



Graduate Student Handbook

Coordinated Master's Program



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UNIVERSITY OF UTAH

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Department of Nutrition and Integrative Physiology

Coordinated Master's Program (CMP)

Mission Statement

The Coordinated Master's Program (CMP) develops entry-level registered dietitian nutritionist professionals who are prepared to practice clinical and community nutrition and advance the science and practice of dietetics in the fields of 1) Nutrition Education and Research and 2) Sports Nutrition.

Program Goals and Objectives

The CMP goals and objectives are as follows:

Goal #1. The program will prepare graduates to be competent professionals with advanced degrees who contribute to the nutrition and dietetics fields in a variety of environments, including 1) Nutrition Education and Research and 2) Sports Nutrition.

Program Objectives aligned with goal #1:

The program's first time pass rate (graduates who pass the registration exam on the first attempt) on the CDR credentialing exam for dietitian nutritionists is 90%.

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

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

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

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

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

Goal #2. The program will prepare graduates of all tracks and concentrations to progress to leadership roles in nutrition and dietetics.

Program Objectives aligned with goal #2:

100% of students will show evidence of leadership activities at the time of graduation.

80% of alumni will report leadership activities when surveyed, over a three-year period.

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

CMP Expected Learning Outcomes

Program graduates will demonstrate a mastery of key concepts in the following areas of nutrition: medical nutrition therapy, nutrition biochemistry, micronutrient metabolism, macronutrient metabolism, nutrition assessment and research methods, nutrition programs and policy, nutrition and health communications, the broad aspects of food and food systems and nutrition counseling techniques.

Program graduates will:

Integrate scientific information and research into practice.

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

Practice dietetics using the nutrition care process model.

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

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

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

Be prepared to pass the national registration examination for dietitians.

Information relating to the program outcomes is available upon request. Contact the Program Director at: kristine.jordan@hsc.utah.edu.

Accreditation Status

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

Program Costs

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

This type of tuition is common among the University of Utah's professional schools, such as law school, nursing school and other programs that require considerable practice hours. Each student in the CMP, regardless of type of program (Thesis, Focused Area of Study, Nutrition Education and Research or Sports) is responsible for program fees. Students that require an additional year of course work are required to pay an additional year of program fees. Information and details about tuition are available at: <https://student.apps.utah.edu/uofu/stu/tuition-estimator/estimate/1188>.

Financial Assistance

The Department of Nutrition and Integrative Physiology offers, on a limited basis, financial assistance to students throughout their graduate work. Department financial support may come in the form of Teaching Assistantship (TA), Research Assistantship (RA) and supervised practice compensation. TA and RA positions provide financial support to graduate students in exchange for teaching/research and/or service related work for the department. A full assistantship consists of tuition waived and a stipend paid throughout the academic year. Students are expected to work 20 hours/week. The department retains the right to subdivide assistantships based upon the number of applicants and department need. Currently the program awards on a competitive basis half-time assistantships with half tuition waived and a stipend paid throughout the academic year. The differential assessment of tuition is not waived for students in the CMP program.

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

Students with a half-time assistantship are expected to work a minimum of 10 hours per week. In addition, the College of Health may have limited scholarship/financial assistance. Once a student defends their Thesis, they no longer are eligible to receive new financial awards. Financial support awarded prior to the Thesis defense will be honored. A master's degree candidate can receive financial support (TA/RA) for a maximum of two years. Students that have TA or RA are required to be present both during and at the end of the semester until all their responsibilities have been satisfactorily discharged as determined by their supervisor.

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 the student will be responsible for payment of the tuition and applicable late fees. There is not a "financial need" requirement for the assistantships; all interested students are encouraged to apply.

Other financial support is available on a limited/case by case basis from the University and outside organizations. All students are encouraged to apply for outside funding to support graduate studies. For additional information, please consult the University of Utah Graduate School website and the scholarship tab on the department web page. The Scholarship chairperson, Sydney Abbott and the Program Director, Kristine Jordan keep students apprised of scholarship opportunities. Further support from outside organizations includes supervised practice compensation on a limited basis. A few supervised practice sites may offer financial compensation, depending on budget availability. Supervised practice compensation is not guaranteed for future years. The Practice Director, Jean Zancanella provides communication to students regarding the availability of supervised practice compensation, including the completion of required documentation.

Admission Requirements

CMP admission requirements are described at <https://health.utah.edu/nutrition-integrative-physiology/degrees/coordinated-masters/admission.php>. Prospective students may attend open house meetings during Fall and Spring semesters. Dates are available on the website or by calling the department's main office at (801) 581-6730. The academic advisor is also available for prospective students and appointments can be scheduled via e-mail at jean.zancanella@health.utah.edu.

All students accepted into the CMP must finish undergraduate courses needed to complete all prerequisite deficiencies before matriculation into the master's program. **Students are required to apply and maintain student membership in the Academy of Nutrition and Dietetics throughout their tenure as a graduate student.** Membership application forms are available at www.eatrightpro.org. Membership must be attained prior to September 10, 2021. Proof of membership must be submitted to the CMP Practice Director, Jean Zancanella.

Vacations and Holidays

Students with Teaching and Research Assistantships must check with course instructors and research advisors before planning vacation time. Assistance with grading and laboratory procedures may be required during final exam week and the following week. Students are afforded the holidays listed:

Labor Day	Monday, September 6, 2021
Fall Break	October 10 – October 17, 2021
Thanksgiving	November 25 – November 28, 2021
Holiday Recess	December 18 – January 19, 2021
Martin Luther King Jr. Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Spring Break	March 6 – 13, 2022
Convocation	May 5, 2022 – College of Health
Commencement	May 6, 2022 – University of Utah

NOTE: Due to the ongoing nature of evolving COVID-19 precautions, the academic calendar is subject to change, students are required to follow the holidays of the sponsoring institution.

Academic and CMP Calendar / Schedule

Students in the Coordinated Master's Program Nutrition Education and Research concentration are required to complete a minimum of 63 semester hours in approved courses. Students completing the sports concentration will complete a minimum of 64 semester hours in approved courses. The CMP is designed to be completed in a minimum of two years. However, the student, as mandated by the Graduate School, may take up to four years to complete the degree.

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

2021-2022 UNIVERSITY MAIN CAMPUS AND UONLINE PROGRAMS ACADEMIC CALENDAR

GENERAL CALENDAR DATES	FALL SEMESTER 2021	SPRING SEMESTER 2022	SUMMER TERM 2022
Class schedule available	Monday, March 29	Monday, September 27	Monday, February 7
Registration dates available	Monday, March 29	Monday, September 27	Monday, February 14
Registration dates begin	Monday, April 12	Thursday, November 4	Monday, March 21
Deadline to apply for graduation	Friday, September 3	Friday, January 21	Wednesday, May 25
Open enrollment	Monday, July 26	Monday, November 29	Monday, April 11
House Bill 60 registration	Tuesday, August 17	Tuesday, January 4	Tuesday, May 10
Tuition payment due	Friday, September 3	Friday, January 21	Wednesday, May 25
Census deadline	Monday, September 13	Monday, January 31	Monday, June 6
University Commencement & Convocation Exercises	N/A	Thurs.-Fri., May 5-6	N/A
College of Law Graduation Exercises	N/A	Friday, May 13	N/A
Grades due	Monday, December 27	Monday, May 16	Monday, August 15
School of Dentistry Graduation Exercises	N/A	TBD	N/A
School of Medicine Graduation Exercises	N/A	Friday, May 20	N/A
TERM LENGTH CLASSES			
Classes begin	Monday, August 23	Monday, January 10	Monday, May 16
Last day to add without a permission code	Friday, August 27	Friday, January 14	Friday, May 20
Last day to wait list	Friday, August 27	Friday, January 14	Friday, May 20
Last day to add, drop, audit, and elect CR/NC	Friday, September 3	Friday, January 21	Wednesday, May 25
Last day to withdraw from classes	Friday, October 22	Friday, March 4	Friday, June 24
Last day to reverse CR/NC option	Friday, December 3	Friday, April 22	Friday, July 29
Classes end	Thursday, December 9	Tuesday, April 26	Wednesday, Aug. 3
Reading Day	Friday, December 10	Wednesday, April 27	N/A
Final exam period	Mon.-Fri., Dec. 13-17	Thurs.-Wed., April 28-May 4	Thurs.-Fri., Aug. 4-5
FIRST HALF CLASSES			
Classes begin	Monday, August 23	Monday, January 10	Monday, May 16
Last day to wait list	Friday, August 27	Friday, January 14	Thursday, May 19
Last day to add, drop, audit, and elect CR/NC	Friday, August 27	Friday, January 14	Thursday, May 19
Last day to withdraw from classes	Friday, September 17	Friday, February 4	Friday, June 3
Last day to reverse CR/NC option	Friday, October 1	Friday, February 25	Friday, June 17
Classes end	Friday, October 8	Monday, February 28	Wednesday, June 22
SECOND HALF CLASSES			
Classes begin	Monday, October 18	Tuesday, March 1	Thursday, June 23
Last day to wait list	Friday, October 22	Monday, March 7	Tuesday, June 28
Last day to add, drop, audit, and elect CR/NC	Friday, October 22	Monday, March 7	Tuesday, June 28
Last day to withdraw from classes	Friday, November 12	Friday, April 1	Friday, July 15
Last day to reverse CR/NC option	Friday, December 3	Friday, April 22	Friday, July 29
Classes end	Thursday, December 9	Tuesday, April 26	Wednesday, Aug. 3
HOLIDAYS			
Labor Day holiday	Monday, September 6		
Fall break	Sun.-Sun., Oct. 10-17		
Thanksgiving break	Thurs.-Sun., Nov. 25-28		
Holiday recess	Sat., Dec. 18-Sun., Jan. 9		
Martin Luther King Jr. Day holiday		Monday, January 17	
Presidents Day		Monday, February 21	
Spring break		Sun.-Sun., March 6-13	
Memorial Day holiday			Monday, May 30
Independence Day holiday (observed)			Monday, July 4
Pioneer Day holiday (observed)			Monday, July 25

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

Last updated 7/16/21

Nutrition Education and Research Concentration Course Sequence

Term	Course Number	Course Name	Credit Hours
Fall 2021	NUIP 6360	Medical Nutrition Therapy I	4
	NUIP 6390 or EDPS 6010-001	Research Methods or Intro to Educ Statistics	3
	NUIP 6400	Nutrition Communications	3
	NUIP 6450	Nutrition Biochemistry	3
	Total		
Spring 2022	NUIP 6250	Counseling Skills for Dietitians	1
	NUIP 6210	Food Management Analysis and Development	3
	ELECTIVE	Elective (Choose from approved list-elective may be taken any semester)	3
	NUIP 6380	Medical Nutrition Therapy II & Lab	4
Total			11
Summer 2022	NUIP 6930	Supervised Practice	10
	NUIP 6240	Nutrition Epidemiology	3
Total			13
Total for First Year			40

Term	Course Number	Course Name	Credit Hours
Fall 2022	NUIP 6440	Metabolism of Macronutrients	4
	NUIP 6540	Clinical Assessment Laboratory	3
	NUIP 6940	Capstone Supervised Practice* (take a total of six credits of 6940 during 2nd year)	3
	NUIP 6970 or NUIP 6900	Thesis Research or Directed Nutrition Research**	3
	Total		
Spring 2023	NUIP 6220	Nutrition Policy	3
	NUIP 6460	Micronutrient Metabolism	4
	NUIP 6940	Capstone Supervised Practice*	3
	NUIP 6970 or NUIP 6900	Thesis Research or Directed Nutrition Research **	3
	Total		
Summer 2023	NUIP 6930	If applicable, students graduating in Summer must be enrolled in at least 3 credits, recommend registering for either NUIP 6900* TBA or NUIP 6970 TBA	3
TOTAL PROGRAM CREDIT HOURS			63

* Students must complete a total of 6 credits of Capstone during the CMP (either 2nd year Fall/Spring, or Summer semester)
**Focused Area of Study (non-Thesis option)

Sports Nutrition Concentration Course Sequence

Term	Course Number	Course Name	Credit Hours
Fall 2021	NUIP 6360	Medical Nutrition Therapy I	4
	NUIP 6390 or EDPS 6010-001	Research Methods or Intro to Educ. Statistics	3
	NUIP 6400	Nutrition Communications	3
	NUIP 6450	Nutrition Biochemistry	3
	Total		
Spring 2022	NUIP 6210	Food Management Analysis and Development	3
	NUIP 6250	Counseling Skills for Dietitians	1
	NUIP 6320	Advanced Sports Nutrition	3
	KINES 6320	Exercise and Disease	3
	NUIP 6380	Medical Nutrition Therapy II & Lab	4
Total			14
Summer 2022	NUIP 6930	Supervised Practice	10
Total			10
Total for Year			37

To achieve 40 credits for residency, you may enroll in 3 credits of NUIP 6900, 6940, 6970 in Summer 2021

Term	Course Number	Course Name	Credit Hours
Fall 2022	NUIP 6440	Metabolism of Macronutrients	4
	NUIP 6540	Clinical Assessment Laboratory	3
	NUIP 6940	Capstone Supervised Practice* (take a total of six credits of 6940 during 2nd year)	3
	NUIP 6970 or NUIP 6900	Thesis Research or Directed Nutrition Research**	3
	Total		
Spring 2023	NUIP 6220	Nutrition Policy	3
	NUIP 6460	Micronutrient Metabolism	4
	NUIP 6940	Capstone Supervised Practice*	3
	NUIP 6970 or NUIP 6900	Thesis Research or Directed Nutrition Research **	3
	NUIP 6910	Advanced Sports Nutrition Seminar	1
	Total		
Summer 2023	NUIP 6930	If applicable, students graduating in Summer must be enrolled in at least 3 credits, recommend registering for either NUIP 6900* TBA or NUIP 6970 TBA	3
TOTAL PROGRAM CREDIT HOURS			64

* Students must complete a total of 6 credits of Capstone during the CMP (either 2nd year Fall/Spring, or Summer semester)

Curriculum Equivalents:

- 12 - 15 weeks in each semester excluding examination time
- 1 Credit = 1 lecture hour/week
- 1 Credit = 3 laboratory hours/week
- 1 Credit = 60 supervised practice hours

Semester Based Program

Students are required to enroll for a minimum of five semesters, and complete their program of study as outlined in the handbook in order to be eligible for department graduation clearance.

Code of Ethics for the Dietetics Practitioner

Students are responsible for adhering to the [Code of Ethics](#) in all activities, coursework and practice experiences. The Code of Ethics is attached as a supplement to this handbook and is required reading in Medical Nutrition Therapy.

HIPAA Training Requirements

The University of Utah Health (U of U Health) takes the protection of patient health information with the utmost seriousness. Furthermore, HIPAA requires our institution to protect this information. As such, all students and clinical instructors are required to complete HIPAA training prior to having access to patient information.

All U of U Health employees complete annual HIPAA training and the same requirement will extend to students. If it has been more than 12 months since the student completed training, they must recertify prior to having access to patient information.

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

Health History / Vaccination Record

All first-year CMP students are required to provide a health history and immunization record to www.castlebranch.com at the beginning of Fall Semester of their first year. Complete immunization records **must be provided by August 31st** or the student will not be allowed to begin the CMP supervised practice experience.

Student Learner Health Screening & Immunization Requirements

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

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

<u>MMR immunizations</u>	<u>Titers</u>	UUHC-CSE Verified
MMR #1: ___ / ___ / ___	Measles (Rubeola) Titer Date: ___ / ___ / ___ Result:	
MMR #2: ___ / ___ / ___	Mumps Titer Date: ___ / ___ / ___ Result:	
	Rubella Titer Date: ___ / ___ / ___ Result:	

Varicella (Chickenpox) *select one box/pathway below to establish Varicella immunity*

<u>Immunizations</u>	<u>Titer</u>	<u>History of Disease</u>	UUHC-CSE Verified
Varicella #1: ___ / ___ / ___ Varicella #2: ___ / ___ / ___	Varicella Titer Date: ___ / ___ / ___ Result:	Note from a licensed health care provider (MD, DO, PA, NP) attesting to treatment of varicella. Disease Date: ___ / ___ / ___	

Hepatitis B *select one box/pathway below for establishing immunity to Hepatitis B*

<u>Immunizations & Titer</u>	<u>Titer only</u>	UUHC-CSE Verified
Hep B #1: ___ / ___ / ___ Hep B #2: ___ / ___ / ___ Hep B #3: ___ / ___ / ___	**Shot series alone is insufficient, titer required ** Hep B titer date: ___ / ___ / ___ Result:	
	Hep B titer result:	

Tetanus-Diphtheria-Pertussis (Tdap) *immunization within the past 10 years*

Date of Last Tdap: ___ / ___ / ___	UUHC-CSE Verified
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Influenza *if any part of clinical experience occurs during flu season, immunization must be established*

Date of last Influenza Vaccination: ___ / ___ / ___	UUHC-CSE Verified
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NOTE:

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

Criminal Background Checks and Drug Testing

All CMP students are required to complete a background check and drug testing during their first semester of coursework. This requirement is in preparation for supervised and capstone practice at healthcare facilities that require a formal screening process. Students are responsible for completing the screening independently and in a timely manner, with all paperwork **completed by August 31st**. Failure to complete these processes by the deadline will compromise supervised practice. Additional requirements may be imposed by individual facilities.

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

1. Register at www.castlebranch.com. Your identification code is your University Identification Number (UNID), *without the U prefix*. You will be provided with a code number giving you access to the proper package of services.
2. The Department of Nutrition and Integrative Physiology will be invoiced and pay for the background check and drug testing.
3. LabCorp Drug testing centers are located at:
 - 1060 East 100 South Suite L, phone: (801) 355-8559.
 - 1250 East 3900 South Suite 302, phone: (801) 264-9675.

To identify other drug testing sites visit, www.labcorp.com/wps/portal/findalab/.

4. A customer service representative at (888) 666-7788 can answer questions about the process.
5. Immunization records will also be tracked by CastleBranch which requires an additional form to be completed.
6. The background check, drug testing and immunization tracking may be of use for post-graduate employment purposes until its expiration.

Safety

Health Insurance

The University of Utah and ASUU strongly encourages all students to have health insurance and is able to offer a health insurance plan through United Healthcare Student Resources. For more information, visit <http://studenthealth.utah.edu/insurance/index.php>. For students in the CMP, Supervised practice sites may require you to provide proof of health insurance.

Safety and Wellness

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — 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 of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

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

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

Counseling Center <https://counselingcenter.utah.edu/>

Wellness Center <https://wellness.utah.edu/>

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.

Professional Liability Insurance

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

Travel Liability

The University and the Department of Nutrition and Integrative Physiology do not provide travel liability to and from supervised practice sites per University policy. It is expected that when students travel to and from their supervised practice sites they are responsible for their own liability insurance.

Registration and CMP Requirements

All graduate students must maintain continuous registration from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official Leave of Absence. Students may be registered for at least one course while completing individual projects once all degree requirements have been met. Students **must be registered** during the term they take examinations or defend Thesis or Focused Area of Study projects. If students do not comply with this continuous registration policy and do not obtain an Official Leave of Absence, they will be automatically discontinued from graduate study.

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

Assessment of Prior Learning and Credit toward Program Requirements

Typically, the CMP does not assess prior learning and credit towards program requirements. Upon special consideration an equivalent course to one of the required CMP courses is allowed.

Two options are available:

1. Register for the course and repeat as a "refresher."
2. Present a syllabus of the previous course content that they have successfully completed to the CMP Director, to discuss possible elective substitutions for the course.

The student must submit a written request for approval by the CMP Director. The Graduate school allows students up to 6 graduate transfer credits into a graduate program <http://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>.

It is recommended that students do not opt out of any of the CMP course work since the program has been carefully planned to maximize student success on the Registered Dietitian (RD) exam.

Formal Assessment of Student Learning

The CMP Director, Nutrition Education and Research Concentration Coordinator, or Sports Nutrition Concentration Coordinator serves as the student advisor until a Focused Area of Study or Thesis committee chairperson is chosen. At that point, typically after the first semester, the chairperson serves

as the student's advisor. The committee must approve the program of study for the student and committee members are resources for students as they select their elective coursework and Thesis or Focused Area of Study projects.

Student learning is assessed through instructor feedback on assignments, course grades and preceptor evaluations. Students must maintain a grade of a C or better in all major graduate course work 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. GPA is calculated based on course work only, not Thesis research hours. Students not achieving at least a C in major department courses or a C- in non-major outside the department courses must repeat these courses and achieve the minimum C or C- in order to complete requirements for the Master of Science (MS) degree. The CMP degree requirements may differ from the Office of Financial Aid. Students who receive financial aid should consult the Financial Aid Office for information on their requirements.

Attendance / Injury / Illness 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 the instructor. All department students are provided with a reasonable number of days off during the program. Absences will be allowed only for illness, injury or in the event of a death within the student's immediate family.

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

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

Minor Injury:

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

Major (Life Threatening) Injury/Illness:

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

MAJOR INJURIES | MEDICAL ATTENTION

Call 911 for an ambulance or go to the nearest emergency room.

MINOR INJURIES | MEDICAL ATTENTION

Student Health Center at the Madsen Health Center
555 South Foothill Blvd, SLC, UT 84112, (801) 581-6431

Academic Retention and Remediation Procedures

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

In the event a student drops below the required GPA, the Program Director will inform the student in writing that they have been placed on academic probation and are expected to meet GPA requirements within the next academic semester or 9 graduate credit hours. Copies of this letter will be placed in the 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 Directors 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 Information

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

E-Mail Account

All students **must have a University e-mail (UMail) account** established by the first week of school. To setup the account visit, <http://it.utah.edu/>. Students may also contact the Campus Help Desk at (801) 581-4000, option #1 for assistance. The e-mail address for each student is uNID@utah.edu. This account and your department mailboxes (room 224) are 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 or Focused Area of Study projects and may be of significant value in your future career.

Laboratory Facilities

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

Withdrawal and Refund of Tuition and Fees

Students are encouraged to discuss alternatives to withdrawal from the program with the Program Director or Department Chairperson prior to making a final decision. Matriculated students requiring withdrawal from the program must complete a *Recommendation for Change of Graduate Classification* form 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 completely 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/>. Differential tuition paid for the semester is not refunded.

Equal Opportunity and Nondiscrimination

The Coordinated Master's Program follows the equal opportunity and nondiscrimination practices in the selection and management of students. This policy is outlined in *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.

Grievance / Complaints Procedure

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

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 Concerning Supervised Practice

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

Procedure: Grievance Committee

A Grievance Committee will be convened consisting of one student, the CMP Program Director, one clinical preceptor, one outside faculty member, 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.
6. In the rare event the grievance is not resolved by the University of Utah, students may notify the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Disciplinary Action / Termination

Procedures outlined in the University of Utah Regulations Manual 6-400, Section IV govern the CMP 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 a patient, client, physician, family member, faculty member staff member or other students.
- Theft.

- Falsifying research data.
- 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.

Educational Purpose of Practice Experiences

The Supervised Practice Experience (SPE) provides the student knowledge and skills in different areas of dietetic practice. Supervised Practice takes place during the summer session following the first year of the CMP while Capstone rotations take place during Fall and Spring or Summer session of the second year of the CMP and consists of a total of 1200 hours of practice under the guidance of a preceptor.

Due to the extraordinary circumstances surrounding the COVID-19 pandemic, ACEND has granted programs permission to reduce the Supervised Practice Experience to 1000 hours, with 600 of these hours in settings that are considered real life, **for the period starting January 1, 2020 and ending June 30, 2022**. Our goal is to continue to strive to reach the 1200 hour goal, unless the availability of practice sites is limited due to pandemic conditions. When site availability is limited the CMP will provide simulations to enable students to achieve the required competencies.

CMP students are required to complete designated hours of SPE and are expected to follow the SPE schedule as outlined:

Supervised Practice Summary Table

This table reflects changes to supervised practice that have been made due to COVID-19.

Tentative Supervised Practice Summary Table For class graduating in Spring 2023 (2021-2023)

This table reflects changes to supervised practice due to COVID-19

First Year	Hours
Community Nutrition Field Experience (NER Concentration)	60
Utah Athletics Field Experience (Sports Nutrition Concentration)	
MNT Lab	38
First Year Total	98
Community rotations	152
Clinical rotations	272
Food Management rotations	152
Summer Total	576

Clinical Assessment Lab	22
Nutrition Policy Class Field Experience	10
Second Year Community Field Experience	20
Culinary Medicine and other IPE Experiences	10
Thesis or FAS	150
Capstone Experience	320
Second Year Total	532
TOTAL	1206

Note: The reduced hourly requirement of 1000 hours by ACEND will only be used if there are scheduling problems due to COVID-19 restriction. All efforts will be made to provide as close to 1200 hours as possible.

NOTE: Students in the Nutrition Education and Research concentration will complete 30 hours each fall and spring semester during the first year (60 hours total) and 10 hours each fall and spring semester during the second year (20 hours total) with community nutrition sites (for the class graduating in 2023). Hours are reduced for students in the Nutrition Education and Research concentration (for the class graduating in 2022), with 50 hours in the first year and 20 hours in the second year (70 hours total) at community nutrition sites, due to the impact of the COVID-19 pandemic.

Students in the Sports Nutrition concentration will complete 2 hours per week fall and spring semester of their first year with University of Utah Athletics assisting with fueling stations. In addition, students will participate in minimum of two outside experiences with athletics (e.g., team talks, training tables, counseling, etc.) each fall and spring semester. For the first year, students in the Sports nutrition concentration complete 60 hours total for the class graduating in 2023 and 50 hours total for the class graduating in 2022. For the second year, students in the sports nutrition concentration complete 20 hours total at community sites, for both the class graduating in 2023 and class graduating in 2022.

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

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

The Practice Director, Jean Zancanella will coordinate cancellation or rescheduling of a SPE and is responsible for checking the Master Schedule for potential conflicts arising from rescheduling and verifying with other preceptors that rescheduling will not conflict with other areas of the SPE.

- A Clinical Training Agreement is maintained for all sites per University Policy, except for those entities owned and operated by the University of Utah.
- Students will not participate in overlapping rotations, course work or other activities that may interfere with supervised practice hours.

- Employment within or outside the University **must not compromise** the SPE schedule.
- Student will not replace employees.

Professional Dress Code for Dietetic Students

The student must comply with the standards of dress and appearance outlined by their supervised practice facility. The following standards of appearance are minimum standards that the students must follow during all supervised practice rotations throughout the year. Should the supervised practice facility maintain additional/stricter standards of appearance or cleanliness, the student must comply with the facility's standards.

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

Coordinated Master's Program Graduation Survey

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

RD Exam / Verification Statement Procedures

To be eligible to take the national RD exam the MS degree must be conferred. The degree is conferred only when all coursework has been completed, grade changes have been made, the final oral examination has been successfully passed and the Thesis has been approved and released by the graduate school or the Focused Area of Study project is submitted to the Department of Nutrition and Integrative Physiology. When students have completed the Master's program, the following steps need to be completed to take the registration examination:

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

These documents should be retained indefinitely for employment and license and certification purposes.

Family Educational Rights and Privacy Act (FERPA)

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

FERPA provides students 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. 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 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.
- University Identification Number.
- Race, ethnicity, and/or nationality.
- Gender.
- Transcripts and grade reports.

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

Prior Written Consent

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

- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure 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.

Contact the Office of the Registrar at 801-581-5808, or visit the below link for additional information:
<https://registrar.utah.edu/handbook/ferpa.php>

Parental Leave policy

The following is the College of Health policy in place to govern 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://www.hr.utah.edu/accommodations/pregnancy.php>

The following is a link to form requesting accommodations:

https://www.hr.utah.edu/forms/lib/pregnancy_accommodation-request.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:

https://www.hr.utah.edu/forms/lib/Notice_of_Continuation_of_Coverage_Rights.pdf .

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

Additional arrangements can be negotiated between the Department Chair and the student. Such arrangements might include, but are not limited to, reduced work schedules, extended deadlines, or extended eligibility clocks. Departments may also compensate a student 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>.

STUDENT RESOURCES

Name	Services	Contact
ADMINISTRATIVE		
Admissions Office	Questions in regards to application or admittance into the University of Utah, transfer credit, etc.	Domestic: 801-581-7283 http://admissions.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 http://internationalcenter.utah.edu/
Office of Scholarships & Financial Aid	Find resources to help with paying for college.	801-581-6211 http://financialaid.utah.edu/
Income Accounting	Tuition bill information.	801-581-7344 https://fbs.admin.utah.edu/income/tuition/
Graduation Division	Applying for graduation, statement of degree completions, etc.	801-581-5808 http://registrar.utah.edu/graduation/index.php
Transcript & Verification Division Office	Transcripts, degree letters after the degrees have been posted, etc.	801-581-5808 http://registrar.utah.edu/transcripts/index.php
The Graduate School	Dr. Araceli Frias, Assistant Dean for Diversity, afrias@gradschool.utah.edu , 801-581-6233 Diane Cotsonas, International Teaching Assistant Program, diane.cotsonas@utah.edu , 801-585-6659	801-581-7642 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/	

STUDENT LIFE

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/
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/
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 https://healthcare.utah.edu/hmhi/programs/crisis-diversion/
University WarmLine	This line is for Salt Lake County residents who are not in crisis, but seeking support, engagement, or encouragement.	801-587-1055
Student Health Center	Providing quality healthcare to students, spouses, and their dependents.	801-581-6431 http://studenthealth.utah.edu/
Student Housing & Residential	Creating an inclusive and safe living environment.	801-587-2002 https://housing.utah.edu/
Student Jobs & Career Services	Charged with educating students and alumni in the discovery and realization of meaningful careers.	801-581-6186 http://careers.utah.edu/ http://employment.utah.edu/
Money Management Center	Providing education, guidance, and counseling in all matters of personal finance.	801-585-7379 http://www.asuupmmc.utah.edu/

ACADEMIC SUPPORT

Student Success & Empowerment Initiative	A growing list of powerful tools and resources to support academic and personal success.	https://ssa.utah.edu/
Learning Success Center	Designed to give students the assistance they need to have a successful academic experience.	801-581-8746 http://learningcenter.utah.edu/
ASUU Tutoring Services	Provides free individual tutoring and group tutoring sessions for currently enrolled University of Utah students.	801-581-5153 http://tutoringcenter.utah.edu/

DIVERSITY AND INCLUSION**Student Groups**

Associated Students of the University of Utah (ASUU)

<https://www.asuu.utah.edu/>

- Afghan Student Union (ASU)
- American Indian Science and Engineering Society (AISES)
- American Indian Women and Allies Association (AIWAA)
- American Medical Women's Association (AMWA)
- Asian American Student Association (AASA)
- Association of Future Female Physician's
- Association of Latino Professionals in Finance and Accounting Chapter at the U of U
- Black Student Union (BSU)
- Crimson Transfer Honor Society
- Future Women Dentists
- Health Science Multicultural Student Association (HSMSA)
- Inter-Tribal Student Association (ITSA)
- Latinas Telling Testimonios (LTT)
- Latino Medical Student Association
- Minority Law Caucus
- Movimiento Estudiantil Chicanx De Aztlan (M.E.CH.A)
- Muxerista Mothers
- OSTEM
- Pacific Islander Student Association (PISA)
- Physician Assistant Students Supporting Equity & Diversity
- Other Students of Color
- Queer U
- Society for Native American Graduate Students
- Society for the Advancement of Hispanics/ Chicanos and Native Americans in Science (SACNAS)
- Students for Queer Art Resistance and Education (SQUARE)
- Vietnamese American Student Association (VASA)
- Women in Physics and Astronomy (WOMPA)
- Women's Law Caucus
- Xicana/O Graduate Council

	Comprised of leaders, experts, and educators who drive the University's efforts to create a safe and welcoming campus climate.	801-581-7569 http://diversity.utah.edu/
Office for Equity & Diversity	<ul style="list-style-type: none"> • Scholarships: http://diversity.utah.edu/scholarships/ • Center for Ethnic Student Affairs (CESA): http://diversity.utah.edu/centers/cesa/ • American Indian Resource Center (AIRC): http://diversity.utah.edu/centers/airc/ • First Year Diversity Scholars: https://diversity.utah.edu/cesb/diversity-scholars-2/ • Transfer Diversity Scholars: http://diversity.utah.edu/transfer/ • Dreamers and DACA Scholars: https://attheu.utah.edu/facultystaff/dreamer-scholars/ Diversity Graduate School Application Advisory: https://getinvolved.utah.edu/organization/the-diversity-graduate-school-application-advisory	
Office for Inclusive Excellence	To engage, support, and advance a living, learning, and working environment that fosters respect, diversity, equity, inclusivity, and academic excellence for students in our increasingly global campus community.	801-585-5994 http://respectu.utah.edu/ Bias reporting: https://inclusive-excellence.utah.edu/report-form.php
Office of Equal Opportunity and Affirmative Action	Committed to provide a fair and equitable environment for individuals to pursue their academic and professional endeavors and to equally access University programs. http://oeo.utah.edu/	801-581-8365 Sexual Misconduct: https://oeo.utah.edu/how-can-we-help/sexual-misconduct.php Discrimination complaint form: https://oeo.utah.edu/resources/forms.php
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/faqs.php
LGBTQ 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/

Center for Disability and Access	Dedicated to students with disabilities by providing the opportunity for success and equal access at the University of Utah.	801-581-5020 http://disability.utah.edu/
Veterans Support Center	Committed to providing Veterans with the most useful and current information available to assist them with the transition to campus life.	801-587-7722 http://veteranscenter.utah.edu/
Center for Child Care and Family Resources	The University of Utah Center for Child Care and Family Resources offers services to assist University students, faculty and staff in their search for quality child care services.	801-585-5897 http://childcare.utah.edu/ Nursing rooms: Located in Marriott Library
TRIO Upward Bound, Talent Search & Student Support Service	The TRIO Programs, through a supportive environment, empower underrepresented students to access postsecondary education and to achieve academic success leading to a postsecondary degree.	801-581-7188 http://trio.utah.edu/
English for Academic Success	Designed to help non-native English speakers improve their ability to communicate in English. This is done through working on reading, writing, speaking, and listening skills both in classroom settings and through one-on-one interaction with native English speakers.	801-581-8047 https://iss.utah.edu/students/language-support.php