committee. The Committee will review the case and recommend action. The student and major advisor will be allowed to present their case during the review process. The Department Chairperson will inform the student in writing of the final decision.

GENERAL INFORMATION

All graduate students should read carefully the regulations set forth by the University of Utah Graduate School <http://gradschool.utah.edu/graduate-catalog/>. Students are responsible for understanding and following these regulations and meeting all required dates and deadlines.

EMAIL ACCOUNT & DEPARTMENT MAILBOX

All students **must have an established university email (UMail) account before** the first week of school. To set up the account, visit https://it.utah.edu/help/resources/it_guides/new_student_guide.php. For assistance, students may also contact the Campus Help Desk at (801) 581-4000, option #1. The email address for each student is your uNID@utah.edu. Once the university email has been established, please create an email alias that follows a firstname.lastname@utah.edu format. This account and your department mailboxes (room HPER North 224) are the primary means of communicating with you during your graduate career. Communication by email enhances access to faculty members and the University's policy and procedures. Important notices to graduate students will be sent via email. **Check email messages daily and department mailboxes often.**

All students have access to [UMail, a free university email account](#) on the [Microsoft 365 \(M365\)](#) platform. UMail is one of the primary ways the university contacts students and shares official information.

To log in:

- Go to www.umail.utah.edu
- Sign in with your **uNID@umail.utah.edu** email address and your uNID password
- You may be prompted to verify your identity with Duo 2FA

You can also set up UMail with a mobile or desktop email client. We recommend that you [create an email alias](#) with the format firstname.lastname@utah.edu.

INFORMAL DISCUSSIONS

Graduate students are encouraged to consult frequently with all members of the graduate faculty in the Department of Nutrition and Integrative Physiology and with other graduate students concerning coursework, additional reading, and research. Doing so may develop expertise beyond that provided solely by formal course studies. This expertise is helpful in preparation for a Thesis or a Focused Area of Study projects and may be of significant value in your future career.

LABORATORY FACILITIES

The Nutrition Sciences Laboratory is in HPER North 230, the Nutrition Clinic is in HPER West 108, and the Experimental Foods Laboratory is in HPER North 227. Students should consult the appropriate Laboratory Director about the laboratory's time, space, rules, and regulations. Animal facilities may be available in the Animal Resource Laboratory, which is located in the Medical Center. Committee Chairs must be consulted for information on the use of these lab facilities. Other laboratory facilities may be available for student research, but must be approved by the professor or department controlling the use of the laboratory.

WITHDRAWAL & REFUND OF TUITION AND FEES

Students are encouraged to discuss alternatives to withdrawal from the program with the Program Director or Department Chairperson prior to making a final decision. Matriculated students requiring withdrawal from the program must complete a *Recommendation for Change of Graduate Classification* form at <http://registrar.utah.edu/handbook/graduateclassification.php>. This form and a cover letter from the student must be presented to the Program Director and Department Chairperson for approval.

The completed approved form must be submitted to the Registrar's Office no later than one week before the first day of the term the change is to be effective. If not submitted on time, the change will not be effective until the next semester. Refund of tuition and fees follow the University of Utah's Refund Policies located at <https://financialaid.utah.edu/policies/withdrawals-and-refunds.php>. Differential tuition paid for the semester is not refunded.

EQUAL OPPORTUNITY & NONDISCRIMINATION

The Coordinated Master's Program follows equal opportunity and nondiscrimination practices in the selection and management of students. This policy is outlined in the *General Policy Statement* contained in the Regulations Manual of the University of Utah 5-106.

The University of Utah is an "Equal Opportunity Employer" and is fully committed to the principle of nondiscrimination in all employment-related practices and decisions, including, but not limited to, recruitment, hiring, supervision, promotion, compensation, benefits, termination, and all other practices and decisions affecting university employment status, rights, and privileges.

University executive, administrative, academic, and supervisory officers exercising employee management responsibilities are required to take vigorous and appropriate action to ensure that all employment-related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or protected veteran's status.

ACCESS & CONFIDENTIALITY OF STUDENT RECORDS

Access to one's official records and files is guaranteed to every student. Students' academic records are maintained in the Department of Nutrition and Integrative Physiology. The privacy and confidentiality of student records shall be presumed as outlined in policy 6-400 in the University of Utah's Regulations Manual.

STUDENT PERFORMANCE MONITORING

The CMP Student Performance Monitoring Committee, which includes the Associate Chair, Program Academic Advisor, and Program Director, will meet at least once each semester to monitor student academic progress. This process will allow for early identification of student academic difficulty, considering professional and ethical behavior and academic integrity. A committee member will individually follow up with the CMP student(s) of concern to provide feedback and support as needed.

GRIEVANCE / COMPLAINTS PROCEDURE

Students who feel they have been treated unfairly concerning any matter that involves the program may appeal the matter. Students must first attempt to settle the matter with the course instructor or preceptor of the rotation. If the grievance is not resolved, the following describes the channels in which the student should address the grievance. Please note that the channels vary depending on if the grievance is with coursework or supervised practice.

Procedure: Grievance Concerning Coursework

If the grievance pertains to coursework, the student should first discuss the matter with the instructor. If the student is not satisfied with the instructor's decision, the student should take the matter up with the Department Chairperson. The matter should be resolved at this point. Students who disagree with the decision of the Department Chairperson can appeal to a Grievance Committee for a ruling.

Procedure: Grievance Concerning Supervised Practice

If the grievance pertains to supervised practice, the student should contact the Practice Director to discuss the problem. Students who disagree with the decision of the Practice Director should take the matter to the CMP Director. The matter should be resolved at this point. Preceptors will be included when appropriate. Students who do not agree with the decision of the CMP Director can review the matter with the Department Chairperson. Students who do not agree with the decision of the Department Chairperson can appeal to a Grievance Committee for a ruling.

Procedure: Grievance Committee

A Grievance Committee consisting of one student, the CMP Program Director, one clinical preceptor, one outside faculty member, and the Department Chairperson will be convened. No Grievance Committee member can be personally involved in the grievance procedure. The procedure for submitting a grievance to the Grievance Committee is as follows:

1. The student must submit in writing to the Grievance Committee a letter indicating the nature of the grievance and the disciplinary measures taken.
2. The letter will be circulated among the members of the Grievance Committee, and a formal meeting will be held within two weeks of the grievance filing. The student should be present at the meeting to present the grievance verbally.
3. The Grievance Committee will meet privately to review the matter. A decision will be made at that time, and the student will be informed in writing of the decision of the Committee.
4. Students who do not accept the decision of the Committee will have the opportunity to submit the grievance to the Dean of the College of Health in the presence of at least one member of the Grievance Committee. The Dean will hear the student's petition verbally. The Dean will notify the student in writing of the decision regarding the grievance.
5. If the grievance is not resolved upon recommendation of the Dean, the student has the prerogative to pursue further action through the Student Behavior Committee of the University of Utah. Procedures are outlined in the Regulations Manual of the University of Utah 6-400.
6. In the rare event that a grievance pertaining to the ACEND accreditation standards (program noncompliance) is not resolved by the University of Utah, students may notify the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Students may submit a complaint directly to ACEND by mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; by phone: 800-877-1600, extension 5400; or by email: ACEND@eatright.org. Additionally, they may submit an ACEND Complaint Submission Form linked to this website: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint>.
7. All written documentation of student complaints will be retained for 7 years and includes the resolution of the complaint.

DISCIPLINARY ACTION / TERMINATION

Procedures outlined in the University of Utah [Regulations Manual 6-400](#), Section IV govern the CMP disciplinary action and terminations process to achieve the least adverse action upon the student. Procedures relating to disciplinary action against a student shall fall under the jurisdiction of the Grievance Committee. Termination from the program will be used sparingly and only for serious violations of academic or professional misconduct.

Examples of misconduct include, but are not limited to:

- Use of drugs or alcohol such that the program's work is hindered.

- Conviction of a felony.
- Unprofessional behavior toward a preceptor, patient, client, physician, family member, faculty member, staff member, or other students.
- Theft.
- Falsifying research data.
- Cheating on coursework or an examination.
- Violations of the Academy's Code of Ethics.
- Any other misconduct that the Committee feels warrants dismissal.

Students have the right to appeal the committee's decision. The student can present the case before the Dean and one Grievance Committee representative. Confidentiality will be maintained in handling all types of misconduct and sanctions concerning the student.

EDUCATIONAL PURPOSE OF PRACTICE EXPERIENCES

The Supervised Practice Experience (SPE) provides the student with knowledge and skills in different areas of dietetic practice. Supervised Practice takes place during the summer session following the first year of the CMP, while Capstone rotations take place during the Fall and Spring or Summer session of the second year of the CMP and consist of a minimum of 1000 hours of practice under the guidance of a qualified preceptor. Supervised Practice comprises a minimum of 700 hours in professional work settings. The remaining 300 hours may be completed in simulations, role-playing, and case studies.

CMP students are required to complete the SPE-designated hours and are expected to follow the supervised practice schedule that is provided for them. Students are required to track all Supervised Practice Experience and Capstone hours in an Excel spreadsheet provided in Ubox. Students should update the Ubox spreadsheet weekly, and the course instructor will approve the hours by initialing the Instructor Approval column. All Supervised Practice and Capstone hours are completed in a professional setting.

To ensure that the highest standards of professional and ethical conduct are followed during supervised practice experiences, students must adhere to the prescribed professional and ethical standards of the dietetic profession as outlined in the Academy of Nutrition and Dietetics Code of Ethics. Failure to uphold these standards may result in academic sanctions, as outlined in the University of Utah regulation manual.

Supervised Practice Summary Table

Community Nutrition Field Experience	50
Community Nutrition*	128
Clinical Rotations*	280
Food Management*	128
Nutrition Policy Experience	10
Culinary Medicine and IPE	10
Thesis or FAS	100
Capstone Experience*	320
Nutrition Counseling	8
MNT Lab	3
TOTAL	1037

Note: These hours were estimated in June 2025 and may change in accordance with curriculum changes.

FIELD EXPERIENCE

Nutrition & Dietetics students will complete a minimum of 50 hours of fieldwork divided over 4 semesters. This total may be divided into twenty hours per semester in the first year and five hours per semester in the second year. Fieldwork does not take place during the summer.

Sports Focus students will complete a minimum of 50 hours during their first year. These hours are typically met by assisting the Sports Nutrition team at Utah Athletics – working a weekly 2-hour shift at a fueling station and additional experiences such as team talks, cooking classes, and more. Other field experiences with community college, professional, Olympic, and recreational sports settings may be arranged and approved by the CMP Director of Sports Nutrition

Changes to the supervised practice schedule require instructor approval and will only be made for the following circumstances:

1. Student illness.
2. Death in the student's immediate family.
3. Student health and safety.

The Practice Director, Amy Reeder, will coordinate the cancellation or rescheduling of a supervised practice experience. All supervised practice scheduling is arranged by the Practice Director.

A Clinical Training Agreement is maintained for all sites per ACEND and University Policy.

Students will not participate in overlapping rotations, coursework, or other activities that may interfere with supervised practice hours.

- Employment within or outside the University **must not compromise** the supervised practice schedule.
- Students will not replace employees at their supervised practice sites.

PROFESSIONAL DRESS CODE FOR DIETETIC STUDENTS

The student must comply with the standards of dress and appearance outlined by their supervised practice facility. The following standards of appearance are minimum standards. Should the supervised practice facility maintain additional/stricter standards of appearance or cleanliness, the student must comply with the facility's standards.

- Dress in business casual attire.
- Present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing free of holes, tears, or other signs of wear.
- Clothing with offensive or inappropriate designs or stamps is not allowed.
- Clothing should not be too revealing.
- Clothing and grooming styles dictated by religion or ethnicity are exempt.
- Footwear: Clean, comfortable, closed-toed shoes should be worn. Adhere to facility standards.

COORDINATED MASTER'S PROGRAM GRADUATION SURVEY

Students are asked to complete the Coordinated Master's Program Graduation Survey upon completion of the Master's program. The survey information provides quality improvement information for program development.

RD Exam / Verification Statement Procedures

To be eligible for the national RD exam, the MS degree must be conferred. The degree is granted only when: all coursework has been completed, grade changes have been made, the Thesis has been approved and released by the graduate school, or the approved Focused Area of Study project is

submitted to the Department of Nutrition and Integrative Physiology. When students have completed the Master's program, the following steps need to be completed to take the registration examination:

1. Thesis must be released, all Focused Area of Study option requirements completed, and all grades recorded. At this point, the Program Director will 1) send a link for the Coordinated Master's Program Graduation Survey and 2) schedule an appointment to review the Student Eligibility Application Process: <https://www.cdrnet.org/Students>.
2. The Program Director will digitally forward the necessary materials to the Commission on Dietetic Registration (CDR). You will receive an email confirming your registration eligibility following the Program Director's submission to CDR. At this point, you will receive further instructions on setting up your exam date and time with a local testing center. Refer to the Student Exit Packet guidelines for more information on the timeline for this process. It is recommended that you begin studying for the exam during this timeframe. Students report that a one-month minimum is required to prepare for the exam successfully.
3. Once you receive confirmation from CDR that you may set up a test time and location, you have one year to take the exam.
4. Students will receive a PDF version of a **verification statement** from the Program Director. This form, with an authenticated digital signature of the Program Director, is emailed to you after your degree is conferred. These documents verify the completion of an ACEND-approved program. These documents should be retained indefinitely for employment, license, and certification purposes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records, and FERPA requires that institutions adhere strictly to these guidelines.

FERPA provides students with the following rights regarding educational records:

- The right to access educational records kept by the school.
- The right to demand educational records be disclosed only with student consent.
- The right to amend educational records.
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their academic records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA.

FERPA defines educational records as:

Records that directly relate to a student and that are maintained by an educational agency or institution, or by a party acting for the agency or institution. Such records may include:

- Written documents, including student advising folders.
- Computer media.
- Microfilm and microfiche.
- Video, audio tapes, or compact discs.
- Film.
- Photographs.

Any record containing personally identifiable information directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the

form of student files, student system databases saved in storage devices such as servers, or recordings or broadcasts, which may include student projects.

Records Not Considered as Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty **not kept** in student advising folders.
- Campus police records.
- Medical records.
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws, such as the doctor/patient privilege.

Types of Educational Records

The two types of educational records defined under FERPA have different disclosure protections. Therefore, it is important to know the type of educational record being considered for disclosure.

Directory Information

Certain information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, a student may exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name.
- Address.
- Phone number and email address.
- Dates of attendance.
- Degree(s) awarded.
- Enrollment status.
- Major field of study.

Though FERPA does not specifically require it, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should err on the side of caution and request, in writing, that the student allow the school to disclose directory information to third parties.

Non-directory Information

Non-directory information is any educational record that is not considered directory information. Non-directory information must not be released to anyone, including the student's parents, without the student's prior written consent. Further, faculty and staff may access non-directory information only if they have a legitimate academic need. Non-directory information may include:

- Social Security Numbers.
- University Identification Number.
- Race, ethnicity, and/or nationality.
- Gender.
- Transcripts and grade reports.

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies.

Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Prior written consent must include the following elements:

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure will be made.
- The date.
- Signature of the student whose record is to be disclosed.
- Signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions **do not need** prior written consent to disclose non-directory information where the health and safety of the student are at issue when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. For institutions **to be able to disseminate non-directory information** in these instances, **FERPA requires that institutions annually publish the policies and procedures** that the institutions follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. Both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

- The dependent student understands and allows parental access to these educational records.
- The dependent student and their parents have been given a copy of the institution's policies and procedures for the disclosure of students' records.

Contact the Office of the Registrar at 801-581-5808 or visit the link below for additional information:

<https://registrar.utah.edu/handbook/ferpa.php>.

PARENTAL LEAVE POLICY

The following is the College of Health policy in place to govern students' requests for leave for parental responsibilities. The purpose of this policy is to provide Department Chairs and Directors of Graduate Studies with guidelines regarding support for graduate students, paid Teaching Assistants, and paid Research Assistants when they are requesting parental leave for family responsibilities. The College has a collective commitment to fostering a family-friendly environment for its students with policies that support families. This policy applies to all pregnant and parenting persons, regardless of sex/gender, gender identity, or gender expression, as long as the caregiver is providing the majority of the care for the child, and applies to the birth or adoption of a child. This policy seeks to support graduate students if they choose to expand their families and continue participation in their education.

During Pregnancy/Immediately Following Childbirth

The College follows all federal, state, and University anti-discrimination laws and policies. Therefore, it explicitly prohibits discrimination based on pregnancy status. The Office of Equal Opportunity (OEO; <https://oeo.utah.edu/>) oversees the University's adherence to Title IX. The OEO is responsible for granting accommodations for pregnancy and parenting based on medical needs in accordance with federal law. Students who need accommodations during pregnancy or as a result of childbirth should contact the OEO directly. The role of the faculty is not to determine appropriate accommodations but rather to refer students to the OEO.

The link below describes pregnancy accommodations:
<https://www.hr.utah.edu/accommodations/pregnancy.php>

If you wish to request accommodations due to pregnancy or pregnancy-related conditions, please complete the Pregnancy Accommodation Request [form](#).

Caregiving after Childbirth or Adoption

Graduate students seeking time off from classes for caregiving and bonding with a new child can request a leave of absence through the Graduate School. The link to the procedures and form for requesting a leave of absence is as follows: [Parental Leave Policy for Graduate Students](#). Students may take up to one year of leave from classes. A leave of absence request does not need to be completed for Summer terms.

If a student wishes to take leave starting in the middle of a regular semester (Fall or Spring), grades of Incomplete ("I") may be possible if the student has completed 80% of the work (per University policy). If the student has not completed 80% of the work, they will need to withdraw from classes, complete the request form, and obtain the necessary signatures. The student needs to bear in mind the potential ramifications of withdrawing in terms of financial aid, health insurance, etc. If a student has health insurance during the semester in which eligibility requirements were met, the policy would be in effect until it expires. After that point, the student can enroll in the Continuation Plan. The Enrollment form is located at:

- https://www.hr.utah.edu/forms/lib/Notice_of_Continuation_of_Coverage_Rights.pdf.
- <https://www.hr.utah.edu/forms/lib/COBRAInitialNotice.pdf>.

A student on a leave of absence is not eligible for University assistantship or fellowship funding during the leave. However, if a student is receiving a University assistantship or fellowship, a leave of absence shall not jeopardize their position, provided that the original funding mechanism is still viable at the time of their return.

Additional arrangements can be negotiated between the Department Chair and the student. Such arrangements might include, but are not limited to, reduced work schedules, extended deadlines, or extended eligibility clocks. Departments may also compensate a student for an assistantship while releasing them from work responsibilities for up to one semester (recognizing that the student must maintain full-time enrollment during this time in order to be eligible for the assistantship).

If a student receives an assistantship funded by a grant, a leave of absence may result in the termination of that position, depending on the specifics of the internal or external grant funding the student receives. Students who are funded by grants external to the University of Utah must follow the rules of the granting agency with respect to absences from academic and research work. Similarly, students who are funded by Fellowships must follow the sponsoring organization's guidelines.

The student requesting such arrangements must first submit a written request to their Department Chair. Discussions among the Department Chair and the student must occur and must result in a document with the following components:

1. Attestation by the student that they will be providing the majority of the care for the child during regular working hours
2. Conditions and arrangements to be met and made
3. Dates covered by the agreement
4. Signatures of both parties.

If a student is dissatisfied with the arrangements or cannot reach an agreement with the Department Chair, they may appeal to the Associate Dean for Faculty and Academic Affairs within the College. If the student feels that they have been discriminated against, the student may contact the Office of Equal Opportunity and Affirmative Action: <http://oeo.utah.edu>.

STUDENT SUPPORT RESOURCES

ADMINISTRATIVE SERVICES

Admissions Office	Questions regarding application or admittance into the University of Utah, transfer credit, etc.	Domestic: 801-581-8761 graduate@utah.edu International: 801-581-8761 https://admissions.utah.edu/apply/international/
Office of the Registrar	Grading, enrolling, Change of Graduate Classification, Leave of Absence, etc.	801-581-5808 http://registrar.utah.edu/
International Student & Scholar Services Office	Last semester, Leave of Absence, vita status, etc. Diane Cotsonas, International Teaching Assistant Program (ITAP), diane.cotsonas@utah.edu , 801-585-6659	801-581-8876 registration@utah.edu https://iss.utah.edu/
Office of Scholarships & Financial Aid	Resources to help with paying for college.	801-581-6211 http://financialaid.utah.edu/
Income Accounting	Tuition bill information.	801-581-7344 http://fbs.admin.utah.edu/income/
Graduation Division	Applying for graduation, statement of degree completions, etc.	801-581-5808 graduation@utah.edu
Transcript & Verification Division Office	Transcripts, degree letters after the degrees have been posted, etc.	801-581-5808 https://registrar.utah.edu/transcripts/
The Graduate School	Degree requirements, policies, code of conduct, contacts, professional development, funding, mentorship, and resources	801-581-7642 http://gradschool.utah.edu/ Contact Us
Thesis Office	Handbook, deadlines, online manuscript submission, and meet with a thesis editor	801-581-7642 http://gradschool.utah.edu/thesis/ thesis@gradschool.utah.edu Contact Us
University Information Technology (UIT)	https://it.utah.edu/ College of Health IT Help	

Career Services	Charged with educating students and alumni in discovering and realizing meaningful careers.	801-581-6186 http://careers.utah.edu/
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STUDENT LIFE SERVICES

University Counseling Center	Provides developmental, preventive, and therapeutic services and programs that promote the intellectual, emotional, cultural, and social development of University of Utah students.	801-581-6826 Hours: Monday-Friday 8 AM – 5 PM http://counselingcenter.utah.edu/
Student Success		https://studentsuccess.utah.edu/resources/student-support/

Feed U Pantry	Provides non-perishable, nourishing food for our students, their families, faculty, and staff.	Located in the basement of the University of Utah Student Union. https://www.union.utah.edu/resources-spaces/feed-u-pantry/about-us/
University CrisisLine	Designed to provide community members with a full range of options to help solve the crisis in the best setting possible.	801-587-3000 https://healthcare.utah.edu/hmhi/programs/crisis-diversion/
University WarmLine	This line is for Salt Lake County residents who are not in crisis but seeking support, engagement, or encouragement.	801-587-1055
SafeUT Crisis Text and Tip Line	The SafeUT Crisis Text and Tip Line is a statewide service that provides real-time crisis intervention through texting and a confidential tip program – right from your smartphone.	988 24/7 CrisisLine call center https://safeut.med.utah.edu/ or https://healthcare.utah.edu/hmhi/programs/crisis-diversion/988

ACADEMIC SUPPORT SERVICES

Student Success @ the U	A growing list of powerful tools and resources to support academic and personal success.	https://ssc.utah.edu/tools-success.php
Learning Success Center	An academic support program designed to give students the assistance they need to have a successful academic experience. The program is made up of three components: <ul style="list-style-type: none"> • ASUU Tutoring Services • Supplemental Instruction • ED PS 2600 - <i>Strategies for College Success</i> 	801-581-8746 http://learningcenter.utah.edu/
ASUU Tutoring Services	Provides individual tutoring (\$7 per hour) and group tutoring sessions (\$4 per hour) for currently enrolled University of Utah students.	801-581-5153 http://tutoringcenter.utah.edu/
Graduate Writing Center	Provides writing consultations for graduate students.	https://writingcenter.utah.edu/grad-student-services.php



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