



Graduate Student Handbook

Online Master's Program



HEALTH
UNIVERSITY OF UTAH

Department of Nutrition and Integrative Physiology

Academic Year 2017-2018

Department Faculty List

Scott Summers, PhD
Chairperson and Professor
scott.a.summers@health.utah.edu
(801) 581-6730

Julie Metos, PhD, RD, CD
Associate Chairperson and
Assistant Professor
julie.metos@hsc.utah.edu
(801) 587-3024

Allison Riederer, MS, RD
Assistant Professor (Lecturer)
allison.riederer@utah.edu
(801) 585-9127

Anandh Velayutham, PhD
Assistant Professor
anandh.velayutham@utah.edu
(801) 581-8376

David Symons, PhD
Professor
j.david.symons@hsc.utah.edu
(801) 581-4769

Jean Zancanella, MS, RD, CD
CMP Academic Advisor, Practice Director
and Assistant Professor (Lecturer)
jean.zancanella@health.utah.edu
(801) 581-5280

Jim Martin, PhD
Director of Undergraduate Studies
and Associate Professor
jim.martin@utah.edu
(801) 587-7704

Joan Benson, MS, RD, CD
Assistant Professor (Lecturer)
joan.benson@health.utah.edu
(801) 587-9056

Kary Woodruff, MS, RD, CSSD
Assistant Professor (Lecturer)
kary.woodruff@utah.edu
(801) 585-5936

Katherine Beals, PhD, RD, CSSD
Associate Professor (Clinical)
katherine.beals@hsc.utah.edu
(801) 581-5417

Kristine Jordan, PhD, RD, CD
CMP Program Director and
Associate Professor
kristine.jordan@hsc.utah.edu
(801) 585-3218

Lisa Joss-Moore, PhD
Assistant Professor (Lecturer)
lisa.joss-moore@hsc.utah.edu
(801) 236-2176

Russell Richardson, PhD
Associate Professor
r.richardson@hsc.utah.edu
(801) 582-1565

Shannon Jones, MS
Associate Instructor
shannon.jones@utah.edu
(801) 581-6730

Staci McIntosh, MS, RD
Assistant Professor (Lecturer)
staci.mcintosh@health.utah.edu
(801) 581-3175

Stacie Wing-Gaia, PhD, RD, CSSD, CD
Sports Nutrition Director and
Associate Professor (Lecturer)
stacie.wing@health.utah.edu
(801) 585-9623

Sydney Abbott, MS, RD
Associate Instructor
sydney.abbott@utah.edu
(801) 581-6730

Theresa Dvorak, MS, RD, CD, CSSD, ATC
Assistant Professor (Lecturer)
t.dvorak@utah.edu
(801) 585-3191

Thunder Jalili, PhD
Director of Graduate Studies and
Associate Professor
thunder.jalili@utah.edu
(801) 585-0399

Wayne Askew, PhD
Professor Emeritus
wayne.askew@health.utah.edu
(801) 581-6730

Department Staff List

Anna Rose Reitz
Administrative Assistant – Academic Affairs
anna.rose.reitz@hsc.utah.edu
(801) 581-6730

Brittany Bellows
Administrative Assistant – Research
(801) 587-7628
brittany.bellows@hsc.utah.edu

Jun Daniel
Accountant
(801) 585-5654
jun@hsc.utah.edu

Sarah Elizabeth Levitt
Associate Director, Administration
(801) 585-9706
sarahelizabeth.levitt@hsc.utah.edu

Table of Contents

Mission and Goals	4
Objectives	4
Accreditation Status	5
Program Costs	5
Financial Assistance	5
Admission Requirements	6
Academic Calendar / Schedule	6
Vacations and Holidays	6
Code of Ethics	10
Health History / Vaccination Record	10
Criminal Background Checks and Drug Testing	10
Safety and Health Insurance	11
Professional Liability Insurance	11
Registration Requirements	11
Assessment of Prior Learning and Credit toward Program Requirements	12
Formal Assessment of Student Learning	12
Attendance / Injury / Illness Policy	13
Academic Retention and Remediation Procedures	14
General Information	14
E-Mail Account	14
Informal Discussions	14
General Facilities	14
Withdrawal and Refund of Tuition and Fees	14
Equal Opportunity and Nondiscrimination	15
Access and Confidentiality of Student Records	15
Grievance / Complaints Procedure	15
Disciplinary Action / Termination	16
Educational Purpose of Practice Experiences	17
Professional Dress Code for Students	18
Verification Statement Procedures	18
FERPA	19
Resources	23

Department of Nutrition and Integrative Physiology

Online Master's Program

Mission and Goals

The mission of the program is to develop dietitians who are prepared to practice clinical and community nutrition and advance the science and practice of dietetics in the fields of Nutrition Education and Research and Sports Nutrition.

This mission is stated in the broad program goals:

1. Develop graduates who are competent professionals with advanced degrees who are prepared for entry level dietetic careers in a variety of environments including nutrition education and research and sports nutrition.
2. Prepare graduates of all tracks and concentrations to progress to leadership roles in nutrition and dietetics.

Expected Learning Outcomes

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

Program graduates will:

- Integrate scientific information and research into practice.
- Use effective nutrition communication skills including written reports, consumer and professional presentations, multimedia approaches, individual consultation, technical research formats, medical charting techniques and successful interactions with healthcare teams.
- Practice dietetics using the nutrition care process model.
- Apply professional, scientific and patient/family ethics in their professional careers.
- Demonstrate cultural competence in providing nutrition information and care, including knowledge of multicultural food practices, community programs and disparities in food, nutrition and healthcare.
- Employ their leadership skills and verbalize the desire for continuing education and professional growth.
- Be prepared to pass the national registration examination for dietitians.

Specific Program Outcome Objectives for the CMP are as follows:

1. CMP students will attain a 92% graduation rate 36 months after starting the program.
2. CMP graduates will achieve a 90% first-time pass rate on the RD exam over a five year period.
3. CMP graduates will be employed in dietetics or a related field 90% of the time when measured one year post-graduation.
4. CMP students will report leadership activities 50% of the time when surveyed post-graduation.

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

Program Costs

Information and details about tuition are available at:
<http://fbs.admin.utah.edu/income/tuition/college-of-health>.

Financial Assistance

The Department of Nutrition and Integrative Physiology offers, on a limited basis, financial assistance to students throughout their graduate work. Department financial aid comes in the form of Teaching Assistantship (TA) and Research Assistantship (RA). TA and RA positions provide financial assistance to graduate students in exchange for teaching/research and/or service related work for the department. A full assistantship consists of tuition waived and a stipend paid throughout the academic year. Students are expected to work 20 hours/week. The department retains the right to subdivide assistantships based upon the number of applicants and department need. Currently the program awards on a competitive basis half-time assistantships with half tuition waived and a stipend paid throughout the academic year. Students are expected to work a minimum of 10 hours per week.

In addition, the College of Health may have limited scholarship/financial assistance. Once a student defends their thesis, they no longer are eligible to receive new financial awards. Financial support awarded prior to the thesis defense will be honored. A master's degree candidate can receive financial support (TA/RA) for a maximum of two years. Students that have TA'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 outside organizations. All students are encouraged to apply for outside funding to support graduate studies. For additional information, please consult the University of Utah Graduate School website and the scholarship tab on the department web page.

Admission Requirements

Admission requirements are described at www.health.utah.edu/nutrition-integrative-physiology. Prospective students may attend open house meetings during Fall semester. Dates are available on the website or by calling the department's main office at (801) 581-6730.

All students accepted into the program must finish undergraduate courses needed to complete all prerequisite deficiencies before matriculation into the master's program.

Vacations and Holidays

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

Labor Day	September 4, 2017
Fall Break	October 8 - 15, 2017
Thanksgiving	November 23 - 26, 2017
Holiday Recess	December 16 - January 7, 2018
Martin Luther King Jr. Day	Monday, January 15, 2018
President's Day	Monday, February 19, 2018
Spring Break	March 18 - 25, 2018
Commencement	May 3, 2018 - University of Utah
Convocation	May 3, 2018 - College of Health

NOTE: For Supervised and Capstone Experience, students are required to follow the holidays of the sponsoring institution.

Academic and CMP Calendar / Schedule

Students in the Coordinated Master's Program are required to complete a minimum of 62 semester hours in approved courses, thesis work and supervised practice experience. Students completing the Focused Area of Study will complete a minimum of 63 semester hours in approved courses, Focused Area of Study work and supervised practice experience. The CMP is designed to be completed in a minimum of two years. However, the student, as mandated by the Graduate School, may take up to four years to complete the degree. The CMP will only be extended beyond two years for an approved leave of absence or the completion of the thesis/focused area of study.

2017-2018 UNIVERSITY ACADEMIC CALENDAR

GENERAL CALENDAR DATES	FALL SEMESTER 2017	SPRING SEMESTER 2018	SUMMER TERM 2018
Class schedule available	Monday, March 6	Monday, September 25	Monday, February 5
Registration dates available	Monday, March 6	Monday, September 25	Monday, February 12
Admission/readmission deadline	Saturday, April 1	Wednesday, November 1	Thursday, March 15
Registration dates begin	Monday, April 10	Thursday, November 2	Monday, March 19
Deadline to apply for graduation	Monday, July 3	Wednesday, November 1	Monday, April 2
Open enrollment	Monday, July 31	Monday, November 27	Monday, April 9
House Bill 60 registration	Tuesday, August 15	Tuesday, January 2	Tuesday, May 8
Tuition payment due	Friday, September 1	Friday, January 19	Wednesday, May 23
Census deadline	Monday, September 11	Monday, January 29	Monday, June 4
University Commencement & Convocation Exercises	N/A	Thurs.-Fri., May 3-4	N/A
College of Law Graduation Exercises	N/A	Friday, May 11	N/A
Grades available	Wed., December 27	Tuesday, May 15	Tuesday, August 14
School of Dentistry Graduation Exercises	N/A	TBD	N/A
School of Medicine Graduation Exercises	N/A	Friday, May 18	N/A
TERM LENGTH CLASSES			
Classes begin	Monday, August 21	Monday, January 8	Monday, May 14
Last day to add without a permission code	Friday, August 25	Friday, January 12	Friday, May 18
Last day to wait list	Friday, August 25	Friday, January 12	Friday, May 18
Last day to add, drop, audit, and elect CR/NC	Friday, September 1	Friday, January 19	Wednesday, May 23
Last day to withdraw from classes	Friday, October 20	Friday, March 9	Friday, June 22
Last day to reverse CR/NC option	Friday, December 1	Friday, April 20	Friday, July 27
Classes end	Thursday, December 7	Tuesday, April 24	Wed., August 1
Reading Day	Friday, December 8	Wednesday, April 25	N/A
Final exam period	Mon.-Fri., Dec. 11-15	Thurs., Apr. 26-Wed., May 2	Thurs.-Fri., Aug. 2-3
FIRST SESSION CLASSES			
Classes begin	Monday, August 21	Monday, January 8	Monday, May 14
Last day to wait list	Friday, August 25	Friday, January 12	Thursday, May 17
Last day to add, drop, audit and elect CR/NC	Friday, August 25	Friday, January 12	Thursday, May 17
Last day to withdraw from classes	Friday, September 15	Friday, February 2	Friday, June 1
Last day to reverse CR/NC option	Friday, September 29	Friday, February 23	Friday, June 15
Classes end	Friday, October 6	Tuesday, February 27	Wednesday, June 20
SECOND SESSION CLASSES			
Classes begin	Monday, October 16	Wednesday, February 28	Thursday, June 21
Last day to wait list	Friday, October 20	Tuesday, March 6	Tuesday, June 26
Last day to add, drop, audit and elect CR/NC	Friday, October 20	Tuesday, March 6	Tuesday, June 26
Last day to withdraw from classes	Friday, November 10	Friday, March 23	Friday, July 13
Last day to reverse CR/NC option	Friday, December 1	Friday, April 20	Friday, July 27
Classes end	Thursday, December 7	Tuesday, April 24	Wednesday, Aug. 1
HOLIDAYS			
Labor Day holiday	Monday, September 4		
Fall break	Sun.-Sun., Oct. 8-15		
Thanksgiving break	Thurs.-Sun., Nov. 23-26		
Holiday recess	Sat., Dec. 16-Sun., Jan. 7		
Martin Luther King Jr. Day holiday		Monday, January 15	
Presidents Day		Monday, February 19	
Spring break		Sun.-Sun., March 18-25	
Memorial Day holiday			Monday, May 28
Independence Day holiday			Wednesday, July 4
Pioneer Day holiday (observed)			Tuesday, July 24

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

Last Updated 4/5/17

Online Master's Program Course Sequence

FIRST YEAR FALL SEMESTER		SECOND YEAR FALL SEMESTER	
NUIP 6360 Medical Nutrition Therapy I M,W 8:05 - 9:25	3	NUIP 6440 Metabolism of Macronutrients M,W 11:50 - 1:45	4
NUIP 6400 Nutrition Communications T,H 12:25 - 1:45	3	FPMD 6100 Biostatistics I, TBA or NUIP 5850 Research Methods, TBA	3
NUIP 5850 Counseling Skills for Dietitians** W 10:45 - 12:15	2	UUHSC 6700 Inter-professional Education (IPE), TBA	0.5
NUIP 6450 Nutrition Biochemistry T,H 8:30 - 10:30	4	Focused Area of Study Elective	3
NUIP 6540 Clinical Assessment Lab T 2:00 - 3:20, H 2 - 5	3	NUIP 6940 Capstone Supervised Practice Experience, TBA	3
		NUIP 6970 Thesis Research or NUIP 6900 Directed Nutrition Research*	
Total	15	Total: 13.5 (thesis) or 15.5 (FAS)	13.5 - 15.5
FIRST YEAR SPRING SEMESTER		SECOND YEAR SPRING SEMESTER	
NUIP 6210 Food Management, Analysis and Development M 12:55 - 2:50, W 12:55 - 3:55	4	NUIP 6460 Metabolism of Micronutrients M,W 9:40 - 11:35	4
NUIP 6220 Nutrition Policy M, W 11:50 - 12:40	3	NUIP 6910 Advanced Sports Nutrition Seminar T 12:25 - 1:45	1
NUIP 6380 Medical Nutrition Therapy II T,H 9:10 - 10:30	4	NUIP 6940 Capstone Supervised Practice Experience, TBA	3
NUIP 6320 Advanced Sports Nutrition & Metabolism T 12:25 - 1:45 Must attend NUIP 5320 T,H 10:45 - 12:05	3	NUIP 6900 Directed Nutrition Research*	2
		OR NUIP 6970 Thesis Research, TBA	3
Total	14	Total: 10 (FAS) or 11 (Thesis)	10 - 11
SUMMER TERM I		SUMMER TERM II	
NUIP 6930 Supervised Practice Experience, TBA	10	Students graduating in Summer must register for NUIP 6900 Directed Nutrition Research*, TBA OR	2
Total	10	NUIP 6970 Thesis Research, TBA in lieu of either fall or spring semester	3

* Focused Area of Study (FAS: non-thesis option)

**Must attend NUIP 6400 November - December for Graduate Seminar

Total Program Credit Hours: 64.5 (focused area of study)

Curriculum Equivalents:

12 - 15 weeks in each semester excluding examination time

1 Credit = 1 lecture hour/week

1 Credit = 3 laboratory hours/week

1 Credit = 60 supervised practice hours

Safety and Health Insurance

The University of Utah and ASUU strongly encourages all students to have health insurance and is able to offer a health insurance plan through United Healthcare Student Resources. For more information, visit <http://studenthealth.utah.edu/insurance/index.php>.

Professional Liability Insurance

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

Travel Liability

The University and the Department of Nutrition and Integrative Physiology do not provide travel liability per University policy.

Registration Requirements

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

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

Assessment of Prior Learning and Credit toward Program Requirements

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

Two options are available:

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

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

Formal Assessment of Student Learning

The program director serves as the student advisor until a focused area of study committee chairperson is chosen. At that point, typically after the first semester, the chairperson serves as the student's advisor. The committee must approve the program of study for the student and committee members are resources for students as they select their elective coursework and FAS projects.

Student learning is assessed through instructor feedback on assignments, course grades and preceptor evaluations. Students must maintain a grade of B- or better in all major graduate course work and at least a C- in non-major courses. In order to graduate from the Department of Nutrition and Integrative Physiology at the University of Utah, a GPA of 3.0 must be maintained. GPA is calculated based on course work only, not thesis research hours. Students not achieving at least 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 the Master of Science (MS) 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 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 the committee will 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.

NOTE: The program degree requirements may differ from the Office of Financial Aid. Students who receive financial aid should consult the Financial Aid Office for information on their requirements.

Attendance / Injury / Illness Policy

The University expects regular attendance at all class sessions. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. All department students are provided with a reasonable number of days off during the program. Absences will be allowed only for illness, injury or in the event of a death within the student's immediate family.

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

Minor Injury:

- Apply First Aid.
- Obtain medical attention if necessary.
- Report the incident to department staff or faculty.
- Consult Environmental Health and Safety at (801) 581-6590.
- Complete form E-1: First Report of Injury.
- Contact the Office of Risk and Insurance Management at <http://riskmanagement.utah.edu/> (801) 581-5590.

Major (Life Threatening) Injury/Illness:

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

MAJOR INJURIES MEDICAL ATTENTION	MINOR INJURIES MEDICAL ATTENTION
Call 911 for an ambulance or go to the nearest emergency room.	Student Health Center at the Madsen Health Center 555 South Foothill Blvd, SLC, UT 84112, (801) 581-6431

Academic Retention and Remediation Procedures

Once admitted to the program on a matriculated status, candidates for the MS degree are required to maintain a cumulative GPA of 3.0 for all graduate course work. Students with a GPA below 3.0 are no longer eligible for tuition waiver benefits.

In the event a student drops below the required GPA, the program director will inform the student in writing that they have been placed on academic probation and are expected to meet GPA requirements within the next academic semester or 9 graduate credit hours. Copies of this letter will be placed in the students' academic file and sent to the Department Chairperson and the student's major advisor. In the event the GPA problem is not rectified within the next academic semester or 9 graduate credit hours, the case will be referred to the Directors Committee. The Committee will review the case and recommend action. During the review process the student and major advisor will be allowed to present their case. The Department Chairperson will inform the student in writing of the final decision.

General Information

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

E-Mail Account

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

Laboratory Facilities

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

Withdrawal and Refund of Tuition and Fees

Students are encouraged to discuss alternatives to withdrawal from the program with the Program Director or Department Chairperson prior to making a final decision. Matriculated students requiring withdrawal from the program must complete a *Recommendation for Change of Graduate Classification* form located at <http://registrar.utah.edu/handbook/graduateclassification.php>. This form along with a cover letter from the student must be presented to the Program Director and Department Chairperson for approval.

The completely approved form must be submitted to the Registrar's Office no later than one week before the first day of the term the change is to be effective. If not submitted on time, the change will not be effective until the next semester. Refund of tuition and fees follow the University of Utah's Refund Policies located at <http://fbs.admin.utah.edu/income/tuitioninfo/rp/>. Any differential tuition paid for the semester is not refunded.

Equal Opportunity and Nondiscrimination

The Online Master's Program follows the equal opportunity and nondiscrimination practices in the selection and management of students. This policy is outlined in *General Policy Statement* contained in the Regulations Manual of the University of Utah 5-106.

The University of Utah is an "Equal Opportunity Employer," and is fully committed to the principle of nondiscrimination in all employment-related practices and decisions, including, but not limited to, recruitment, hiring, supervision, promotion, compensation, benefits, termination, and all other practices and decisions affecting university employment status, rights, and privileges.

University executive, administrative, academic, and supervisory officers exercising Employee management responsibilities are required to take vigorous and appropriate action to assure that all employment-related practices and decisions are made without discrimination, harassment, or prejudicial treatment because of race/ethnicity, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or protected veteran's status.

Access and Confidentiality of Student Records

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

Grievance / Complaints Procedure

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

Procedure: Grievance Concerning Course Work

If the grievance pertains to course work the student should first discuss the matter with the instructor. If the student is not satisfied with the decision of the instructor, the student should take the matter up with the Department Chairperson. The matter should be resolved at this point. Students, who do not agree with the decision of the Department Chairperson, can appeal to a Grievance Committee for a ruling.

Procedure: Grievance Concerning Supervised Practice

If the grievance pertains to supervised practice and the student is not satisfied with the decision of the clinical instructor/preceptor, the student should take the matter up with the Practice Director. Students, who do not agree with the decision of the Practice Director, should take the matter to the Program Director. The matter should be resolved at this point. Students who do not agree with the decision of the Program Director can review the matter with the Department Chairperson. Students, who do not agree with the decision of the Department Chairperson, can appeal to a Grievance Committee for a ruling.

Procedure: Grievance Committee

A Grievance Committee will be convened consisting of one student, the Program Director, one clinical preceptor, one outside faculty member, and the Department Chairperson. No Grievance Committee member can be personally involved in the grievance procedure. The procedure for submitting a grievance to the Grievance Committee is as follows:

1. The student must submit in writing to the Grievance Committee a letter indicating the nature of the grievance and the disciplinary measures taken.
2. The letter will be circulated among the members of the Grievance Committee and a formal meeting will be held within two weeks of the grievance filing. The student should be present at the onset of the meeting to present the grievance verbally.
3. The Grievance Committee will meet privately to review the matter. A decision will be made at that time and the student will be informed in writing of the decision of the Committee.
4. Students who do not accept the decision of the Committee will have the opportunity to submit the grievance to the Dean of the College of Health in the presence of at least one member of the Grievance Committee. The Dean will hear the student's petition verbally. The Dean will notify the student in writing of the decision regarding the grievance.
5. If the grievance is not resolved upon recommendation of the Dean, the student has the prerogative to pursue further action through the Student Behavior Committee of the University of Utah. Procedures are outlined in the Regulations Manual of the University of Utah 6-400.
6. In the rare event the grievance is not resolved by the University of Utah, students may notify the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Disciplinary Action / Termination

Procedures outlined in the University of Utah Regulations Manual 6-400, Section IV govern the CMP disciplinary action and terminations process so as to achieve the least adverse action upon the student. Procedures relating to disciplinary action against a student shall fall under the jurisdiction of the Grievance Committee. Termination from the program will be used sparingly and only for serious violations of misconduct.

Examples of misconduct include but are not limited to:

- Use of drugs or alcohol such that program work is hindered.
- Conviction of a felony.
- Unprofessional behavior toward a patient, client, physician, family member, faculty member staff member or other students.
- Theft.
- Falsifying research data.
- Cheating on course work and/or examination.
- Any other misconduct that the Committee feels warrants dismissal.

Students have the right to appeal the decision of the Committee. The student can present the case before the Dean, and one Grievance Committee representative. Confidentiality will be maintained in handling all types of misconduct and sanctions concerning the student.

Educational Purpose of Practice Experiences

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

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

- Students will not participate in overlapping rotations, course work or other activities that may interfere with supervised practice hours.
- Students will not receive pay for supervised practice during the summer session.
- Employment within or outside the University **must not compromise** the SPE schedule.
- Student will not replace employees.

Professional Dress Code for Students

The student must comply with the standards of dress and appearance outlined by the department. The following standards of appearance are minimum standards that the students must follow.

Business attire includes:

1. Females: Dresses or skirts (of appropriate length) or dress slacks with blouse/shirt/sweater (no jeans or shorts).
2. Males: Dress slacks or trousers with shirt and tie, or polo shirt with collar (no jeans or shorts).
3. Footwear: Clean, comfortable shoes should be worn. No open-toed or open-heeled shoes, sneakers, sports shoes or sandals.

Family Educational Rights and Privacy Act (FERPA)

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

FERPA provides students the following rights regarding educational records:

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

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

Educational records are defined by FERPA as:

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

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

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

Records Not Considered As Educational Records

The following items are not considered educational records under FERPA:

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

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

Types of Educational Records

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

Directory Information

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

- Name.
- Address.
- Phone number and email address.
- Dates of attendance.
- Degree(s) awarded.
- Enrollment status.
- Major field of study.

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should 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.
- University Identification Number.
- Race, ethnicity, and/or nationality.
- Gender.
- Transcripts and grade reports.

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

Prior Written Consent

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

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

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

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

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. Both the dependent student and parents sign written disclosure agreements stating, at minimum, the following:

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

Contact the Office of the Registrar at 801-581-5808, or visit <http://registrar.utah.edu/privacy.php> for additional information.