



Graduate Student Handbook

NUIP M.S. and Ph.D. Programs



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Department of Nutrition and Integrative Physiology Graduate Ph.D. and M.S. Programs

Mission and Goals

Our mission is to train professionals who are prepared to conduct scientific research exploring the physiological, molecular, and behavioral aspects of nutrition, exercise, and metabolic health. Through interdisciplinary education and research, our program prepares students to advance scientific discovery and disseminate the latest findings to the public by way of 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.

Ph.D. and M.S. Expected Learning Outcomes

Program graduates will demonstrate a mastery of key concepts in the following areas: research design, statistical analysis, scientific writing, macronutrient metabolism, and general exercise physiology. Students that complete the advanced Integrated Physiology emphasis will have expertise in muscle, cardiac and pulmonary physiology, while students that complete the Nutrition emphasis will have expertise in key areas of metabolic regulation, micronutrient metabolism, and nutrition biochemistry.

Program graduates will be able to do the following:

- Effectively utilize and integrate scientific information into all aspects of their professional endeavors.
- Demonstrate effective communication skills in the form of written papers, professional presentations, research seminars, and classroom instruction.

Program Costs and Financial Assistance

Students in the Ph.D. and M.S. programs 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 waiver 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.

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/>

Academic Calendar, 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 possibly other holiday periods. Any vacation time off 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

The Department offers Ph.D. and M.S. programs of study. Students will select an emphasis in either Nutrition or Integrative Physiology. The chairperson serves as the student's advisor. The student's thesis committee approves and guides the program of study with regards to elective coursework and the completion of a quality thesis/dissertation. In general, students are encouraged to tailor the curriculum to complement their research interests and goals.

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. 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 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 do not have the option of taking an oral examination and must repeat the course.

M.S. Program: The M.S. program consists of core coursework in statistics, research design, scientific writing, macronutrient metabolism, and graduate seminar. Students can elect to follow either the Integrative Physiology track or the Nutrition track, which have distinct course requirements. The M.S. program should be completed in 2 years culminated by the completion of a thesis. The student must complete a minimum of 42 credit hours to earn the degree.

Ph.D. Program: Similar to the M.S. program, the core Ph.D. program coursework covers statistics, research design, scientific writing, macronutrient metabolism, and graduate seminar. Students can elect to follow either the Integrative Physiology track or the Nutrition track which have distinct course requirements. The Ph.D. is a research-based program 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. The student must complete a minimum of 72 credit hours to earn the degree.

Master's program of study with an emphasis in Integrative Physiology

Please note that NUIP 6380 is offered every other Fall semester while NUIP 6440 is offered every Fall. Therefore in Fall semester students will take NUIP 6380 if it is offered, and NUIP 6440 the following fall. NUIP 6381 and 6384 are offered every other Spring semester. In first year spring semester students will take whichever of NUIP 6381 or 6384 that is offered, then the remaining course the following spring.

Total number of credit hours required is 42.

FIRST YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 6440 or NUIP 6380	Metabolism of Macronutrients or Muscle Physiology	4 3
WRTG 7060	Scientific Writing	3
NUIP 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10-11		
Spring Semester		
FPMD 6100	Biostatistics	4
NUIP 6384 or NUIP 6381	Cardiovascular Physiology or Pulmonary Physiology	3 3
Elective		3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 11		
SECOND YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUTR 6970	Thesis	3
Elective		3
NUIP 6440 or NUIP 6380	Metabolism of Macronutrients or Muscle Physiology	4 3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10-11		
Spring Semester		
NUTR 6970	Thesis	3
NUIP 6384 or NUIP 6381	Cardiovascular Physiology or Pulmonary Physiology	3 3
BIOL 5210	Cell Structure and Function	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10		

Master's program of study with emphasis in Nutrition

Please note that NUIP 6384 is offered every other spring, while NUIP 6460 is offered every spring. Therefore in Spring semester, students will take NUIP 6384 if it is offered, and NUIP 6460 the following Spring.

Total number of credit hours required is 43.5.

FIRST YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUTR 6450	Nutritional Biochemistry	4
WRTG 7060	Scientific Writing	3
PRT 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 11
Spring Semester		
FPMD 6100	Biostatistics	4
NUIP 6384	Cardiovascular Physiology	3
or	or	or
NUIP 6460	Micronutrient Metabolism	4
BIOL 5210	Cell Structure and Function	3
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 11-12
SECOND YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUTR 6970	Thesis	3
Elective		3
NUIP 6440	Macronutrient Metabolism	4
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 11
Spring Semester		
NUTR 6970	Thesis	4
NUIP 6384	Cardiovascular Physiology	3
or	or	or
NUIP 6460	Micronutrient Metabolism	4
BIO C 6600	Metabolic Regulation	1.5
NUIP 7850	Graduate Seminar	1
		TOTAL CREDITS 9.5-10.5

Ph.D. program of study with emphasis in Integrative Physiology

Please note that NUIP 6380 is offered every other Fall semester while NUIP 6440 is offered every Fall. Therefore in Fall semester students will take NUIP 6380 if it is offered, and NUIP 6440 the following fall. NUIP 6381 and 6384 are offered every other Spring semester. In first year spring semester students will take whichever of NUIP 6381 or 6384 that is offered, then the remaining course the following spring.

Total minimum number of credit hours required is 72.

FIRST YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 6440 or NUIP 6380	Metabolism of Macronutrients or Muscle Physiology	4 3
WRTG 7060	Scientific Writing	3
NUIP 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10-11		
Spring Semester		
FPMD 6100	Biostatistics	4
NUIP 6384 or NUIP 6381	Cardiovascular Physiology or Pulmonary Physiology	3 3
NUIP	Advanced Exercise Physiology Lab	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 11		
SECOND YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 7970	Dissertation Research	3
Elective	Elective	3
NUIP 6440 or NUIP 6380	Metabolism of Macronutrients or Muscle Physiology	4 3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10-11		
Spring Semester		
NUIP 7970	Dissertation Research	3
NUIP 6384 or NUIP 6381	Cardiovascular Physiology or Pulmonary Physiology	3 3
Elective	Elective	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 10		
THIRD TO FIFTH YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 7970	Dissertation Research	3-15
Spring Semester		
NUIP 7970	Dissertation Research	3-15

Ph.D. program of study with emphasis in Nutrition.

Total minimum number of credit hours required is 72.5.

FIRST YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUTR 6450	Nutritional Biochemistry	4
WRTG 7060	Scientific Writing	3
PRT 7102	Research Methods	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 11		
Spring Semester		
FPMD 6100	Biostatistics	4
NUIP 6460	Micronutrient Metabolism	4
NUIP	Advanced Exercise Physiology Lab	3
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 12		
SECOND YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 7970	Dissertation Research	3
Elective	Elective	3
NUIP 6440	Macronutrient Metabolism	4
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 11		
Spring Semester		
NUIP 7970	Dissertation Research	4
Elective	Elective	3
BIO C 6600	Metabolic Regulation	1.5
NUIP 7850	Graduate Seminar	1
TOTAL CREDITS 9.5		
THIRD TO FIFTH YEAR	COURSE	CREDIT HOURS
Fall Semester		
NUIP 7970	Dissertation Research	3-15
Spring Semester		
NUIP 7970	Dissertation Research	3-15

Examples of Possible Elective Courses

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 Biology	1-5
BMI 6010	Foundations of Healthcare Informatics	3
CTLE 6510	Cyber Pedagogy	3
ECON 6190	Health Economics	3
ED PS 6360	Multicultural Counseling	3
ESS 5850-003	The American Professoriate	3
ESS 6320	Exercise and Disease	3
ESS 6730	Applied Sport Psychology	3
ESS 7103	Design and Analysis II	3
ESS 7102	Design and Analysis I	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 7380	Biochemical Genetics	3
MDCRC 6150	Foundations in Personalized Health Care	3
MKTG 6550	Marketing for Health Professionals	3
NUTR 6020	Body Image and Eating Disorders Special Populations	3
NUTR 6100	Advanced Pediatric and Adolescent Nutrition	4
NUTR 6320	Advanced Sports Nutrition	3
NUTR 6450	Nutritional Biochemistry (for students in the Physiology emphasis)	
NUIP 6446	Micronutrient Metabolism (for students in the Physiology emphasis)	
NUIP 6381	Pulmonary Physiology (for students in Nutrition emphasis)	3
NUIP 6380	Muscle Physiology (for students in Nutrition emphasis)	3
OC TH 6860	Disability Studies Forum	1
SW 6621	Motivational Interviewing	3
WRTG 7080	Writing in the Health Sciences	3

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 not required
- Students who do not maintain continuous registration will be required to re-apply to the University

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

MS Students

- Must register for a minimum of 6 credit hours of NUTR 6970 Thesis Research
- Up to 7 credit hours of NUTR 6970 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

PhD Students

- Must register for a minimum of 36 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

Residency Requirement

- All doctoral students must have two, back-to-back semesters of 9 credit hours of registration to demonstrate residency in Utah
- A minimum of 24 credit hours must be completed at the University of Utah by MS students
- 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
- All work for the master’s degree must be completed within four consecutive calendar years

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 (M.S., Ph.D.).

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

The chair of a graduate student's supervisory committee is considered that student's advisor and mentor. Students accepted to the PhD degree programs should have a designated mentor at the time of admission. MS students are strongly recommended to secure an advisor soon after arriving on campus. 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.

Master's students should have a total of 3 committee members. A majority of committee members must be tenure-track and from NUIP, however one member could be from a different department within the University.

Doctoral students must have a total of 5 committee members. A majority of the committee members must be tenure-track and from NUIP. 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.

Exams and Requirements for M.S. and Ph.D. Programs

Master's Thesis Comprehensive Exam

The comprehensive exam for a master's student is the thesis research proposal, which may be given during Graduate Seminar (NUIP 7850) or another time as scheduled by the student and his or her thesis committee. The exam is graded on a pass/fail basis by the supervisory committee. Following successful presentation of the thesis proposal, the student is approved to begin thesis research and data collection.

Guidelines for Masters thesis 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
- The student is required to propose the project to their supervisory committee in a public forum where other studies and faculty are welcomed to attend.

- A written component, consisting of an introduction (i.e. background, significance, purpose, hypotheses) and proposed methods section are required prior to be submitted to the committee at least 2 weeks prior to the oral proposal. The proposal document should include the following:
 - A definition or statement of the problem
 - The importance of the problem, i.e., why it is worth researching, why it matters to the field
 - An overview of the important literature
 - The research questions and hypotheses
 - A detailed account of the methodology to be used to answer those questions
- IRB or IACUC approval is required of all Master's projects
- The Master's thesis presentation consists of a 20-30 min presentation followed by questioning period. All committee members and other people in attendance are eligible to ask questions of the candidate

MS Thesis Guidelines

The Master's thesis format is that of an empirical article in a 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 this manuscript should contain an abstract, introduction, methodology, results, discussion, and references. The article should be about 20-30 double-spaced pages, including references and figures. Additional information, such as supplemental figures, methodological details, supplemental tables, or statistical details can be provided as a supplement to the manuscript. The student should consult with the Chair of their Supervisory Committee about what to include in appendices. The student is required to orally defend his or her research. Students should consult with the Thesis Editor to make certain that the formatting of the final thesis complies with university regulations (<http://www.gradschool.utah.edu/thesis/index.php>).

M.S. Thesis Defense

The examination for a Master's student is the oral defense of their written thesis. **Students must have approval from the supervisory committee prior to scheduling a defense date.** The defense must be advertised publicly. The exam is graded on a pass/fail basis by the supervisory committee. 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.

Doctoral Dissertation Comprehensive Exam

The comprehensive exam for a doctoral student is the dissertation research proposal that may be given during Graduate Seminar (NUIP 7850) or another time as scheduled by the student and his or her doctoral committee. The exam is graded on a pass/fail basis by the supervisory committee.

Guidelines for Dissertation proposal:

- The student would need to have a committee in place before proposing a project
- The project should largely be developed by the student and faculty mentor with input from the student's advisory committee
- The student is required to propose the project to their supervisory committee in a public forum where other studies and faculty are invited to attend
- A written component of the proposal, consisting of an introduction (i.e. background, significance, purpose, hypotheses) and proposed methods section must be submitted to the committee at least 2 weeks prior to the oral proposal. The proposal should address the following:
 - A definition or statement of the problem
 - The importance of the problem, i.e., why it is worth researching, why it matters to the field
 - An overview of the important literature. It is important to provide a comprehensive overview because each article/manuscript in the final dissertation will have its own unique and specific literature review
 - The research questions and hypotheses

- A detailed account of the methodology to be used to answer those questions
- IRB and/or IACUC approval is required of all doctoral projects
- The doctoral project oral defense must include a 30-40 min presentation followed by question and answer session. All committee members and attending audience are eligible to ask questions of the candidate

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 Defense

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 must be advertised publicly. 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 Master of Science.

Graduate School Policies

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 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.

Parental Leave policy

The College of Health has a policy in place to govern requested leave by students for parental responsibilities. This policy can be found at <http://gradschool.utah.edu/directors-of-graduate-studies/resources/> on the graduate school website. Please scroll down to "College of Health Parental Leave Policy."

Academic Retention and Remediation Procedures

Once admitted to the program on matriculated status, candidates for the Ph.D. and M.S. 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 Coordinated Master's Program 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 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 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.

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.

Family Educational Rights and Privacy Act (FERPA)

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

FERPA provides students the following rights regarding educational records:

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

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

Educational records are defined by FERPA as:

Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

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

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

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

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

Types of Educational Records

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

Directory Information

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

- Name
- Address
- Phone number and email address
- Dates of attendance
- Degree(s) awarded

- Enrollment status
- Major field of study

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

Non-directory Information

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

- Social security numbers
- Student identification number
- Race, ethnicity, and/or nationality
- Gender
- Transcripts and grade reports

Transcripts are non-directory information and therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA. Schools should never fax transcripts because this process cannot guarantee a completely secure transmission of the student's grades to third parties.

Prior Written Consent

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

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

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

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

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records.

The institution must publish these guidelines annually in a format that is easily accessible to interested parties. Both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

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

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

FERPA Summary

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

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