

GRADUATE STUDENT HANDBOOK

NUTRITION SCIENCE PROGRAM



DIVISION OF NUTRITION

2015-2016

NUTRITION SCIENCES FACULTY

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FORMS

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* <http://gradschool.utah.edu/thesis/170-2/>

** www.ajcn.org/misc/ifa.shtml (AJCN Journal: Guidelines for Journal Authors)

Division of Nutrition
NUTRITION SCIENCES PROGRAM

General Information

All graduate students should read carefully the regulations set forth in the Bulletin of the University of Utah: The Graduate School(<http://www.gradschool.utah.edu/catalog/index.php>). Students have the responsibility to understand and follow these regulations and to meet all required dates and deadlines. The following information is intended to clarify and supplement these regulations as they apply to graduate students in the Division of Nutrition.

Formal Course Requirements

Students are required to complete undergraduate courses needed to overcome any prerequisite deficiencies before matriculation into the master's program. During the first semester of study, the student will meet with the NS Program Director for a preliminary conference. The purpose of this conference is to discuss and to review undergraduate course work and the ultimate research and career objectives of the student.

Total Credits Required: 41.5 hours

Major - 11 hours

NUTR 6400	(3)	Nutrition Communications
NUTR 6440	(4)	Metabolism of Macronutrients
NUTR 6460	(4)	Metabolism of Micronutrients

Biochemistry and Molecular Biology- 11.5 hours

NUTR 6450	(4)	Nutrition Biochemistry
BIOL 5120	(3)	Gene Expression
BIOL 5210	(3)	Cell Structure and function
BIO C 6600	(1.5)	Metabolic Regulation

Research Design, Statistics & Writing - 9 hours

PRT 7102	(3)	Introduction to Research Methods
FPMD 6100	(3)	Biostatistics
WRTG 7000	(3)	Dissertation Writing

Thesis Research - 7 hours

NUTR 6970	(7)	Thesis Research
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Electives – Choose 3 hours (please confirm course meeting time / day compatibility with your schedule; other departments may change their course offerings without notification)

MBIOL 6440	(1.5)	Gene Expression, <i>must take in combination with BIO C 6481 OR 1 credit hour NUTR 6900 independent study with Dr. Jalili</i>
MBIOL 6481	(1.5)	Cell Biology II (<i>only offered Spring semester, must take in combination with 1 credit hour NUTR 6900 independent study with Dr. Jalili OR MBIOL 6440</i>)

WRTG 7060	(3)	Scientific Writing
BIOENG 6000	(3)	Systemic Physiology I (only offered in odd numbered years)
BIOENG 6010	(3)	Systemic Physiology II (only offered in even numbered years)
NUTR 5380	(3)	Understanding Dietary Supplements
NUTR 6320	(3)	Nutrition in Sports Performance
ESS 6384	(3)	Advanced Cardiovascular Physiology
ESS 6310	(3)	Advanced Exercise Physiology II
BIOL 5110	(3)	Molecular Biology and Genetic Engineering
BIOL 5215	(3)	Cell Biology Advanced Projects Lab
WRTG 6000	(2)	Writing for Publication
WRTG 7001	(3)	Grant proposal writing
WRTG 7080	(3)	Writing in the Health Sciences

Or other courses approved by the Supervisory Committee

The entire master's program is designed to be completed in a minimum of two (2) years, but must be completed within four (4) years. If a student exceeds the 4-year limit, reevaluation of course work currency must occur. This reevaluation will be conducted jointly by the student's Committee Chair, the NS Program Director, the CMP Program Director, and the Division Director. Students must achieve a grade of B- or better on all major (NUTR) graduate course work. Students must achieve a grade of C- or better in all other courses. Student's failing to achieve the minimum grade in major and outside the Division courses must repeat the course and achieve the minimum grade prior to graduation or in the case of a C+, may choose an oral examination as outlined on page 16. A GPA of 3.0 must be maintained. Students falling below the cumulative 3.0 GPA will be placed on academic probation for the coming semester. Students placed on academic probation must meet with the student advisor or Committee Chair and the NS Program Director to develop a plan to raise the GPA to 3.0 within a specific time period. Further disciplinary action consisting of loss of eligibility for scholarships, teaching assistantships and assignment of additional remedial course work will be taken if this requirement is not met.

Students who have not completed all degree requirements and leave campus for personal reasons must apply for a "Graduate Student Request for Leave of Absence" through the University. The student has the responsibility to apply for this Leave of Absence and to notify in writing the Nutrition Division Director of their projected absence and time line for completion of the degree requirements. Once the Leave of Absence has expired, the student must reapply to the Graduate School for readmission to the Nutrition master's program. If five (5) years elapse since the student was officially enrolled at the University of Utah, current enrollment in classes will require that any new course work requirements for the current Nutrition program must be met in addition to the student's already completed course work. Thesis research that is more than five (5) years old must be reviewed by the student's graduate committee for suitability prior to preparation of the thesis. The committee may: a) approve research already completed as current, and adequate; b) require additional research to supplement the original research; or c) require a new project with collection of new data.

It is to the student's advantage to complete all requirements for the degree prior to leaving campus. Failure to maintain enrollment at the University of Utah puts the burden of resuming degree requirements upon the individual student. The Nutrition faculty will make every effort to support students in completing degree requirements.

NUTRITION SCIENCES CURRICULUM

Register for classes outside the Division as soon as online registration opens. **They fill up fast!**

FIRST YEAR

Fall Semester

NUTR 6400	Nutrition and Research Communications (3) T, Th; 12:25-1:45 PM
NUTR 6450	Nutrition Biochemistry (4) T, Th; 8:30 -10:30 AM
ESS 7102	Intro Research Methods (3) T; 7:15-10:00 PM

Spring Semester

FPMD 6100	Biostatistics (3) online- see http://www.utah.edu/students/catalog.php
NUTR 6460	Metabolism of Micronutrients (4) M, W, 9:40 – 11:35 AM
BIO C 6600	Metabolic Regulation (1.5) T, Th 9:30-11:00 AM
WRTG 7000	Dissertation Writing (3), T 6-9 PM

SECOND YEAR

Fall Semester

NUTR 6970*	Thesis (3) - Arranged
NUTR 6440	Metabolism of Macronutrients (4) W, F; 11:50 -1:45 PM
Nutrition Elective	(minimum 3 credit hours)

Students must also attend NUTR 6400 November - December, T,Th; 12:25-1:45 p.m.

Spring Semester

NUTR 6970*	Thesis (4) – Arranged
BIOL 5210	Cell Structure and Function (3) T, Th; 10:45AM – 12:05PM
BIOL 5120	Gene Expression (3) M, W, F 9:40 to 10:30 AM

- * If all course requirements have been completed, including NUTR 6970, registration for three (3) credit hours of NUTR 6980--Faculty Consultation, is required per semester to maintain graduate status. Registration for NUTR 6980 Summer Semester is not necessary unless students are defending their thesis during that semester. **Students must be registered for at least three credit hours the semester they defend their thesis.**

All students must demonstrate computer literacy before graduation, preferably at the beginning of the program. All graduate students must be familiar with word processing, data management, computer graphics, nutrient analysis, and statistical analysis programs, i.e., Microsoft Word, Excel, Power Point, Food Processor, Sigma Stat, SPSS, and/or SAS. Acceptable demonstration may consist of program use in a student's thesis research, assigned class projects, seminar, and research presentations. Computer laboratories for student use are located in the College of Health and at various other locations around campus including Marriott Library and Eccles Library.

E-Mail Account

All Nutrition 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/services/umail/> 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 his/her 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 your e-mail messages and Division mailboxes daily.**

Supervisory Committee

By the beginning of the second year (Fall) of graduate work, the student should choose a Committee Chair, who then assists the student in selecting the rest of their supervisory committee members. The Committee Chair directs the thesis research. The supervisory committee must consist of three approved tenure track faculty members. A supervisory committee with four or more members requires a letter to the Graduate School prepared by the student, signed by the Committee Chair, and approved by the Division Director justifying the need for additional members and the designation of any non-voting member(s). The Committee Chair must have a full-time tenure-track appointment in the Division of Nutrition at the University. An adjunct faculty member may co-chair the committee with the tenure-track faculty member if that adjunct faculty member is directing the student's research. At least one committee member must be selected from outside the Division of Nutrition. Committee members are considered "outside the Division" if they are not Division instructors. Students have the responsibility to verify with potential committee members their willingness to serve as committee members in approving and monitoring the progress of the student's research project, and to arrange committee meetings. The student should remember that committee members play an important role in supervising the student's research. In addition, the supervisory committee may require the student to take additional undergraduate or graduate courses to correct deficiencies or to support the student in their research project. The supervisory committee will also read the student's thesis, evaluate the final research presentation, and orally examine the student on any aspect of the thesis research and course work they deem appropriate during the final oral examination.

If a faculty member leaves the University before a student completes their thesis, the student must choose a new committee member or obtain a statement from the faculty member indicating their willingness to continue to serve on the committee. The new committee member must be willing to be present at the thesis defense seminar and final exam.

Research Funding :

Division research funding may be available on a limited basis through faculty research grants and contracts. Faculty research grants and contracts: If the student chooses a research project that is funded by a grant that the Committee Chair or a committee member currently holds, funding may be more substantial.

Expenses for which funding may be used include:

1. research instruments
2. assistance with statistical analysis
3. materials/chemicals needed to conduct research
4. survey and other data collection materials
5. travel to present research findings

Funding is NOT to be used for:

1. photo copying of the thesis or proposal
2. printing of the thesis or proposal
3. expenses in preparing and printing the thesis

Proposal

The purpose of the proposal is to ensure a thorough literature review is conducted and

discussed as well as describing your research plan (methodology). Students begin thesis research upon successful completion of all first-year course work or sooner with the concurrence of the student's Committee Chair. The student works with the Committee Chair to formulate a research topic. A proposal of thesis research is then written. The proposal includes a title page, table of contents, introduction with a review of literature, purpose of the research, experimental procedures, methodology, methods of evaluation (statistics), and references. The following format should be used:

- I. Introduction
 - Background of the problem or topic
 - Significance of the problem or topic
 - Purpose of proposed research
 - Hypotheses

- II. Methodology
 - Report of any preliminary results
 - Research design
 - Sample selection
 - Development of any new lab method that will be used
 - Laboratory techniques used & Data collection methods
 - Statistical analysis describing the statistical tests used and the variables that will be analyzed to test the hypothesis

- III. Discussion
 - How does the research advance the field of study?
 - How does the research compare with similar work that has been done in this field?
 - Study strength and weaknesses
 - Conclusions and Potential implications(s) of research

- IV. References

The proposal should include copies of any questionnaire to be used. Written approval from appropriate institutional committees (the Institutional Review Board (IRB) committee; Radiological Health Department; Institutional Animal Care) and any other institutions where the research will be conducted may be obtained either before or after the proposal defense. However, if the approval is obtained before the proposal defense, any modifications to the proposal made at the defense must be resubmitted to the appropriate institutional committees for re-review and approval. The proposal style (abbreviations, references, etc.) is required to be in the format of the American Journal of Clinical Nutrition (AJCN) as delineated in the June and January issues of the journal (www.ajcn.org/misc/ifa.shtml).

After the Committee Chair approves the proposal, a copy of the proposal is given to each committee member at least 10 working days prior to the committee meeting. The student is responsible for scheduling a 2-hour proposal defense with all committee members in which the student provides a 45-minute formal presentation of the proposal. The student should confirm this meeting with a written memorandum to all committee members. The student schedules the facility and arranges for all necessary media equipment. The Committee Chair conducts the proposal meeting. **STUDENTS ARE NOT TO BEGIN RESEARCH ACTIVITIES UNTIL THE PROPOSAL DEFENSE IS COMPLETED AND APPROVED!!! IN NO CASE CAN RESEARCH INVOLVING HUMAN OR ANIMAL TEST SUBJECTS BE INITIATED PRIOR TO**

IRB APPROVAL.

Comprehensive Examination

Students are required to take a comprehensive examination conducted by the supervisory committee prior to beginning their thesis research. **THE PROPOSAL DEFENSE SERVES AS THE COMPREHENSIVE EXAMINATION.**

Thesis

Protocol : THE STUDENT BEGINS RESEARCH ACTIVITIES UPON SIGNED APPROVAL OF THE PROPOSAL BY THE COMMITTEE AND APPROVAL BY THE UNIVERSITY OF UTAH HUMAN USE REVIEW OR ANIMAL USE REVIEW COMMITTEE AS REQUIRED. The Committee Chair is primarily responsible for directing and guiding the student's research and writing activities. However, the student has the responsibility to keep all members of the committee informed of the scope and progress of both research and thesis. Whenever there is a change in the direction of the research, or a change in proposed procedures, it is to the benefit of the student, as well as the committee members, to document such changes and approvals in **WRITTEN FORM**. Following the concurrence of the student's Committee Chair, the thesis may be distributed to the committee members. A copy of the thesis, comprised of original work, must be submitted to the members of the supervisory committee at least **10** working days prior to the final thesis examination. **THE ORIGINAL RAW DATA MUST REMAIN IN THE DIVISION FILES**. Students should obtain copies of all raw data for their files to be used in preparing a journal article for publication of their research.

In writing the final thesis the student must distill down the various aspects of the research project and produce a succinct, yet complete thesis that addresses the major points detailed below. The thesis format is very similar to a full length journal article. The purpose of the format described below is to facilitate the transition of the student's thesis to a journal submission following the successful thesis defense.

Format : These guidelines are in place so that the end Thesis product is in a suitable form for submission and publication in a scientific journal. All page length guidelines **must** be observed. The Thesis must be double spaced using 11 point "Helvetica or Arial" font.

Abstract : Two Hundred Fifty (250) words maximum. Abstract should be sectioned into "Introduction, Purpose/Objective, Methods, Results, Conclusions" with paragraphs; however, do not use these titles in the abstract itself.

Introduction : Three pages maximum. This is NOT the same as the literature review done for the proposal, it is specific to the background literature germane to the specific aims/goals of the research project. Use appropriate references to sum up present knowledge and state gaps in knowledge your study intended to fill. State the specific aims/research questions in one or two sentences at the end of this section.

Methods : Three to five (3-5) pages. Distill down the essentials of the methods detailed in your proposal plus any changes that have occurred since the proposal. Use references with brief descriptions appropriately in the place of long detailed explanations. Any detailed methodology that is important to the project may be briefly stated in this section with a complete description included in the Appendices. All methods on experimental procedures should be appropriately documented and listed in the reference section. Use subheadings to separate different method descriptions. A recent American Journal of Clinical Nutrition paper can be used as a guide.

Results : One to five (1-5) pages of text; tables and figures are not included in this limitation. Present the data accumulated in the study. This is done by stating the major results in text and

table format and including figures to support data. Figures and tables should be formatted according to the University Guidelines stated in the Handbook for Theses and Dissertations. Only relevant tables and figures that describe critical data (related to hypothesis) should be included. Tables and figures of interest to the project but not critical to the overall message of the Thesis should be included in the Appendices.

Discussion : Six (6) pages maximum. Clearly and briefly state the major findings of the project. Discuss and explain your results in the context of the known literature. Make a case to support or reject your original hypothesis. Refer to the tables and figures presented in the Results section. If necessary, any severe limitations of the experimental approach that hinder the interpretation of the data may be briefly discussed in this section. Clearly state how this project filled in the gaps in knowledge stated in the Introduction section (No subheadings here).

References : Twenty to fifty (20-50) is usually appropriate. These references should be in the style of the Journal of Clinical Nutrition. It is required that you use reference manager software which is available on the Division of Nutrition TA Lab computers, or can be borrowed from the NS Program Director.

Appendices : No limit on pages, however this section must conform to margin guidelines set by the University Handbook for Theses and Dissertations. Any raw data, detailed methods, questionnaires, diet compositions, etc. that is interesting and pertinent to the project, but not appropriate for the Thesis sections as described should be included here.

Students should download a copy of *Handbook for Theses and Dissertations* from the Graduate School for use in preparing their thesis (<http://gradschool.utah.edu/thesis/145-2/>). An outside editor is strongly recommended to make sure the thesis manuscript meets grammar, writing, and format specifications prior to the supervisory committee review. The student's thesis advisor makes the final determination as to whether the thesis is ready to be distributed to the committee.

Defense : Students are responsible for scheduling facilities and media equipment and for preparing an "Announcement of the Final Examination". **THIS ANNOUNCEMENT MUST BE POSTED IN THE DIVISION OFFICE ONE WEEK PRIOR TO THE DEFENSE. IF THE STUDENT DOES NOT FOLLOW THE ABOVE PROCEDURES, THE THESIS DEFENSE WILL BE CANCELED. IN OTHER WORDS, "NO POST, NO DEFENSE"!!!** Thesis final examinations may not be scheduled during breaks or holidays when faculty members are not expected to be in their offices. Faculty members are not on contract from May 16th through August 15th and therefore, may not be available for thesis defenses during this time period. Additionally, final examinations will not be scheduled during finals week. All committee members must approve final examinations scheduled during Summer Semester. The student will be questioned regarding the thesis and the research on which the thesis was based. Academic questions concerning both major and minor fields of study of the student also might be asked to ascertain competency in these areas of study. Only members of the supervisory committee will vote on the student passing or failing this examination. (A maximum of two (2) hours is permitted for the thesis defense.)

A "Supervisory Committee Approval" form (<http://gradschool.utah.edu/thesis/170-2/>) must be signed by the Committee members. Submit this form to all committee members for approval after the thesis defense. A copy of the form must be filed in the Graduate Records Office after completion of the comprehensive examination. The student is responsible for securing these forms and submitting them to the Administrative Officer after securing Committee Signatures. After the defense, the committee most often has revisions that the student should be made to the thesis prior to submitting the thesis to the thesis office. After these revisions are made, the committee chair and department chair will give final approval by reviewing the thesis and signing the Final Reading Approval form. The student must provide this form to the Committee

Chair (<http://gradschool.utah.edu/thesis/170-2/>).

Copies : *The Committee Chair receives a final PDF copy of the thesis after the thesis release is granted. This copy is in addition to the copies required by the Graduate School.* The student may wish to provide a spiral bound copy of the thesis to other committee members as a courtesy.

Exit Interview

Students are requested to evaluate the overall program upon completion of the requirements for the master's degree. The Division Director holds an exit interview with each student upon completion of the program and records that information in the student's file. Compiled data are shared with faculty as part of the program evaluation and possible changes are discussed and implemented as appropriate.

Graduate Electronic Tracking System

The "Request for Supervisory Committee" and the "Application for Admission to Candidacy for the Master's Degree" must be completed at the time the student selects a thesis topic and committee. The "Comprehensive Examination for the Degree of Master of Arts or Master of Science" will be completed and signed by all committee prior to beginning the thesis. The "Report of the Final Oral Examination" will be completed and signed by all committee members following the presentation when the student defends the thesis. These forms are submitted electronically by the Division of Nutrition Administrative Officer, Jonathan Baronowsky and the Committee Chair.

Master's Thesis Candidates
 (Form, due date, filing procedures)
http://www.utah.edu/graduate_school/forms.html

1. *Request for Supervisory Committee Approval.* Due by the beginning of the second year of graduate work. Initiated by the student with department chair and filed by the department.
2. *Application for Admission to Candidacy for the Master's Degree.* Due one semester and no earlier than one year before graduation. Filled out by student, approved by the supervisory committee and department chair, and filed by the department.
3. *Report of Comprehensive Examination.* Due following the examination (proposal defense) as scheduled by the department. Filed by the department.
4. *Report of the Final Examination.* Due at least four weeks before the last day of examinations of the semester of graduation. Filed by the department.
5. *Thesis Release.* Due by the last day of examinations of the semester of graduation. Delivered by the thesis editor to the Graduate Records Office, then to the Graduation Office.

Master's Program Calendar

Forms are accepted throughout the semester. However, those students wishing official graduation in a specific semester must meet the dates listed in this calendar. Request for Supervisory Committee forms are due the second year of the graduate program. A Graduate Record file for each student is established when the form is received.

Semester	^a Candidacy	^b Comprehensive Examination (if required)	^c Language Verification (if required)	^d Final Examination Thesis	^f Thesis Release
Fall	June 1	November 1	November 1	November 1	December 1
Spring	November 1	April 1	April 1	April 1	May 1
Summer	February 1	July 1	July 1	July 1	August 1

^aProcessed no earlier than one year before graduation. Filled out by the student, approved by the supervisory committee and department chair, and filed by the department.

^bFiled by the department following the examination.

^cInitiated by the student in the Department of Language and Literature; filed by the department.

^dFiled by the department after the examination.

^eFiled by the department after the examination

^fDelivered by the thesis editor to the Graduate Records office; filed by Graduate Records Specialist in Graduation.

NOTE: Unless all remaining graduate program requirements, such as adds, deletes, grades, extensions, and petitions, are complete and processed by Graduate Records and the Registrar's Office within two weeks following the published final examination period, the student will graduate the following semester. **It is the responsibility of students to check with their departments to confirm completion requirements.**

THE DEGREE OF M.S. IS CONFERRED ONLY WHEN ALL REQUIREMENTS HAVE BEEN MET, THE FINAL ORAL EXAMINATION HAS BEEN SUCCESSFULLY PASSED AND GRADES HAVE BEEN CHANGED.

Publication of Research

Research conducted by all master's degree candidates is expected to be of publishable quality. The thesis research format has been "streamlined" to more closely resemble a journal article to facilitate subsequent publication of the results as a journal article following the thesis defense. Students are encouraged to submit abstracts of research findings to professional meetings. Financial assistance for travel to a professional meeting to present an abstract will depend upon the availability of such funding within the Committee Chair's grant, or the Graduate School. Supervisory Committee Chairs are expected to assist the student in the preparation of any abstracts or manuscripts for submission to professional meetings or journal editors and should, therefore, be included as coauthors of resultant publications. Please note assignment of authorship, i.e., order of authors is determined in consultation with the Supervisory Committee Chair. If a student does not prepare an acceptable draft submission or submit the research for publication within six (6) months after the thesis defense, the Supervisory Committee Chair is free to do so as first author. The student will then be listed as a co-author as the chair deems appropriate.

Informal Information Discussions

Graduate students are encouraged to consult frequently with all members of the graduate faculty in Nutrition and with other graduate students with respect to course work, additional reading, and research. In this way, expertise in nutrition may be developed beyond that provided solely by formal course studies. This expertise will be helpful in the preparation for thesis and may be of significant value to the student in their future career.

General Facilities

The Nutrition Sciences Laboratory is located in HPER-N 230, the Nutrition Physical Assessment Laboratory is located in HPER-W 201, and the Experimental Foods Laboratory is located in HPER-N 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 should be consulted for information on the use of these 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.

Financial Assistance

The Division of Nutrition offers, on a limited basis, financial assistance to students throughout their graduate work. Division financial aid comes in the form of Teaching/Research Assistantships. A TA/RA provides financial assistance to graduate students in exchange for teaching/research and/or service related work for the Division. A full assistantship consists of tuition waived and \$14,000 per year. Students are expected to work 20 hours/week. The Division retains the right to subdivide assistantships based upon the number of applicants and Division need. Currently the Division awards, on a competitive basis, 6 to 8 half-time TA/RAs with \$7000 and half tuition waived per year. Students are expected to attend lectures for the class they are assisting and 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 masters 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 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 aid is available on a limited basis from the University and the American Dietetic Association. All students are encouraged to apply for outside funding to support graduate studies. For additional information, please consult the University of Utah General Catalog and the Graduate School Graduate Student Handbook on the World Wide Web.

Scholarships / Fellowships

The Division of Nutrition will endeavor to notify students of the numerous scholarship opportunities available to them through the University Graduate School, American Dietetic Association, American Society for Clinical Nutrition, American College of Sports Medicine, as well as other University scholarships. The Division of Nutrition awards the following scholarships on a competitive basis to currently enrolled students in the program. Applications for these scholarships are available in the Division office the first week of February and must be received in the Division office no later than March 1st.

Askew Chair's Scholarship is selected by the chair of the Division of Nutrition. The recipient will assist the chair on some aspects of teaching or research during the semester it is awarded.

The Maurine N. Hegsted Scholarship is designated for students who have been admitted to the graduate program in the Division of Nutrition. Applicants must have a grade point average of 3.2 or higher. Award priority of this scholarship is given to students who have demonstrated involvement and service in the community and/or the Division.

The Barbara Mathis Prater Scholarship is designed for graduate students in the Division of Nutrition who have a grade point average of 3.3 or higher. Award priority of this scholarship is given to students who have demonstrated involvement and service in the community, particularly in the area of diabetes. Students shall demonstrate a potential for making a contribution to the field of nutrition and diabetes, having a personal commitment to helping young people with diabetes, an interest in diabetes and nutrition research, and an involvement in the professional organizations so related.

Incoming students are eligible on a competitive basis for the *Margaret B. Davis Scholarship*, the *Gordon and Betty Browning Scholarship*, the *Mildred D. "Millie" and Wilford W. Hagen Scholarship*, the *Donald B. Hutchinson Scholarship*, and the *Anna M. Jacobsen Fellowship*.

Exceptions

Exceptions to policy, procedures, course work, or program content must be made and approved jointly in writing, first by the NS Program Director and then by the Division Director. Exceptions to course work and graduation requirements need the approval of the Graduate School and must be initiated by the student and approved by the student's supervisory committee and the Division Director.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Nutrition Sciences Program shall follow 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 fully committed to policies of nondiscrimination and equal opportunity, and vigorously pursues affirmative action in all programs, activities, and employment with regard to race, color, national origin, sex, age, or status as a handicapped individual. Religion, sexual orientation, and status as disabled veteran or veteran of the Vietnam Era also are protected under nondiscrimination and equal opportunity employment policies. Evidence of practices that are not consistent with these policies should be reported to the Office of the President of the University, 581-3088.

People with disabilities shall not be subject to discrimination in any University educational program or service. Although identifying yourself as a person with a disability is voluntary, the University can only accommodate known disabilities. For more information, contact the Office of Equal Opportunity/Affirmative Action 581-8365 (voice or TDD).

ACCESS AND CONFIDENTIALITY OF STUDENT RECORDS

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

GRADUATION REQUIREMENTS

The Nutrition Sciences Program requires 406 semester hours for completion. This program is designed to be completed in two years. However, the student, as mandated by the Graduate School, may take up to four years to complete the degree. The two-year Nutrition Sciences Program will only be extended beyond two years for an approved leave of absence or the completion of the thesis. Students must maintain a grade of B- or better in all major graduate course work and at least a C- in non-major courses. To graduate from the Division of Nutrition 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. Refer to Formal Course Requirements on page 1 of this Handbook for specific course requirements. Students not achieving at least B- in major Division courses or a C- in non- major outside the Division courses must repeat these courses and achieve the minimum B- or C- in order to complete requirements for the degree of Master of Science in Nutrition.

*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 tenure track faculty members. Each panel member will ask questions with the course instructor providing the majority of the questions. The student's responses will be evaluated by the examining committee after the session and they determine the level of competency the student has achieved in the course subject matter based upon the student's responses to the questions. If the examining panel finds that the student has a better grasp of the subject matter than their course grade indicates 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 our graduate program. The grade originally earned in the course will stand and not be changed; just 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.

ACADEMIC RETENTION STANDARDS

Once admitted to the program on a matriculated status, candidates for the M.S. degree are required to maintain a cumulative GPA of 3.0 for all graduate course work.

Students whose GPA falls below 3.0 are no longer eligible for tuition waiver benefits.

In the event a student should drop below the required GPA the Program Director will inform the student in writing that he/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' Division file and sent to the Division Director 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 Division Director will inform the student in writing of the final decision.

GRIEVANCE PROCEDURE

Students who feel that they have been treated unfairly concerning any matter that involves the program, will 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 instructor. If the student is not satisfied with the decision of the instructor, the student should take the matter up with the Division Director. The matter should be resolved at this point. Students who do not agree with the decision of the Division Director can appeal to a Grievance Committee for a ruling. Refer to procedure for Grievance Committee below.

PROCEDURE: GRIEVANCE COMMITTEE

A Grievance Committee will be convened consisting of one student, the NS Program Director, a faculty member outside the Division of Nutrition, and the Division Director. 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 orally.
3. The Grievance Committee will then 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 orally. 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

Definitions

Discipline: Counseling or other action undertaken to correct or modify unacceptable performance.

Termination: The dismissal of a student from the Nutrition Sciences Program.

Procedures: Students are expected to comply with the University policy regarding student code as authorized in the Regulations Manual of the University of Utah 6-400.

To coincide with the Regulations Manual of the University of Utah 6-400, disciplinary action and terminations are expected to be handled in a manner to achieve the least adverse action upon the student.

Procedure for Disciplinary Action:

1. Procedures relating to disciplinary action against a student shall fall under the jurisdiction of the Grievance Committee.

2. A Grievance Committee shall handle all alleged misconduct unless the Committee deems an objective review impossible.

3. The Student Behavior Committee as identified in the Regulations Manual of the University of Utah, 6-400, Section E, will then handle the alleged misconduct.

4. A Grievance Committee will handle the alleged misconduct in the following manner:

- a. review the alleged misconduct
- b. interview witnesses if necessary
- c. make recommendations
- d. inform students of decision (copy of summary placed in student's file)

5. Sanctions that may be imposed include:

- a. written reprimand
- b. recommendation for counseling
- c. increased number of credit hours required for completion of the Nutrition Sciences Program
- d. probation
- e. loss of eligibility for teaching assistantships and scholarships
- f. suspension from the program for a specified number of days
- g. expulsion from program
- h. other sanctions considered fair and necessary by the Grievance

Committee

6. Termination from the program will be used sparingly and only for serious violations of misconduct. Examples of misconduct include but are not limited to:

- a. use of drugs or alcohol such that program work is hindered
- b. conviction of a felony
- c. unprofessional behavior toward a patient, client, physician, family member, faculty, staff, or other students
- d. theft
- e. falsifying research data
- f. cheating on course work examination
- g. any other misconduct that the Committee feels warrants dismissal

7. The student has the right to appeal the decision of the Committee. The student can present the case before the Dean, and one Grievance Committee representative.

8. Confidentiality will be maintained in handling all types of misconduct and sanctions concerning the student.

SAFETY/LIABILITY/HEALTH INSURANCE

The University of Utah does not provide safety or liability insurance for students. Nutrition Sciences 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. Enrollment information is received by mail. An enrollment card can be picked up at the Cashier's Window, 165 Student Services Building.

HOLIDAYS

Students have the following holidays:

Labor Day	September 2, 2013
Fall Break	October 13-20, 2013
Thanksgiving	November 28-29, 2013
Holiday Recess	December 21, 2013 - January 5, 2014
Martin Luther King/	Monday, January 20, 2014
President's Day	Monday, February 17, 2014
Spring Break	March –9-16, 2014
Memorial Day	May 26, 2014
Independence Day	July 4, 2014
Pioneer Day	July 24, 2014

FERPA- privacy of student records

The Family Education Rights and Privacy Act of 1974, commonly known as 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.

Educational Records

FERPA gives 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 or audio tapes or CDs;
- 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. As an attorney, I recommend that you check to make sure that you fully comply with these disclosure guidelines before disseminating any of this information .

Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded 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

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can 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 can 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; 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. As an attorney, I would advise that 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;
- The signature of the student whose record is to be disclosed;
- The 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 will 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. As an attorney, I would recommend that 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 his/her 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. As advisors, it is advisable to check with your registrar's office if you have any questions or concerns before disclosing any student information to third parties.

Conclusion

The Family Education and Privacy Act were 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.