



GRADUATE STUDENT HANDBOOK

Master of Science Program



NUIP FACULTY

Scott Summers, PhD

Chairperson and Distinguished Professor
scott.a.summers@health.utah.edu
(801) 587-7628

Katsu Funai, PhD

Associate Chairperson – Research
& Associate Professor
kfunai@health.utah.edu
(801) 585-1781

Kristine Jordan, PhD, RD, CD

Associate Chairperson – Academics
& Associate Professor
kristine.jordan@hsc.utah.edu
(801) 585-3218

Amandine Chaix, PhD

Assistant Professor
amandine.chaix@utah.edu
(801) 646-4839

Amy Loverin, MS, RD, CD

Assistant Professor (Lecturer) &
Nutrition and Dietetics Coordinator
amy.loverin@utah.edu
(801) 585-9127

Amy Reeder, MS, RD, CDE

Assistant Professor (Lecturer),
CMP Associate Director
amy.reeder@hsc.utah.edu
(801) 585-9552

Anandh Babu Pon Velayutham, PhD

Associate Professor
anandh.velayutham@utah.edu
(801) 581-8376

Crystal Davey, PhD

Research Assistant
crystal.davey@cores.utah.edu
(801) 585-0662

David Symons, PhD

Professor
j.david.symons@hsc.utah.edu
(435) 659-7805

Erik Blackwood, PhD

Assistant Professor
erik.blackwood@utah.edu
(801) 646-7659

Grace Warner

Associate Instructor
grace.gough@hsc.utah.edu
801-587-4586

Jim Martin, PhD

Professor
jim.martin@utah.edu
(801) 587-7704

Kary Woodruff, PhD, RD, CSSD

Associate Professor (Lecturer)
Director of CMP
kary.woodruff@utah.edu
(801) 585-5936

Kevin Hicks, PhD

Assistant Professor
kevin.hicks@health.utah.edu
(801) 581-8718

Madeleine French, MS, RD

Assistant Professor (Lecturer)
& UUCCN Program Manager
madeleine.french@utah.edu
(801) 213-2755

Mary Playdon, PhD, MPH

Assistant Professor
mary.playdon@hci.utah.edu
(801) 213-6264

Md Monowarul Siddique, PhD

Research Assistant Professor
mobin.siddique@utah.edu

Patricia Guenther, PhD, RD

Research Professor
patricia.guenther@utah.edu
(801) 499-0726

Paul Stewart, PhD

Associate Professor
paul.stewart@hci.utah.edu

Racheal Jones, MS, RDN

Metabolic Kitchen Director
Instructor (Lecturer)
rachael.jones@health.utah.edu

Ran Hee Choi, PhD

Research Instructor
ranhee.choi@utah.edu
(801) 585-0727

Rebecca Rick

Assistant Professor (lecturer)
CMP Director of Sports Nutrition
u0851783@utah.edu
(801) 581-5280

Russell Richardson, PhD

Professor
r.richardson@hsc.utah.edu
(801) 582-1565

Shannon Jones, MS

Assistant Professor (Clinical) &
UUCCN Co-chairperson
shannon.jones@utah.edu
(801) 585-5074

Sihem Boudina, PhD

Professor
sboudina@u2m2.utah.edu
(801) 585-6833

Sydney Abbott, MS, RD

Assistant Professor (Lecturer)
sydney.abbott@utah.edu
(801) 581-8413

Theresa Dvorak, MS, RD, CD, CSSD, ATC

Associate Professor (Lecturer)
& FAS and Thesis Coordinator
t.dvorak@utah.edu
(801) 585-3191

Thunder Jalili, PhD

Professor & Director of Undergraduate and
Graduate Studies
thunder.jalili@utah.edu
(801) 585-0399

William Holland, PhD

Associate Professor
will.holland@hsc.utah.edu
(801) 581-3688

Ying Li

Research Associate
li.ying@utah.edu
(801) 585-3294

NUIP STAFF

Brittany Bellows

Program Manager – Research
brittany.bellows@utah.edu
(801) 587-7628

Carisse Winegar

Program Manager – Academics
carisse.winegar@utah.edu
(801) 213-2582

Jun Daniel

Manager, Accounting & Finance
jun@hsc.utah.edu
801-587-905

TABLE OF CONTENTS

MISSION, GOALS, PREREQUISITES	4
PROGRAM COSTS & FINANCIAL ASSISTANCE	4
WORK EXPECTATIONS	5
ACADEMIC CALENDAR, VACATIONS, & HOLIDAYS	5
LEARNING OBJECTIVES & OUTCOMES	5
LEARNING ASSESSMENT, GPA POLICY, & ACADEMIC HONESTY	6
DEADLINES	6
MS PROGRAM OVERVIEW	7
SUGGESTED TIMELINE & BENCHMARKS	7
PROGRAM OF STUDY	8
ELECTIVE COURSES	9
EXAMS & REQUIREMENTS	10
SUPERVISORY COMMITTEE & PROGRAM OF STUDY FORMS	10
STUDENT – MENTOR GUIDELINES OF UNDERSTANDING	12
REGISTRATION INFORMATION, REQUIREMENTS, & POLICIES	13
TRANSFER CREDITS	14
RESIDENCY REQUIREMENTS	14
GRADUATE SCHOOL POLICIES	15
WITHDRAWAL & REFUND OF TUITION AND FEES	17
GRIEVANCE/COMPLAINTS PROCEDURE	18
GENERAL INFORMATION	19
SAFETY & WELLNESS	19
FERPA	20
STUDENT SUPPORT SERVICES	24

MASTER OF SCIENCE PROGRAM

Department of Nutrition & Integrative Physiology

MISSION & GOALS

Our mission is to train professionals who are prepared to conduct scientific research exploring the physiological, molecular, and behavioral aspects of nutrition and metabolic health, and our faculty are leaders in the discovery and dissemination of new knowledge in these areas. Through interdisciplinary education and research, our program prepares students to advance scientific discovery and disseminate the latest findings to the public by way of professional publications, classroom education, and community outreach.

The broad program goals are the following:

1. Train research scientists and academic scholars on the fundamentals of translational bioscience, enabling them to take research findings from bench-to-bedside.
2. Prepare graduates of all tracks and concentrations with the skills necessary to assume leadership roles in the professional community.

MS PREREQUISITE COURSE REQUIREMENTS

Students who are admitted lacking one or more prerequisites must complete them before matriculation. Please note that undergraduate courses do not count toward graduate credit hour requirements.

REQUIRED	UNIVERSITY OF UTAH EQUIVALENT	CREDITS	TOPIC
Biology	BIOL 1610	4	Principles of Biology
	BIOL 2420	4	Human Physiology
Chemistry	CHEM 1210+1215	4 + 1	General Chemistry I + Lab
	CHEM 1220	4 + 1	General Chemistry II + Lab
	CHEM 2310+2315	4 + 1	Organic Chemistry I + Lab
	CHEM 3510	3	Biological Chemistry I
Math	MATH 1050	4	College Algebra
RECOMMENDED			
Biology	BIOL 2020	3	Principles of Cell Biology
Chemistry	CHEM 3515	3	Biological Chemistry Laboratory
Chemistry	CHEM 3520	3	Biological Chemistry II
Chemistry	CHEM 2320+2325	4+1	Organic Chemistry II + Lab
Nutrition	NUIP 1020 or 4440	3 or 4	Introductory or Advanced Nutrition
Writing	WRTG 2010	4	Intermediate Writing: Research and Inquiry

PROGRAM COSTS & FINANCIAL ASSISTANCE

Students in the MS program are responsible for tuition based on the schedule published by the graduate school at the University of Utah on the following website: <http://fbs.admin.utah.edu/income/tuition/college-of-health>. Students **should apply for residency** after they enroll and meet the criteria stated by the graduate school.

The Department of Nutrition & Integrative Physiology offers financial assistance through the faculty member that is mentoring the student through the award of Research (RA) Assistantships. These positions provide

financial assistance to graduate students in exchange for research related work for the department. Master's students Research assistantship come with a stipend and workload commensurate with the Master's program training. The department retains the right to disseminate assistantships based on the number of applicants and departmental need. Once the thesis is defended, students are no longer eligible to receive these financial awards. Financial support awarded prior to the thesis defense will be honored until the completion of the contract. A master's degree candidate can receive financial support (RA) for a maximum of two years. Students who have RA's are required to satisfactorily fulfill their responsibilities as determined by their supervisor, mentor, or department chair. Note that a full-time Research Assistantship requires registration for at least 9 credits per semester unless students have completed classes / qualifying exams and are only working on thesis research, then only 3 credits/semester is required.

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 at the end of the semester and will be responsible for payment of the tuition and applicable late fees. Other financial aid is available on a limited basis from the University and outside organizations. All students are encouraged to apply for outside funding to support graduate studies. For additional information, please consult the University of Utah Graduate School website: <http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>.

WORK EXPECTATIONS

Students on RA and working on their MS research are required to work up to 20 paid hours per week to fulfill the work requirements of a 100% full-time RA. Additional research hours beyond the 20-hour stipend requirement may be spent as an academic requirement designed to fulfill the enrolled credit hours for NUIP 6970 (Thesis) or NUIP 6900 (Directed Nutrition Research). University policy states that one credit hour represents approximately 3 clock hours of time (<https://regulations.utah.edu/academics/6-100.php>). For example, a student taking 3 credits of thesis would engage in 9 hours per week of laboratory work, in addition to the up to 20 hours per week they are employed as an RA.

ACADEMIC CALENDAR, VACATIONS, & HOLIDAYS

All students are entitled to time off during official University holidays (see link below). However, students with Teaching and Research Assistantships must check with course instructors and research advisors before planning vacation time. Assistance with grading and/or laboratory procedures may be required during final exam week and possibly other holiday periods. Any vacation time outside the University holiday dates should be approved first by the mentor/chair of the supervisory committee. Please refer to the full academic calendar detailing official University holidays at: <http://registrar.utah.edu/academic-calendars/>.

LEARNING OBJECTIVES & OUTCOMES

All program graduates will demonstrate a mastery of key concepts in the following areas: research design, statistical analysis, scientific writing, macronutrient metabolism, and general metabolic physiology. Specific learning outcomes are:

1. Demonstrate mastery of key concepts in physiology, nutrition, and metabolism as they relate to health and disease conditions.
2. Critically evaluate, integrate, and apply scientific information gained through literature and laboratory discovery into their own research applications.
3. Effectively communicate nutrition information using written reports, professional presentations, multimedia approaches, and technical research formats.
4. Recognize the value of professional, academic, and scientific ethics.
5. Exhibit basic research skills, including hypothesis testing, experimental design, and technical laboratory skills that will allow students to understand, participate, and conduct biomedical research.

LEARNING ASSESSMENT, GPA POLICY, & ACADEMIC HONESTY

Student learning is assessed through instructor feedback on assignments, course grades, and satisfactory progress on thesis/dissertation research. **All NUIP 6900, 6910, 6970, 6980, 7850, 7950, and 7970 courses are graded on a Credit/No Credit basis, and all other courses are graded with a letter grade according to university policy.** Students must maintain a grade of B- or better in all major graduate coursework and at least a C- in non-major courses. In order to graduate from the Department of Nutrition and Integrative Physiology at the University of Utah, a GPA of 3.0 must be maintained as detailed by the graduate school. These GPA criteria relate to coursework; thesis research credits do not factor into these GPA criteria. Students not achieving at least B- in major department courses or a C- in non-major outside the department courses must repeat these courses and achieve the minimum B- or C- in order to complete requirements for their graduate degree. Students are allowed to repeat a course only 1 time. The only exception to this rule is if a student has a documented medical event or personal hardship that necessitates withdrawing from the course or a leave of absence for the term. An incomplete (I) may or may not be assigned depending on the exact circumstances, and the student will be allowed to take the course a 3rd time. Students who receive a C+ in a major course have the option of either retaking the course at the next opportunity or scheduling an oral examination over the entire course content with a panel consisting of the course instructor and selected tenure-track faculty members. Each panel member will ask questions, with the course instructor asking the majority. The examining committee will evaluate the student's responses after the session, and the committee will determine whether the student has achieved sufficient competency in the course subject matter. If the examining panel finds that the student has a better grasp of the subject matter than that reflected by their course grade AND it is at the academic level of B- or better, the student's requirement to repeat the course will be lifted, and they can proceed to graduate provided they meet all the other requirements of the program. The grade originally earned in the course will stand and cannot be changed; only the requirement to repeat the course will be waived. Students receiving a C or worse do not have the option of taking an oral examination and must repeat the course.

Students are expected to adhere to the University of Utah policies regarding academic honesty, including but not limited to refraining from cheating, plagiarizing, misrepresenting one's work, and/or inappropriately collaborating. This includes the use of generative artificial intelligence (AI) tools without citation, documentation, or authorization. Students are expected to adhere to the prescribed professional and ethical standards of the profession/discipline for which they are preparing. Any student who engages in academic dishonesty or who violates the professional and ethical standards for their profession/discipline may be subject to academic sanctions as per the University of Utah's Student Code:

<https://regulations.utah.edu/academics/6-410.php>

IMPORTANT PROGRAM DATES & DEADLINES: *Click on the hyperlink for more information.*

[Academic Calendar](#)

[Graduate Fellowship Opportunities](#)

[Thesis Office Manuscript Submission Deadlines](#)

[Graduation Deadlines](#)

MS PROGRAM OVERVIEW

The MS program is a research-based program where students are expected to complete an MS thesis that contributes to the body of knowledge in their field of study. *Department policy states there is a 4-year time limit on completing the MS program.*

- This program is characterized by coursework that mirrors the PhD program tracks, but with a reduced research requirement, which is met by completing 6–10 hours of thesis research that results in a peer-reviewed publication.

SUGGESTED TIMELINE & BENCHMARKS

Students should follow the suggested timeline to ensure they meet all graduate school requirements and can graduate in a reasonable amount of time, as well as the 4-year time limit for completing the MS program.

Year 1: Fall Semester:

- Coursework as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and Director of Graduate Studies.

Year 1: Spring Semester:

- Continue coursework as outlined in the NUIP Graduate Handbook.
- Make your supervisory committee selections in coordination with input from your mentor, and complete and submit the online [Supervisory Committee Form](#).
- Fill out, discuss, and review the [Program of Study Form](#) with your committee chair to receive oral approval. Then, submit the online form.
- Develop thesis proposal in coordination with mentor and committee.
- Oral Proposal Presentation to Committee

Year 1: Summer Semester:

- Thesis Research

Year 2: Fall Semester:

- Thesis Research
- Continue coursework as outlined in the NUIP Graduate Handbook

Year 2: Spring Semester:

- Thesis Research
- Continue coursework as outlined in the NUIP Graduate Handbook.
- Analyze data and write thesis.
- Oral Thesis defense to Committee.

Year 2: Summer Semester: *If required*

- Analyze data and write thesis.
- Oral Thesis defense to Committee.

MS PROGRAM OF STUDY

- 38 **minimum** credits required, **6 min – 10 max credits** must be from NUIP 6970–Thesis Research.
- Students should **NOT EXCEED** 11 credits per semester.
- Students should **NOT EXCEED** 10 NUIP 6970 thesis credits in their program.
- **All NUIP 6900, 6910, 6970, and 6980 courses are graded on a Credit/No Credit basis.**
- Students may modify Program of Study courses with approval from the supervisory committee.

FIRST YEAR	COURSE	CREDIT HOURS
FALL		
NUIP 6440-002	Metabolism of Macronutrients (M/W 9:40-11:40 AM)	4
Electives	Elective course	3
PHIL / MOLB 7570	Research Ethics (W 4-5:20 PM)	1 st half, 1
NUIP 6900	Directed Nutrition Research	1
		TOTAL CREDITS 9
SPRING		
KINES 7103 or MBIOL 6490 or PBHLT 6100	Design and Analysis I (T 4:35-7:05 PM) or Intro to Biostatistics (M/W 1-2:50 PM) or Biostatistics I (Tu/Th 9-10:20 AM)	3 1 st half, 2 3
NUIP 7850	Graduate Seminar	1
Elective	Elective course	2-4
NUIP 6450	Molecular Perspectives on Nutritional Biochemistry (Tu/Th 10:45-12:05 PM)	3
		TOTAL CREDITS 9-11
SUMMER		
NUIP 6900	<i>Optional:</i> Directed Nutrition Research <i>If a student is working in a lab as an RA</i>	1-3
SECOND YEAR	COURSE	CREDIT HOURS
FALL		
NUIP 6970	Thesis Research	3
BIOC 6600	Regulation of Metabolism (Tu/Th 9:30-11 AM)	2 nd half, 1.5
NUIP 7850	Graduate Seminar (W 4:10-5 PM)	1
NUIP 6701	Survey of Reproductive, Gastrointestinal, Neurophysiology, and Endocrinology (Tu/Th 3-5 PM)	1 st half, 2
Elective	Elective	2-3
		TOTAL CREDITS 9.5-10.5
SPRING		
NUIP 6970	Thesis Research	6
NUIP 7850	Graduate Seminar (Once per month, W 3-6 PM)	1
NUIP 6702	Survey of Cardiovascular, Muscle, Pulmonary Physiology (M/W 9:40-11:40 AM)	2 nd half, 2
		TOTAL CREDITS 9
*SUMMER		
NUIP 6900	Directed Nutrition Research (*If needed to graduate)	1-3

EXAMPLES OF POSSIBLE ELECTIVE COURSES FOR MS PROGRAM

Please consult with your committee to find electives appropriate for your field of study and research area, including those that may not be on this list.

COURSE PREFIX AND NUMBER	TITLE	CREDIT HOURS
BIOL 5110	Molecular Biology and Genetic Engineering	3
BIOL 5215	Cell Biology Advanced Projects Lab	2
BIOL 6500	Advanced Statistical Models for Biologists	3
MBIOL 6440	Gene Expression	1.5
MBIOL 6480	Cell Biology I	1.5
MBIOL 6481	Cell Biology II	1.5
BIOL 6964	GSCS Seminar, Special Topics in Ecology & Evolutionary Biology	1-5
BMI 6010	Foundations of Healthcare Informatics	3
CTLE 6510	Cyber Pedagogy	3
ECON 6190	Health Economics	3
ED PS 6360	Multicultural Counseling	3
KINES 6320	Exercise and Disease	3
FP MD 6106	Categorical Analysis	3
FP MD 6600	Social and Behavioral Context of Public Health	3
GERON 6001	Introduction to Aging	3
HEDU 6060	Health Instruction and Communication	3
HEDU 6260	Health Theories in Group Behavior Change	3
HEDU 6700	Epidemiology in Community Health Practice	3
H GEN 6500	Human Genetics	3
H GEN 7380	Biochemical Genetics	3
KINES 7103	Design and Analysis II	3
MDCRC 6150	Foundations in Personalized Health Care	3
MDCRC 6521	Medicine and Physiology for the Molecular Biologist	2
MDCRC 6530	Utilization of Animal Models	2
NUIP 6100	Advanced Pediatric and Adolescent Nutrition	4
NUIP 6320	Advanced Sports Nutrition	3
NUIP 6390	Translational Research	3
NUIP 6460	Metabolism of Micronutrients	4
NUIP 6900	Directed Nutrition Research	1-4
NUIP 7305	Advanced Cardiovascular Physiology	2
NUIP 7540	Culinary Medicine	1
NUIP 7960	Special Topics-Doctoral	1-3
NUIP 7975	Metabolic Basis of Disease Journal Club	1.5
OC TH 6860	Disability Studies Forum	1
PBHLT 7100	Biostatistics II	3
PED 5750	Genome Analysis I	2
SW 6621	Motivational Interviewing	3
Other courses	<i>As approved by the students' committee</i>	

MS PROGRAM EXAMS & REQUIREMENTS

The requirements for obtaining an MS are to:

1. Organize a thesis committee and program of study
2. Prepare a written thesis research proposal
3. Successful oral presentation of the thesis proposal that passes committee approval
4. Prepare a written thesis
5. Successful oral defense of the thesis that passes committee approval

1. Organize a supervisory committee and program of study

The committee should consist of 3 members, including the thesis advisor. It is optional for one member to be from outside the department, as detailed in the NUIP Graduate Handbook. Fill out the following online form on the NUIP website: [Supervisory Committee \(SVC\) form](#), and submit it. A curriculum vitae (CV) must be acquired by the student for each external (not employed by the University of Utah) faculty member, along with a [justification letter](#), and emailed to nutrition@health.utah.edu with the SVC form for approval. *Committees should meet with the student at least 1-2 times each calendar year.* **A committee meeting is required before the final defense is scheduled to confirm all committee members approve of the student moving to the final requirement of defense.** After the Supervisory Committee is formed and the Program of Study is agreed upon, students should complete the online [Program of Study form \(POS\)](#) and submit it.

2. Prepare a written thesis research proposal

The Thesis proposal serves as the MS degree qualification and is to determine whether the student is prepared to carry out their thesis research at the standard set by their committee. The committee will evaluate the student's general knowledge (including coursework up until the proposal defense date), knowledge of his/her field, aptitude for critical thinking, and writing skills. The Thesis proposal is to be delivered at the end of the first year of study, preferably in the Summer between first and second year.

General Guidelines:

The written research proposal is prepared by the student and serves to clearly describe the work they propose for their MS research. The written proposal is followed by an oral examination session 2 weeks after the proposal is delivered to the committee. The Committee will provide the student with guidance as the student prepares the aims and writes the Proposal, with the mentor being responsible to evaluate preliminary drafts. The proposal should be prepared based on the NIH F-31 predoctoral fellowship format described in the NUIP graduate student handbook.

Guidelines for Master's Thesis Research Proposal

- The student must have a committee in place before proposing a project
- The project is developed by the student and faculty mentor with input as required from the committee
- IRB or IACUC approval is required of all research projects

Format for Thesis Research Proposal

- Specific Aims (1-page limit): State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved. List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing

paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology).

- Research Strategy (6-page limit):

- a. Significance: Explain the importance of the problem or critical barrier to progress that the proposed project addresses. Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
- b. Approach: Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high-risk aspects of the proposed work. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. If research on Human Embryonic Stem Cells (hESCs) is proposed, but an approved cell line from the NIH hESC Registry cannot be chosen, provide a strong justification for why an appropriate cell line cannot be chosen from the registry at this time.
 - i. *If you have multiple Specific Aims, you may address Significance and Approach either for each Specific Aim individually or for all of the Specific Aims collectively.*
 - ii. *If the student and supervisory committee wish to submit the thesis proposal to NIH for funding consideration, please refer to the detailed instructions in this link to complete the mentoring plan, training facilities, and other aspects of the full fellowship proposal.*
 - iii. *About page limits, go to this link and scroll to "Fellowship applications." Look at Specific Aims and Research strategy. <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>*

3. Successful oral presentation of the thesis proposal that passes committee approval

Approximately 2 weeks after the written proposal is delivered to the Committee, the student will schedule an oral presentation of the proposal. The presentation will include defense of the proposal aims and methods, as well as an opportunity for the committee to query the student on general knowledge relevant to the research area. Questions may include aspects of nutrition, physiology, metabolism, general molecular biology, biochemistry, cell biology, or related topics. **The proposal is a private exam between student and committee and not open for public attendance.**

Scoring for the written proposal and oral presentation:

- **Pass**: The student receives a full pass if the committee feels that they have performed well on all aspects of the exam.
- **Conditional pass**: If a student performs well overall, but exhibits a significant deficiency in one area, the committee may require additional work in that particular area. This could include additional coursework, rewriting the proposal, or an additional oral presentation.
- **Fail**: The student will fail if the committee feels that they were severely deficient in one or more aspects of the proposal. The student has the right to re-write / present the proposal again within a reasonable time frame, for example 4-6 weeks, as determined by the discretion of the committee. If the student fails the second time, the committee will recommend termination. This recommendation must be approved by the Department Chair, Associate Chair, and Director of

Graduate Studies. Any student appeals to termination must follow the standard grievance procedures outlined in the NUIP Graduate Handbook.

4. Prepare a written thesis

Thesis Guidelines:

Following a successful defense of a Master's Thesis research proposal, the student will complete a written thesis based on their research they proposed. The thesis is written up as an empirical article in format that would be suitable for submission to an appropriate journal in the field of study. The journal format should be selected under advisement of the committee chair and thesis committee. In general, the manuscript should contain an abstract, introduction, methodology, results, discussion, and references. Additional information, such as supplemental figures, methodological details, supplemental tables, or statistical details may be provided as support documents. Students should consult with the Thesis Editor to make certain that the formatting of the final document complies with university regulations. See the [graduate school website](#) on theses for more information. The template for the thesis format can be [here](#).

5. Successful oral defense of the thesis that passes committee approval

The final examination for a Master's Thesis is the oral defense of the written thesis. **Students must have approval from the supervisory committee prior to scheduling a defense date.** *The Thesis defense for MS candidates should be advertised to the Department and College at large and is a public presentation.* The supervisory committee grades the exam on a pass/fail basis. Following successful completion of the thesis defense, the chair of the supervisory committee signs the Report of the Comprehensive Examination for the Degree of Master of Science.

GUIDELINES FOR ALL FIRST-YEAR MS STUDENTS TO DISCUSS WITH MENTORS

It is strongly encouraged that all students discuss these points with their mentors early in the first semester of study so that there are clear expectations of responsibilities and issues will come up during your time at the University of Utah.

1) Time Commitment

Students should be aware of the work expectations as outlined in the graduate handbook.

2) Compensation

What is the length and duration of the stipend offered?

3) Preferred Modes and Style of Communication

How do the student and mentor prefer to communicate (e.g., email, phone, text), and with what frequency? What are the preferred forms of address, and what degree of formality in language is preferred? Who will the student be interacting with or reporting to on a day-to-day basis?

4) Meetings

How often will the student and mentor meet, and who is responsible for setting the agenda? What are the expectations of the student with respect to attendance at research meetings, colloquia, and other events? Are there specific lab or research group meetings to attend?

5) Performance Evaluation and Outcome Assessment

What is expected of the student in terms of specific work products or outcomes? How will the student's development as a professional be evaluated? How will this evaluation be communicated to the student, and with what frequency?

6) Mentor Conflict of Interest

Is there a financial conflict of interest, as determined by the University of Utah Conflict of Interest Office and Committee, for any projects that the mentor assigns the student to work on? If so, the mentor should disclose the conflict of interest to the student prior to the start of the project. Visit <https://coi.utah.edu> for more information about the university's policies on conflict of interest.

7) Certifications/Training

Are any certifications required before the student can participate in the research? What is the plan for securing any required certifications? These might include training in lab safety, responsible conduct of research, human subjects protections, HIPAA certification, etc.

8) Mentorship

Will the mentor be readily available to guide and assist the student with writing proposal, grant applications, manuscripts, training opportunities, etc.?

9) Rules and Procedures

Where can the student learn about rules and procedures associated with the research? What should the student do in case of an emergency associated with the research? What is considered an emergency in the context of the research? What should the student do if they make a mistake?

10) Authorship

For publications (manuscripts and meeting abstracts) how will authorship for the work be determined? Are there any restrictions on the release of information that should guide the student's communication about the research (e.g., in the case of patents or other sensitive information)?

REGISTRATION INFORMATION, REQUIREMENTS AND POLICIES

Continuous Registration

All students must maintain continuous registration

- Students must register for a minimum of 3 credit hours each Fall and Spring semester
- Registration during the Summer semester is required for all graduate students. NUIP 6970 (3 or 6 credit hours) or Directed Nutrition Research (1-12 credits possible for all graduate students).
- Students on RA positions are required to take at least 3 credits during Summer to maintain FICA tax exemption.
- Students with Student Health Insurance must take at least 3 credits in the semester they apply for insurance, then maintain graduate school continuous registration requirements for the next two semesters. For example, apply for health insurance during the Fall term while taking at least 3 credits, then maintain graduate school continuous registration requirements for the Spring and Summer terms.
- Students who do not maintain continuous registration will be required to reapply to the University.
- Please note that students who have completed all classes and are defending their thesis in the Summer must sign up for at least one credit hour of Directed Nutrition Research for MS students.

TRANSFER CREDITS

The University allows students to transfer a total of 6 *graduate credits* from another University. Transfer credits must meet the following:

- A grade of “B” or higher must have been earned in the transferred course(s)
- Credits must have been earned at an accredited college or university, as determined by the University
- The transferred credits must have been earned in the equivalent of a 5000-level course or higher at the University of Utah
- The student’s supervisory committee must approve of all the transferred courses

Eligible Course Numbers

- All courses counted toward graduate degrees at the University must be at the 6000-level or higher
- Courses taken below the 6000-level may be taken and may be required if deficiencies must be met
- 5000-level courses may be applied toward the degree upon supervisory committee approval
- Courses below the 5000-level may not be applied toward graduation
- Courses below the 5000-level will not be paid by the tuition benefit program

Credits for Thesis Research

- Must register for a minimum of 6 credit hours of NUIP 6970 Thesis Research
- Students should **NOT EXCEED** 10 credits of NUIP 6970 thesis in their program

RESIDENCY REQUIREMENTS

- All students must have two back-to-back semesters of 9 credit hours of registration to demonstrate residency in Utah.
- Any graduate student who has completed 40 credit hours at the University should [apply for residency](#) in the State of Utah (most applicable to doctoral students).
- Applications for residency must be submitted to the Graduate Admissions Office and supported by evidence of living in Utah, such as
 - Utah driver’s license, utility bills with Utah address, Utah car registration, Utah bank account, etc.

Time Limit

- The time limit for completing the Master's is 4 consecutive calendar years from the date of matriculation into the program. Note that Tuition benefit does not follow the same time limit as for completion. In general, there are 6 semesters for students with an MS from the University of Utah, and 8 semesters for students with a MS degree from another university. Please see the following site and scroll down to “Restrictions” to view the details on Tuition Benefit program restrictions.

<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>

Graduation Registration and Forms

The semester prior to a student’s anticipated graduation, he or she must submit a Candidacy form. These are due at the beginning of November (Spring graduation), March (Summer), and June (Fall). IRB approval or exemption or IACUC approval must be included with this form. All graduate students are required to complete the Graduate School forms that demonstrate progress through the academic program. These forms vary by degree so make sure the MS forms are obtained.

Please note the following information:

- Forms require signatures from the supervisory committee
- Forms sometimes require the signature of the Director of Graduate Studies
- Forms must be submitted to the Graduate School on a specific timeline in order to ensure graduation by a certain date

- Students can contact the registrar for questions: registrar@utah.edu
- Information and forms regarding graduation can be found at: <http://registrar.utah.edu/handbook/graduategraduation.php>

Graduate Student Advisory Committee (GSAC)

All graduate students are members of the Graduate Student Advisory Committee (GSAC) and are encouraged to participate. The GSAC provides input and advice to the faculty on several levels. This committee:

- Evaluate faculty for tenure and/or promotion consideration
- Part of the planning committee for the NUIP Spring Banquet (held at the end of the Spring semester)
- May assist with graduate student orientation (at the beginning of the Fall semester)
- Assists with social functions of the graduate program

GRADUATE SCHOOL POLICIES

Attendance / Injury / Illness / Medical Leave Policy/ Leave of Absence

The University expects regular attendance at all class sessions. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by their instructors. The university and department calendar allows students a healthy number of vacation or holiday days during the course of the year. Absences are only permitted for illness, injury or in the event of a death within the student's immediate family. If an illness or injury occurs for more than two consecutive days, the instructor/supervisor has the right to request a physician's excuse. Students that have a TA or RA position 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 there is a medical event that requires the student to take a leave of absence, this should be coordinated with between the student, mentor, and Director of Graduate Studies. If a leave of absence is taken, the student would be required to forgo any TA or RA duties that were previously scheduled for upcoming semesters while the student plans on being away. However, every effort would be made to reinstate the student in their previous duties upon their return.

Parental Leave policy

The following is the College of Health policy in place to govern requested leave by students 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 educations.

During Pregnancy/Immediately Following Childbirth

The College follows all federal, state, and University anti-discrimination laws and policies. Therefore, it explicitly prohibits discrimination on the basis of 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 the childbirth process should contact the OEO directly. The role of the faculty is not to determine appropriate accommodations, but rather to refer students to the OEO.

This [link](#) describes pregnancy accommodations.

The following is a [link](#) to the form requesting accommodations.

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. There are options for both paid (up to 8 weeks) and unpaid leave. Students may take up to one year (unpaid) of leave from classes. A leave of absence request does not need to be completed for Summer terms. The link to the procedures and form for requesting a leave of absence is: https://registrar.utah.edu/_resources/documents/pdf/graduate-leave-absence.pdf.

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 has the option to enroll in the Continuation Plan. The Enrollment form is located at www.uhcrs.com/utah.

Leave of Absence

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. The leave of absence form is [here](#).

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 on 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 is receiving an assistantship funded by a grant, a leave of absence may result in termination of that position depending on the specifics of the internal or external grant that is funding the student. 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 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; and
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>.

Academic Retention and Remediation Procedures

Once admitted to the program on matriculation status, candidates for the MS degree must 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. In the event that a student drops below the required GPA, the Program Director will inform the student in writing that he or she has been placed on academic probation and is expected to meet GPA requirements within the next academic semester or 9 graduate credit hours. Copies of this letter will be placed in the students' 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 Director's Committee. The Committee will review the case and recommend action. During the review process the student and major advisor will be allowed to present their case. The Department Chairperson will inform the student in writing of the final decision.

General graduate school policies and regulations

All graduate students should read carefully the regulations set forth in the Bulletin of the University of Utah (<http://gradschool.utah.edu/graduate-catalog/>). Students have the responsibility to understand and follow these regulations and to meet all required dates and deadlines.

Equal Opportunity and Nondiscrimination

The Department of Nutrition and Integrative Physiology follows the 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 assure 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 and Confidentiality of Student Records

Access to one's own 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 Regulations Manual of the University of Utah (see also the FERPA Regulations located at the end of this document).

WITHDRAWAL & REFUND OF TUITION AND FEES

Students are encouraged to discuss alternatives to withdrawal from the program with the Director of Graduate Studies or Department Chair prior to making a final decision. Matriculated students requiring withdrawal from the program must complete a *Recommendation for Change of Graduate Classification* form located at <http://registrar.utah.edu/handbook/graduateclassification.php>. This form, along with 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 <http://fbs.admin.utah.edu/income/tuitioninfo/rp/>.

GRIEVANCE / COMPLAINTS PROCEDURE

Students who feel they have been treated unfairly concerning any matter that involves the program, coursework, or research have the opportunity to appeal the matter. Students must first make attempts to settle the matter with the instructor of the course or mentor. If the grievance is not resolved, the following describes the channels in which the student should address the grievance.

Procedure: Grievance Concerning Course Work

If the grievance pertains to course work the student should first discuss the matter with the instructor. If the student is not satisfied with the decision of the instructor, the student should take the matter up with the Department Chairperson. The matter should be resolved at this point. 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 will be convened consisting of one student, the Director of Graduate Studies, two outside faculty members, and the Department Chairperson. 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 onset of 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.

Disciplinary Action / Termination

Procedures outlined in the [University of Utah Regulations Manual 6-400](#) Section IV, also known as the student code, govern the disciplinary action and terminations process so as 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 misconduct.

Examples of misconduct include but are not limited to:

- Use of drugs or alcohol such that program work is hindered
- Conviction of a felony

- Unprofessional behavior toward any student, faculty, staff patient, client, external collaborator, or family member
- Theft or Falsifying research data
- Plagiarism
- Cheating on coursework and/or examinations
- Any other misconduct that the Committee feels warrants dismissal

Students have the right to appeal the decision of the Committee. 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.

GENERAL INFORMATION

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 – just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support for this goal, the University has established confidential resources and support services that 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 <https://attheu.utah.edu/facultystaff/campus-safety-resources/>

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 the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>, and the Center for Student Access and Resources (<https://studentresources.utah.edu/>). We support student success and well-being through scholarships, personalized one-on-one support, community engagement and skill-building, and support navigating higher education systems.

Health Insurance

Students are strongly encouraged to enroll themselves and their families in a health insurance plan. The group health insurance plan offered by the University includes accident coverage and enrollment information is received by mail. An enrollment card can be picked up at the Cashier's Window, 165 Student Services Building. Please see the [subsidized Health Insurance program](#) for those students on 100% tuition benefit.

E-Mail Account

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 with respect to coursework, additional reading and research. By doing so, expertise may be developed beyond that provided solely by formal course studies. This expertise is helpful in the preparation for thesis seminar may be of significant value in your future career.

General Department Facilities

The Nutrition Clinic is located in HPER West 108 and the Experimental Foods Laboratory is located in HPER North 227. Many faculty investigators also have their own laboratories located in the Eccles Institute of Human Genetics or the Veterans Administration Hospital on Foothill Drive. Students should consult the appropriate Laboratory Director about time, space, rules and regulations of the laboratory.

TA and RA General Tuition Benefit Program Guidelines

Graduate School Tuition Benefits and relevant deadlines can be found here:

<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

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 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 educational 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.

Educational records are defined by FERPA 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. Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. 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 that contains personally identifiable information that is 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 kept 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 of 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 for faculty and staff to know the type of educational record that is 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 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 it is not specifically required by FERPA, 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 not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff may access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers
- Student 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. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA. Schools should never fax transcripts because this process cannot guarantee a completely secure transmission of the student's grades to third parties.

Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, 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 is to 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 to 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 is 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. In order 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

Most institutions charge their registrar's office with the responsibility to determine how their institutions will comply with FERPA disclosure requirements. Registrars commonly work with legal counsel in fashioning and publishing these guidelines. Contact the registrar's office for additional information.

FERPA Summary

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record
- Institutions may disclose directory information in the student's educational record without the student's consent
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances
- Institutions should notify students about their rights under FERPA through annual publications
- When in doubt, it is always advisable to error on the side of caution and to not release student educational records without first fully notifying the student about the disclosure

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://isss.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/
------------------------	---	---

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



HEALTH
UNIVERSITY OF UTAH