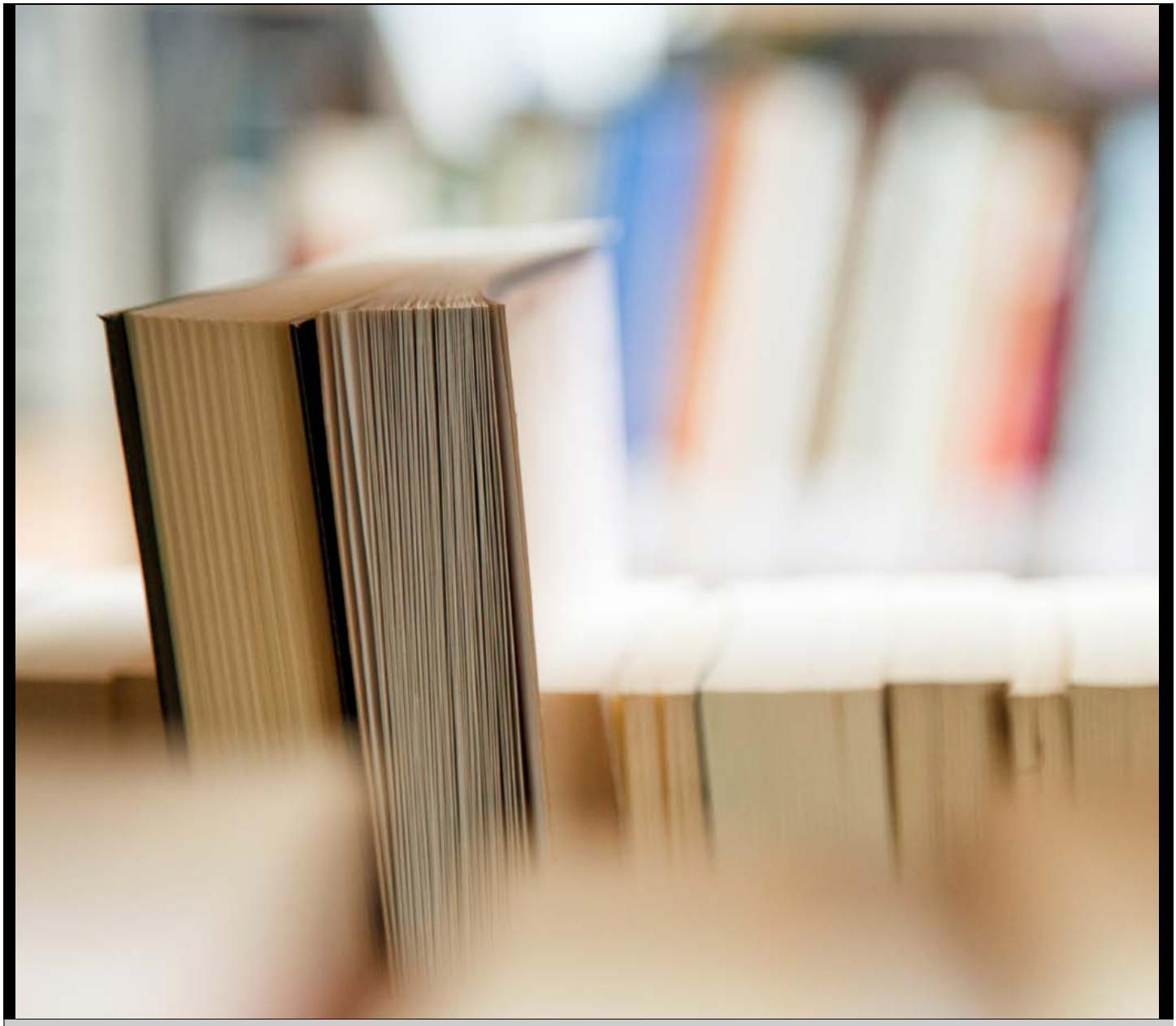

Graduate Student Handbook

Ph.D. and M.S. Programs

HEALTH
UNIVERSITY OF UTAH

Department of Nutrition and Integrative Physiology **Academic Year 2020-2021**

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Table of Contents

Department of Nutrition and Integrative Physiology Ph.D. Program

Welcome to the graduate programs of NUIP!

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 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.

NUIP M.S. and Ph.D. Prerequisite course requirements

Students that are admitted lacking one of more prerequisites must complete them before matriculation or take the course here at the University of Utah in the first semester of study. 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
REQUIRED FOR NUTRITION EMPHASIS			
Nutrition	NUTR 1020 or 4440	3 or 4	Introductory or Advanced Nutrition
Recommended for all programs			
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
Writing	WRTG 2010	4	Intermediate Writing: Research and Inquiry

Program Costs and Financial Assistance

Students in the Ph.D. 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.

The Department of Nutrition and Integrative Physiology offers financial assistance to some students through the award of Teaching (TA) and Research (RA) Assistantships. These positions provide financial assistance to graduate students in exchange for teaching/research and/or service related work for the department. A full assistantship provides a tuition waiver and a stipend paid throughout the academic year; these are usually reserved for doctoral students. Master's students can be eligible for a half-time assistantship that comes with a 50% tuition wavier and lower stipend with a work load commiserate with the Master's program training. The department retains the right to disseminate assistantships based upon the number of applicants and department 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 (TA/RA) for a maximum of two years. Students that have TA's or RA's are required to satisfactorily fulfill their responsibilities as determined by their supervisor, mentor, or department chair. Note that 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 / dissertation 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 following link on the University of Utah Graduate School website. http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/

Work Expectations

Students on RA and working on their PhD research are required to work 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 is spent as an academic requirement designed to fulfill the enrolled credit hours for NUIP 7970 (Dissertation), NUIP 6970 (Thesis) or NUIP 6900 (Independent study). University policy states that that University credit hour represents approximately 3 clock hours of time (https://regulations.utah.edu/academics/6-100.php). For example, a student taking 7 credits of thesis would engage in 21 hours per week of laboratory work, in addition to the 20 hours per week they are employed as an RA. In summary, the balance of RA work requirement combined with dissertation, thesis, or independent study credits add up to approximately 40 hours per week.

Academic Calendar, Vacations and 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 University holiday dates should be approved first with the mentor / chair of supervisory committee. Please refer to the full academic calendar detailing official University holidays at: http://registrar.utah.edu/academic-calendars/.

Programs of graduate study in the Department of Nutrition and Integrative Physiology

M.S. and Ph.D. Program Learning Objectives and 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. Students that complete the Integrated Physiology emphasis will have expertise in muscle, cardiac and pulmonary physiology. Students that complete the Nutrition emphasis will have expertise in key areas of metabolic regulation, micronutrient metabolism, and nutrition biochemistry. Specific learning outcomes are:

1. Demonstrate a mastery of key concepts in physiology, nutrition, and metabolism as they relate to health and disease conditions.
2. Integrate scientific information gained through literature and laboratory discovery into their own research applications.
3. Demonstrate effective communication of nutrition information using written reports, professional presentations, multimedia approaches, and technical research formats.
4. Understand professional, academic, and scientific ethics.
5. Demonstrate an ability to self-educate through literature review and analysis.
6. For M.S. Program only: Possess basic research skills that span the range from hypothesis testing to experimental design, to technical laboratory skills that are relevant to modern basic and / or clinical research.
7. For Ph.D. Program only: Possess advanced technical laboratory skills that are relevant to modern basic and / or clinical research.

Learning Assessment and GPA policy

Student learning is assessed through instructor feedback on assignments, course grades and satisfactory progress on thesis/dissertation research. 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 a withdrawing from the course or a leave of absence from 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.

Important Program Dates and Deadlines click on the hyperlink for more info.

- Academic Calendar
- Graduate Fellowship Opportunities
- Thesis Office Manuscript submission deadlines
- Graduation deadlines

M.S. Program Overview

Tracks of Emphasis

Students elect to follow either the Integrative Physiology track, or the Nutrition track. Both are research-based program where students are expected to complete an M.S. thesis or special project, 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 M.S. program.*

Nutrition Track

- ***On campus option.*** This program is characterized by coursework that mirrors the PhD program tracks, but with a reduced research requirement, which is met by completing 6 hours of thesis research that results in a peer reviewed publication.
- ***Online option.*** This option is tailored to working professionals who possess an R.D. credential. This program can also be pursued on a part time basis to accommodate working / professional commitments of enrolled graduate students. However, it should be completed within 4 years. Students pursuing the Online MS program will complete either 6 credits hours of thesis research, or 6-credit hours of focused area of study project, coordinated by the Director of the Online MS program.

Integrative Physiology

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

Suggested Timeline and Benchmarks for M.S Program of Study

Students should follow the suggested timeline to ensure that they meet all graduate school requirements and can graduate in a reasonable amount of time.

Year 1: Fall Semester:

- Course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- Put together supervisory committee on University graduate tracking system (see guidelines on supervisory committee).

Year 1: Spring Semester:

- Continue course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- 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 course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.

Year 2: Spring Semester:

- Thesis Research
- Continue course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- Analyze date and write thesis.
- Oral Thesis defense to Committee.

Year 2: Summer Semester: *If required*

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

M.S. (on campus) Program of Study with Emphasis in Nutrition.

38 **minimum** credits required, with 6 **minimum** credits must be from NUIP 6970 thesis research.

FIRST YEAR	Course	Credit hours
Fall Semester		
NUTR 6450	Nutritional Biochemistry	4
Elective	Elective	1-3
KINES 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Spring Semester		
KINES 7103	Design and Analysis I	3
NUIP 6460	Metabolism of Micronutrients	4
Elective	Elective	1-3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Summer Semester	Independent study or Thesis Research	3
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
NUIP 6970	Thesis Research	1-3
Elective	Elective	1-3
NUIP 6440	Metabolism of Macronutrients	4
PHIL / MOLB 7570	Research Ethics	1
		TOTAL CREDITS 9-11
Spring Semester		
NUIP 6970	Thesis Research	4-6
BIO C 6600	Metabolic Regulation	1.5
Elective	Elective	1-3
		TOTAL CREDITS 9-11
Summer Semester *(If needed to finish thesis)*	Thesis Research or Independent study	1-3*

M.S. (online) Program of Study with Emphasis in Nutrition.

M.S. - 38 **minimum** credits required. 6 **minimum** credits must be from NUIP 6900 Focused area of study.

FIRST YEAR	Course	Credit hours
Fall Semester		
NUTR 6400	Nutrition Communications	3
Elective	Elective	3
NUIP 5850	Research Methods	3
		TOTAL CREDITS 9
Spring Semester		
KINES 7103	Applied Statistics	3
NUIP 6450	Nutritional Biochemistry	3
Elective	Elective	3
		TOTAL CREDITS 9
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
NUIP 6900	Focused area of study	3
Elective	Elective	3
NUIP 6440	Metabolism of Macronutrients	4
		TOTAL CREDITS 10
Spring Semester		
NUIP 6900	Focused area of study	3
NUIP 6460	Metabolism of Micronutrients	4
Elective	Elective	4
		TOTAL CREDITS 10

Online Electives available for online M.S. option: Electives outside department can be substituted with program director's approval.

Course Prefix	Title	Credit
NUIP 5320/6320	Nutrition for Exercise & Sport	3
NUIP 5350	Eating Disorders Prevention and Treatment	3
NUIP 5360	Methods in Weight Management	3
NUIP 6020	Body Image and Eating Disorders in Special Populations	3
NUIP 6100	Advanced Pediatric Nutrition	3

M.S. Program of Study with Emphasis in Integrative Physiology.

38 **minimum** credits required, 6 **minimum** must be from NUIP 6970 thesis research.

**Please note that NUIP 6384 is offered every other Fall semester while NUIP 6440 is offered every Fall. Therefore, in Fall semester students will take NUIP 6384 if it is offered, and NUIP 6440 the following fall. NUIP 6381 and 6383 are offered every other Spring semester. In first year spring semester students will take whichever of NUIP 6381 or 6383 that is offered, then the remaining course the following spring.*

FIRST YEAR	Course	Credit hours
Fall Semester		
NUIP 6440 ***or*** *NUIP 6384*	Metabolism of Macronutrients **or** Cardiovascular Physiology	4 3
Elective	Elective	3
KINES 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 10-11
Spring Semester		
KINES 7103	Design and Analysis I	3
NUIP 6383 ***or*** *NUIP 6381*	Muscle Physiology **or** Pulmonary Physiology	3 3
Elective	Elective	1-3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Summer Semester	Thesis Research or Independent study	3
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
MS NUIP 6970	Thesis Research	1-3
Elective	Elective	1-3
NUIP 6440 ***or*** *NUIP 6384*	Metabolism of Macronutrients **or** Cardiovascular Physiology	4 3
PHIL / MOLB 7570	Research Ethics	1
		TOTAL CREDITS 9-11
Spring Semester		
MS NUIP 6970	Thesis Research	6
NUIP 6383 ***or*** *NUIP 6381*	Muscle Physiology **or** Pulmonary Physiology	3 **or** 3
		TOTAL CREDITS 9-11
Summer Semester *(If needed to finish thesis)*	Thesis Research or Independent study	1-3*

Ph.D. Program Overview

Tracks of Emphasis

Students elect to follow either the Integrative Physiology track, the Nutrition track, or the Molecular Metabolism track (for Biosciences Ph.D. students) that contain distinct course requirements. All tracks are research-based programs where students are expected to complete a Ph.D. dissertation that is published and contributes to the body of knowledge in their field of study. The Ph.D. Program is designed for completion in 3-5 years. *Department policy states there is a 7-year time limit on completing the Ph.D. program.* In the event of family or personal illness, hardship, or other emergencies, exceptions to this time limit may be granted, but must be approved by the student's supervisory committee, NUIP Director of Graduate Studies, and Dean of the Graduate school. The student must complete a minimum of 72 credit hours to earn the degree.

Teaching Assistant (TA) Requirement for all PhD students
Beginning with the entry class of 2019, all Ph.D. students will be required to spend one semester as a TA in order to engage in direct teaching contact with graduate or undergraduate students. Ph.D. students who began their program prior to 2019 will have the option of engaging in a TA semester if they desire. Mentoring for the Ph.D. TA will come from the lead instructor for the course the TA will support, and / or the students Ph.D. mentor. Duties will be determined based on consultation with the Director of Graduate Studies, the student's own interests, advice from student's mentor, and Department needs. TA responsibilities will be approximately 7-10 hours per week for one semester. Ph.D. students are eligible to enroll in their TA semester after they have completed their 2nd year of study, passed their Preliminary exam, and had their Ph.D. research proposal approved by their committee.

Possible TA duties include the following:

- Independently teach a section of an undergraduate course under the mentorship of the lead instructor for that course (for example, NUIP 1020 or NUIP 4440)
- Assist a faculty member in teaching an undergraduate or graduate course, the TA will have some lecture respond responsibilities
- Independently run discussion or study sections in support of department undergraduate or graduate courses in coordination with the course lead instructor
- Mentor an undergraduate, new graduate student, or new post-doctoral fellow in the laboratory for a semester.

At the end of the TA semester, students will prepare a short summary report that addresses the following points, and submit this document to the Ph.D. mentor and the Director of Graduate Studies:

1. Describe your TA's duties
2. Identify seminars or teaching training attended during the semester
3. Provide examples of learning experiences you had while teaching / mentoring
4. How did the TA experience change your perception of teaching / mentoring?

Suggested Timeline and Benchmarks for Ph.D. Program of Study

Students should follow the suggested timeline to ensure that they meet all graduate school requirements and can graduate in a reasonable amount of time.

Year 1: Fall and Spring Semester:

- Course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- Put together supervisory committee on University graduate tracking system by the end of Year 1 (see guidelines on supervisory committee on page 12).

Year 2: Fall Semester:

- Continue course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- Develop dissertation proposal in coordination with mentor and committee.

Year 2: Spring Semester:

- Continue course work as outlined in NUIP Graduate Handbook and electives selected in coordination with mentor and / or supervisory committee.
- Develop dissertation proposal in coordination with mentor and committee.
- Take Comprehensive Exams (see page 12 for details).

Year 2*:* Summer Semester:

- Present dissertation proposal to full supervisory committee.
- Submit dissertation proposal to NIH for funding.

Years 3 -5:

- Focus on Dissertation research.
- Teaching Assistant semester may be completed any time after Year 2.
- Completion in Year 4 or 5 is dependent upon satisfactory progress on research project and submission of manuscripts for publication (See page 14 for details).

Ph.D. Program of Study with Emphasis in Nutrition.

72 **minimum** credit hours required, 22 **minimum** credit hours from NUIP 7970 Dissertation research.
Ph.D. program may extend beyond year 5 if program study milestones are delayed.

FIRST YEAR	Course	Credit hours
Fall Semester		
NUTR 6450	Nutritional Biochemistry	4
Elective	Elective	1-3
KINES 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Spring Semester		
KINES 7103	Design and Analysis I	3
NUIP 6460	Metabolism of Micronutrients	4
Elective	Elective	1-3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Summer Semester	Dissertation Research or Independent study	3
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
NUIP 7970	Dissertation Research	3
Elective	Elective	1-3
NUIP 6440	Metabolism of Macronutrients	4
PHIL / MOLB 7570	Research Ethics	1
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 10-12
Spring Semester		
NUIP 7970	Dissertation Research	7
BIO C 6600	Metabolic Regulation	1.5
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9.5
Summer Semester	Dissertation Research or Independent study	3
Ph.D. only: 3rd to 5th year	**Course**	**Credit hours**
Fall and Spring Semesters		
NUIP 7970	Dissertation Research, PhD TA duties (1 semester only)	3-9
Summer Semester	Dissertation Research or Independent study	3

Ph.D. Program of Study with Emphasis in Integrative Physiology.

72 **minimum** credit hours required, 22 **minimum** credit hours from NUIP 7970 Dissertation research. Ph.D. program may extend beyond year 5 if program study milestones are delayed.

**Please note that NUIP 6384 is offered every other Fall semester while NUIP 6440 is offered every Fall. Therefore, in Fall semester students will take NUIP 6384 if it is offered, and NUIP 6440 the following fall. NUIP 6381 and 6383 are offered every other Spring semester. In first year spring semester students will take whichever of NUIP 6381 or 6383 that is offered, then the remaining course the following spring.*

FIRST YEAR	Course	Credit hours
Fall Semester		
NUIP 6440 ***or*** *NUIP 6384*	Metabolism of Macronutrients **or** Cardiovascular Physiology	4 3
Elective	Elective	3
KINES 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 10-11
Spring Semester		
NUIP 7970	Dissertation Research	0-1
KINES 7103	Design and Analysis I	3
NUIP 6383 ***or*** *NUIP 6381*	Muscle Physiology **or** Pulmonary Physiology	3 3
Elective	Elective	1-3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Summer Semester	Dissertation Research or Independent study	3
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
NUIP 7970	Dissertation Research	0-3
Elective	Elective	1-3
NUIP 6440 ***or*** *NUIP 6384*	Metabolism of Macronutrients **or** Cardiovascular Physiology	4 3
PHIL / MOLB 7570	Research Ethics	1
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Spring Semester		
NUIP 7970	Dissertation Research	5
NUIP 6383 ***or*** *NUIP 6381*	Muscle Physiology **or** Pulmonary Physiology	3 **or** 3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9-11
Summer Semester	Dissertation Research or Independent study	3
Ph.D. only: 3rd – 5th year	**Course**	**Credit hours**
Fall and Spring Semesters		
NUIP 7970	Dissertation Research, PhD TA duties (1 semester only)	3-9
Summer Semesters	Dissertation Research or Independent study	3

Ph.D. Program of Study for Students in Biosciences Program with Emphasis in Molecular Metabolism.

Ph.D. 72 **minimum** credit hours required, 22 **minimum** credit hours from NUIP 7970 Dissertation research. Preliminary exam at end of Year 2 is Thesis research proposal as described in NUIP Handbook.

Ph.D. program may extend beyond year 5 if program study milestones are delayed.

FIRST YEAR	Course	Credit hours
Fall Semester		
MBIOL 6420	G3 - Genetics, Genomes, and Gene Expression	3
MBIOL 6480	Cell Biology (2nd half of semester)	2
MBIOL 6410	Protein and Nucleic Acid Biochemistry (1st half of semester)	1.5
MBIOL 6050	Faculty Research and Interest Seminar	0.5
PHIL / MOLB 7570	Research Ethics	1
MBIOL 7960	Research: Lab rotations 1 and 2	1-10
		TOTAL CREDITS 9 minimum
Spring Semester		
MBIOL 6200	Critical Thinking	2
MBIOL 6300	Guided Proposal Presentation	2
KINES 7103	Design and Analysis I	3
MBIOL 7960	Research: Lab rotation 3	1-10
Capstone	Capstone presentation at end of semester	
		TOTAL CREDITS 9 minimum
Summer Semester	Dissertation Research or Independent study	3
SECOND YEAR	**Course**	**Credit hours**
Fall Semester		
NUIP 7970	Dissertation Research	4
NUIP 6440	Metabolism of Macronutrients	4
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 10-12
Spring Semester		
NUIP 7970	Dissertation Research	1-5
BIO C 6600	Metabolic Regulation	1.5
Elective	Elective	1-3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9 minimum
Summer Semester	Dissertation Research or Independent study	3
3rd to 5th year	**Course**	**Credit hours**
Fall and Spring Semesters		
NUIP 7970	Dissertation Research, PhD TA duties (1 semester only of Year 3)	3-9
Summer Semester	Dissertation Research or Independent study	3

Examples of possible elective courses for M.S. and Ph.D. programs

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	Title	Credit
BIOL 5110	Molecular Biology and Genetic Engineering	3
BIOL 5215	Cell Biology Advanced Projects Lab	2
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	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
HLTH 7890 *	The American Professoriate – **For PhD students only*	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
MKTG 6550	Marketing for Health Professionals	3
NUIP 6020	Body Image and Eating Disorders Special Populations	3
NUIP 6100	Advanced Pediatric and Adolescent Nutrition	4
NUIP 6320	Advanced Sports Nutrition	3
NUIP 6450	Nutritional Biochemistry (for students in the Physiology)	4
NUIP 6446	Metabolism of Micronutrients (for students in the Physiology	4
NUIP 6381	Pulmonary Physiology (for students in Nutrition emphasis)	3
NUIP 6383	Muscle Physiology (for students in Nutrition emphasis)	3
NUIP 6384	Cardiovascular Physiology	3
NUIP 7640	Special Topics	1-3
NUIP 7305	Advanced Cardiac Physiology	2
OC TH 6860	Disability Studies Forum	1
PBHLT 6100	Biostatistics I	3
PBHLT 7100	Biostatistics II	3
PED 5750	Genome Analysis I	2
SW 6621	Motivational Interviewing	3
Other courses	*As approved by student's committee*	

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 summer semester is required for all graduate students. A minimum of 1 credit hour of NUIP 7970 (1-12 credit hours possible for Ph.D. students), NUIP 6970 (3 or 6 credit hours possible for M.S. students), or Independent study (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.
- For students with Student Health Insurance, they must take at least 3 credits in the semester they apply for insurance, then maintain graduate school continuous registration requirement for next two semesters. For example, apply for health insurance during Fall term while taking at least 3 credits, then maintain graduate school continuous registration requirement for Spring and Summer term.
- Students who do not maintain continuous registration will be required to re-apply to the University
- Please note that students who have completed all classes and defending their thesis / dissertation in the summer must sign up for at least one credit hour of dissertation for Ph.D. students, or 1 credit of independent study for M.S. students.

Continuing Registration using COURSE 7990

A doctoral student may register for Continuing Registration (course number 7990) if the candidate only writing or revising their dissertation, but is not using faculty time or University facilities, except for the library. Course number 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, students must enroll for 7970 (number of credits to be determined by department) during the semester of their defense. Continuing Registration (course number 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department's graduate advisor. There is a limit of four semesters for use of 7990.

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 and Dissertation Research

Ph.D. Students

- Must register for a minimum of 22 credit hours of NUIP 7970 Dissertation Research
- There is no maximum number of NUIP 7970 that may be applied toward graduation
- When NUIP 7970 is taken alone, without any other courses, the tuition for these courses is charged at the in-state rate

M.S. Students

- Must register for a minimum of 6 credit hours of NUIP 6970 Dissertation Research
- There is no maximum number of NUIP 6970 that may be applied toward graduation

Residency Requirement

- All doctoral 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 Ph.D. is **seven** 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 of Ph.D. In general, there are 10 semesters of Tuition benefit for Ph.D. students with a Bachelor's degree, 6 semesters for students with an M.S. from the University of Utah, and 8 semesters for students with a M.S. 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 Ph.D. forms are obtained.

Please note the following information:

- Forms require signatures from the supervisory committee
- Forms sometimes require 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 (SAC)

All graduate students are members of the graduate student advisory committee (SAC) and encouraged to participate. The SAC provides input and advice to the faculty on several levels. This committee:

- Evaluates faculty for tenure and/or promotion consideration
- Provides input for the NUIP Spring Banquet (held at the end of spring semester)
- May assist with graduate student orientation (at the beginning of fall semester)
- Assists with social functions of the graduate program

Graduate Supervisory Committee and Program of Study

All students should assemble their Supervisory Committee by the end of the first year. The chair of a graduate student's supervisory committee is considered that student's advisor and mentor. The supervisory committee chair should be a tenure track faculty member of NUIP that conducts research and/or has knowledge in the student's area of interest. Please fill out the following form on the NUIP website and submit online: Supervisory Committee (SVC) Form

- **Ph.D.** Students accepted to the Ph.D. degree programs should have a designated mentor at the time of admission. Doctoral students must have a total of 5 committee members. A majority (3 out of 5) of the committee members must be tenure-track and from NUIP (primary or adjunct faculty). Up to 2 members may be from outside of NUIP. External faculty not from NUIP and employed at a different university, may be eligible for committee service upon approval from the Graduate School Dean. A curriculum vitae (CV) must be acquired for each external faculty member for approval. Please email CV to nutrition@health.utah.edu.
- **M.S.** The M.S. committee should be assembled during the first year of study, preferably by the end of the 1st semester of the program. The Committee must have at least 3 faculty members, at least 2 must be from NUIP, and at least 1 member must have a Ph.D. Any outside members must submit a CV as described above for approval by the Graduate School.

- **M.S. and Ph.D.** Prior to the formation of the student's supervisory committee, the Director of Graduate Studies, and the student's mentor shall work together to serve as the student's temporary Supervisory Committee.
- **M.S. and Ph.D.** After the Supervisory Committee is formed, and the Program of Study is agreed upon, students should complete the following Program of Study form (POS) and submit it to the NUIP front office.

Exams and Requirements for M.S. Programs

The requirements for obtaining a M.S. are to

- Successful oral presentation of the thesis proposal that passes committee approval
- Prepare of a written Thesis
- Successful oral presentation of the Thesis that passes committee approval.

Thesis Proposal:

The Thesis proposal serves as the M.S. 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.

Thesis committee:

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.

Proposal Guidelines:

The written research proposal is prepared by the student and serves to clearly describe the work they propose for their M.S. 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.

Approximately 2 weeks after the written proposal is delivered to the Committee, the student will schedule an oral presentation of the proposal. The oral exam consists of a presentation and 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 defense for M.S. candidates should be advertised to the Department and College at large, and is a public presentation.*

Exam Scoring:

- Pass: The student receives a full pass if the committee feels that they have performed well on all aspects of the exam and are qualified to work towards a doctorate.
- 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 the Prelim Exam if the committee feels that they were severely deficient in one or more aspects of the exam. The student has the right to retake the exam within a reasonable time frame, for example 1-6 months, as determined by the discretion of the committee. If the student fails the second exam, 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.

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
- A written component based on the NIH SF424 instructions and application package is required. Students shall use the instructions pertaining to the NIH application for a Pre-doctoral fellowship (F-31). If the graduate student is a U.S. citizen or permanent non-citizen resident of the U.S., the department strongly recommends the student and mentor submit the F-31 fellowship application to NIH for funding consideration. Specific NIH guidelines on eligibility are:
    - *Applicant fellows must be citizens or non-citizen nationals of the United States, or must have been lawfully admitted to the United States for Permanent Residence.*

The written component of the thesis proposal shall consist of Specific Aims and a Research Strategy as detailed below:

1. **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).
2. **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 / dissertation 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*

Thesis Guidelines: Following a successful defense of a Masters 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 http://www.gradschool.utah.edu/thesis/index.php.

Thesis Defense: The final examination for Master's Thesis is the oral defense of their written thesis. **Students must have approval from the supervisory committee prior to scheduling a defense date.** The dissertation oral defense is in seminar format consisting of a 30-minute presentation period followed by questions from the committee and audience. *The Thesis defense for M.S. 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.

Exams and Requirements for Ph.D. Program

The requirements for obtaining a Ph.D. are to

- Pass the preliminary exam
- Prepare a written dissertation
- Present and defend the dissertation in a public forum in the presence of the student's dissertation committee.

The Preliminary Exam:

The goal of the preliminary, or comprehensive, exam is to determine whether the student is eligible for PhD-level work at the standard set by their committee. The committee will evaluate the student's general knowledge (including coursework up until the exam date), knowledge of his/her field, aptitude for critical thinking, and writing skills. The preliminary exam is to be taken at the end or soon after completion of the second year of study.

Exam Committee and Timeline:

The exam committee should be the same as the student's thesis committee. The committee should consist of a total of 5 members (4 members plus the thesis advisor). At least one member should be from outside the department (up to two are permitted), as detailed in the NUIP Graduate Handbook. The preliminary exam should be completed by the end of the student's 2nd year in the NUIP PhD program, ideally held in late Spring or Summer, but completed by September 30. It is the mentor and student's responsibility to perform the tasks associated with scheduling the exam.

Overview of Exam Guidelines:

The graduate Committee and graduate student will choose one of the following Preliminary exam options.

1. ***A content-based exam***. This consists of four written exam sessions, with questions provided by the committee that include the field of thesis research and coursework up until the time of the exam. This written exam is followed by an oral examination session within 1-3 weeks. Once the student passes this exam, they are eligible to submit their Ph.D. research proposal that will describe the work they propose for their Ph.D. research. *The Oral session of this exam is a private examination session, between the committee members and the student. No other department faculty, staff, or students may attend.*
2. ***A proposal-based exam***. This consists of a written research proposal prepared by the student, in which they clearly describe the work they propose for their Ph.D. research, along with original research aims that are derived by the student, without any outside help from the committee. The written proposal is followed by an oral examination session 2 weeks after the proposal is delivered to the committee. *The Oral session of this exam is a private examination session, between the committee members and the student. No other department faculty, staff, or students may attend.*

Exam Scoring:

- Pass: The student receives a full pass if the committee feels that they have performed well on all aspects of the exam and are qualified to work towards a doctorate.
- 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: If a student fails the Prelim Exam, the committee feels that they were severely deficient in one or more aspects of the exam. The student has the right to retake the exam within a reasonable time frame, for example 1-6 months, as determined by the discretion of the committee. If the student fails the second exam, 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.

DESCRIPTION OF EXAM OPTIONS

Option A: Content based Preliminary Exam

The exam is designed to evaluate a doctoral student's knowledge in the broad areas of nutrition, physiology, metabolism, research design, and statistics. The exact scope of the exam is decided by the student's committee members (a total of 5, including up to 2 non-NUIP faculty) and reflects the general area the student has pursued in their graduate studies. For example, PhD students with nutrition emphasis may have some questions provided by committee members that emphasize areas in nutrition in additional to general questions regarding physiology and metabolism. Students in the physiology track could expect more questions in general physiology or questions specific to their area of study. It is important that all students work closely with their committee members for guidance on preparation for the exams. The exam date will be decided in coordination between the student and the student's committee. This date should be set some weeks in advance, (for example, 4 weeks) to allow the student a defined period of study and preparation.

Guidelines for Exam

- **Written portion** consisting of minimum of 4 timed sessions, though it is up to the committee's discretion to require 5 written exams. Each session will last for 4 hours. Each committee member will provide one question to be answered by the student for each of the sessions. One of the written exams should focus on research design and statistics.
- **Oral presentation**, conducted If the student passes the written portion. This is conducted by the student's committee. The oral session will be scheduled within 2 weeks of passing the written portion. Typically, the oral exam lasts 2-4 hours, but can vary depending on the dynamics of the session and is at the discretion of the committee. *The Oral session of this exam is a private examination session, between the committee members and the student. No other department faculty, staff, or students may attend.*
- There are two objectives for the oral exam portion;
    1. To have the student deliver an oral presentation, assigned one week prior to the exam by the committee, that will probe deeper into areas that may have been unclear in the written session. Alternatively, the committee may instead assign an oral presentation on a topic outside the student's area of study. This will be in the format of a research presentation similar to a journal club or research seminar.
    2. Allow the committee to probe deeper into topic relevant to the student's area of study and follow up on areas of interest brought about by the student's oral presentation.
- Please note that the student cannot submit their PhD Proposal until they have passed the comprehensive exam.

Option B: Proposal Based Preliminary Exam

This option will also serve as the student's dissertation proposal. The Committee will provide the student with guidance as the student prepares the aims outlining their dissertation research. However, the student must independently create original work for at least one of the Aims. This aim should be developed without any consult or guidance from the committee. The proposal should be prepared based on the NIH F-31 predoctoral fellowship format, described in the NUIP graduate student handbook.

Guidelines for Exam

- **Written portion** consisting of a proposal of the student's dissertation project. This proposal should consist of 2-3 specific aims. *At least **one** of these aims must be independently conceived and developed by the student and not based directly on any work proposed by or ongoing in the thesis lab.* The student-derived proposal should be complimentary to the general research focus of the lab and the student's area of study.
- **Oral presentation and exam** that includes a defense of the proposal and general knowledge. "General knowledge" includes the thesis field of research, all coursework up until the time of the exam, including nutrition, physiology, metabolism, general molecular biology, biochemistry, cell biology, or other topics as relevant to the student's field of study. *The Oral session of this exam is a private examination*

session, between the committee members and the student. No other department faculty, staff, or students may attend.

Student preparation steps.

1. Schedule a date and room. The Director of Graduate Studies should be notified of committee membership and exam date/time/room. The exam should be scheduled for no later than the end of Summer semester of the students 2nd year (i.e., August 31, prior to Year 3).
2. Prepare the preliminary exam proposal. The preliminary exam period begins 8-12 weeks before the proposal-based oral exam date. The student is expected to read and think deeply and broadly in his/her field and prepare his/her thesis exam proposal. In addition to daily reading and writing, the student is expected to continue to complete lab and department responsibilities, including attending journal clubs, seminars, and lab meetings.
3. Send the Specific Aims page to the committee at least **6 weeks** prior to the oral exam date. The committee members will provide written feedback regarding the Aims, particularly the student-derived aim(s). The student should then make any necessary revisions to the aim(s) before preparing the final proposal.
4. The written proposal is due to the committee at least **two weeks** prior to the oral exam date. The student should prepare a presentation that summarizes their written proposal. After the presentation, there will be an oral examination period where the committee will ask questions regarding the student's proposal, including any general knowledge stemming from coursework that is relevant to the student's field of study and their written proposal content.

Oral Exam Guidelines for Proposal-based option:

The goal of the oral examination is to determine whether the student has the fundamental knowledge and skills needed to succeed in his/her thesis research. The Committee chair is responsible for providing the final feedback to the student and to write a short summary of the exam for the Committee and Director of Graduate Studies. The exam committee will evaluate the student's knowledge of his/her field, critical thinking skills and ability to formulate hypotheses, originality and creativity, and presentation skills. The student should prepare a presentation that would normally take 30 minutes to present without interruption. This presentation should summarize and defend the proposal. The reason for the 30-minute target length is that the student should be prepared for numerous interruptions for questions, which will extend the actual time required for delivery of the presentation. Therefore, it is possible that the presentation could take up to 2 hours or longer. The student is expected to have substantial depth of knowledge in the thesis area, broadly defined. The examiners are interested in a student's understanding of the concepts, assumptions, and limitations of their proposal and ability to address any questions/concerns, including designing additional experiments or revising existing ones. A key element of the oral examination will be an explanation and defense of the importance of the questions to be addressed, placement of these questions in the broader context of the field, and a logical presentation of how the proposed experiments will answer the questions posed. The student is expected to be well-versed in the relevant literature and broader areas, including physiology, nutrition, metabolism, cell biology, molecular biology, and biochemistry. **It is recommended that the student organize a mock oral exam involving other students and post-docs to practice in preparation for the questioning of the oral examination.** The committee members and other faculty may NOT participate in mock examinations.

Ph.D. WTITTEN RESEARCH PROPOSAL GUIDELINES

No matter which preliminary exam option is selected, the Dissertation proposal format will be the same. However, students that choose Option A (Content based exam) for their preliminary exam, must prepare a separate Ph.D. research proposal in the F31 format. Approximately 2 weeks after the written proposal is delivered to the Committee, students who have completed Option A (Content based exam) will schedule an oral presentation of their proposal. The oral exam consists of a presentation and 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 defense for Ph.D. candidates who have completed Option A is a public presentation and should be advertised to the Department and College at large.*

Guidelines for Doctoral Dissertation research proposal

- The student must have a committee in place before proposing a project

- The project should largely be developed by the student and faculty mentor with input as required from the committee
- IRB or IACUC approval is required of all research projects
- A written component based on the NIH SF424 instructions and application package is required. Students shall use the instructions pertaining to the NIH application for a Pre-doctoral fellowship (F-31). If the graduate students is a U.S. citizen or permanent non-citizen resident of the U.S., the department strongly recommends the student and mentor submit the F-31 fellowship application to NIH for funding consideration. Specific NIH guidelines on eligibility are:
    - *Applicant fellows must be citizens or non-citizen nationals of the United States, or must have been lawfully admitted to the United States for Permanent Residence.*

The written component shall consist of Specific Aims and a Research Strategy as detailed below:

1. **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).
2. **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 / dissertation 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

THE DOCTORAL DISSERTATION

Doctoral Dissertation Guidelines

Following a successful defense of a doctoral research proposal, the student will complete a *two-or-more article dissertation based on their dissertation research*. The decision of scope of research should be made in consultation with the student's Chair and Supervisory Committee. The dissertation articles should surround a singular research theme. Each article in the doctoral dissertation 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, each manuscript should contain an abstract, introduction, methodology, results, discussion, and references. Additional information, such as supplemental figures, methodological details, supplemental tables, or statistical details can 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 http://www.gradschool.utah.edu/thesis/index.php.

Doctoral Dissertation Oral Defense Guidelines

The final examination for doctoral candidates is the oral defense of their written dissertation. **Students must have approval from the supervisory committee prior to scheduling a defense date.** The dissertation oral defense is in seminar format consisting of a 45-50 minute presentation period followed by questions from the committee and audience. *The dissertation defense is a public presentation and should be advertised to the Department and College at large.* The supervisory committee grades the exam on a pass/fail basis. Following successful completion of the dissertation defense, the chair of the supervisory committee signs the Report of the Comprehensive Examination for the Degree of Doctor of Philosophy.

Graduate School Policies

Attendance / Injury / Illness / Medical Leave Policy
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 and gender equity. 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.

The link below describes pregnancy accommodations:

https://oeo.utah.edu/how-can-we-help/pregnancy-and-pregnancy-related-accommodations.php

The following is a link to form requesting accommodations:
https://oeo.utah.edu/_resources/documents/pregnancy_accommodation-request-form-FINAL-fillable-3-1-17.pdf

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 follows: http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf. 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 has the option to enroll in the Continuation Plan. The Enrollment form is located at www.uhcrs.com/utah.

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 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 matriculated status, candidates for the Ph.D. degree must maintain a cumulative GPA of 3.0 for all graduate course work. 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. Student's 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 and 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.
- Falsifying research data.
- Plagiarism
- Cheating on course work and/or examination.
- 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 fo 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, Suicide Prevention Hotline – Utah: http://www.suicide.org/hotlines/utah-suicide-hotlines.html, and the Women's Resource Center (https://womenscenter.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.

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 are required to have an e-mail account established by the first week of school. To setup your required UMail account visit http://it.utah.edu/. Students may also contact the Campus Help Desk at (801) 581-4000, option #1 for assistance. The university email account (UMail) for each student is their uNID@utah.edu. This account and your mailboxes (directly inside the office door) will be the primary means of communicating with you during your graduate career. Communication by e-mail enhances access to faculty members and University policy and procedures. Important notices to graduate students will be sent via e-mail. ***Check e-mail messages and department mailboxes daily.***

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 course work, 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 / dissertation 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 error 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

Guidelines for all first year PhD 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 expectation 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 student and mentor meet, and who is responsible for setting 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 start of the project. Visit https://coi.utah.edu for more information about university 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)?

STUDENT SUPPORT SERVICES

ADMINISTRATIVE		
Admissions Office	Questions in regards to application or admittance into the University of Utah, transfer credit, etc.	Domestic: 801-581-7283 graduate@sa.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.	801-581-8876 registration@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
The Graduate School	Dr. Araceli Frias, Assistant Dean for Diversity, diversity@gradschool.utah.edu 801-581-6233 Diane Cotsonas, International Teaching Assistant Program (ITAP), diane.cotsonas@utah.edu, 801-585-6659	http://gradschool.utah.edu/
Thesis Office	Kelly Harward, Thesis Editor, kelly.harward@gradschool.utah.edu, 801-581-7643 Trista Emmer, Assistant Thesis Editor, trista.emmer@utah.edu, 801-581-8893 Michelle Turner, Assistant Thesis Editor, michelle.turner@gradschool.utah.edu, 801-581-5076 http://gradschool.utah.edu/thesis/	
Office for Equity & Diversity	Resources, Student Programming, Academic Programming, Scholarships, Academic Advising.	801-581-7569 http://diversity.utah.edu/
Career Services	Charged with educating students and alumni in the discovery and realization of meaningful careers.	801-581-6186 http://careers.utah.edu/
STUDENT LIFE		
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 8am - 5pm http://counselingcenter.utah.edu/
Women's Resource Center	Offers scholarships and financial assistance, counseling for individuals and couples (for U of U students, staff and faculty), support groups for women on and off campus as well as opportunities to volunteer and get involved.	801-581-8030 Hours: Monday - Friday 8:00am - 5:00pm Closed Tuesday 9:00am - 11:00am http://womenscenter.utah.edu/about/faq.php

LGBT Resource Center	Provides a safe environment to promote, educate and develop programs centering on sexual orientation, gender identity and gender expression.	801-587-7973 http://lgbt.utah.edu/
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. http://feedu.utah.edu/
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 http://healthcare.utah.edu/uni/clinical-services/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.	1-800-273-8255 24/7 CrisisLine call center https://healthcare.utah.edu/uni/programs/safe-ut-smartphone-app/
ACADEMIC SUPPORT		
Student Success & Empowerment Initiative	A growing list of powerful tools and resources to support academic and personal success.	http://studentsuccess.utah.edu/advocates/resources-page-original/
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: 1. ASUU Tutoring Services 2. Supplemental Instruction 3. ED PS 2600 - *Strategies for College Success*	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