

**2021 – 2022**

# **Student Handbook**

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UNIVERSITY OF UTAH

SCHOOL OF MEDICINE

POPULATION HEALTH SCIENCES

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## ABOUT THE PROGRAM

The PHS Ph.D. Program employs an interdisciplinary approach to educate students. It educates students in rigorous scientific and analytic methods to improve population health, with a focus on strategies to improve the delivery of care to patient populations. The Ph.D. program includes three emphases: biostatistics, health systems research, and clinical and translational epidemiology. Students will interact closely across the emphases through a group of shared core courses and common research projects that develop cross-disciplinary collaborative skills. This Ph.D. program is designed to collaborate with and complement existing graduate programs at the University of Utah. These include, but are not limited to the Departments of Biomedical Informatics, Family and Preventive Medicine, Pharmacotherapy, Mathematics, Economics, Political Science; and the School of Computing, the College of Nursing, as well as the Master of Science in Clinical Investigation (MSCI) and the Master of Statistics (MSTAT) programs.

### MISSION

The mission of the PHS Ph.D. program is to produce academic leaders who are committed to improving patient and population-oriented care in an increasingly complex health care delivery system.

The objectives of the PHS Ph.D. program are aligned with ongoing initiatives at the University of Utah Health Sciences Center that are focused on improving health care quality and strengthening value-based outcomes. The Ph.D. in PHS will prepare graduates to shape and foster data-driven quality healthcare in this country and abroad. The collaboration between health systems researchers and biostatisticians throughout the program exemplify team-based and collaborative research from inception. There will be seamless transition from students to professionals in the field to leaders in healthcare transformation, mirroring the shift in medicine towards multi- and trans-disciplinary collaboration.

The PHS PhD program is managed by the Director of Graduate Studies and the Education Program Manager.

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[Maureen.murtaugh@hsc.utah.edu](mailto:Maureen.murtaugh@hsc.utah.edu)  
801-585-9216

## PHS TUITION AND FEES

Current tuition rates and a breakdown of fees per semester can be found at:  
<https://fbs.admin.utah.edu/income/tuition/school-of-medicine/>

## ADMISSIONS

This Admissions Committee coordinates the application process from initial review to final acceptance and matriculation. The Admissions Committee is composed of PHS faculty and students.

Applicants apply directly into one of the three emphasis. After review of the applications, the Admissions Committee will nominate their desired applicants for admission into the Graduate School. After verification of education records the Graduate School will approve an applicant in to the program.

Applicants should demonstrate self-motivation and independence with an interest in population science research. While we anticipate that most applicants will have a master's or clinical doctoral degree, applicants with compelling work experience, subject matter expertise, research or exemplary undergraduate coursework will be considered.

The following information must be submitted to the Graduate School via ApplyYourself:

1. Graduate Admission Application completed via ApplyYourself
2. Official transcripts of undergraduate and graduate coursework
3. Graduate Entrance Exam Scores (GRE recommended, but others may be considered with consent of the Department of PHS)
4. For international students, a Test of English as a Foreign Language (TOEFL) score
5. A current Curriculum Vitae
6. A Statement of Purpose (less than 1000 words) that includes research experience and interest and long term career goals
7. A Research Statement describing the research the applicant would like to specialize in during their course of study. Applicants should also include faculty member who they would like to work with in this statement.
8. 3-5 letters of recommendation from individuals with knowledge of the applicant's potential for success in a doctoral program

Admission to the Ph.D. Program in PHS will require:

1. Acceptance to the Graduate School at the University of Utah
2. A minimum GPA of 3.0 in all college and post-baccalaureate work

3. Availability of faculty mentor resources that matches the student's research interest
4. International applicants from non-English speaking countries must demonstrate proficiency in English. Information on how to demonstrate proficiency can be found here: <https://admissions.utah.edu/english-proficiency/>
5. Candidates will be interviewed and reviewed by Department of PHS faculty; and recommended for admission by the admissions committee to the Executive Committee.
6. Completion of departmental pre-requisites

## ACADEMIC ADVISING & MENTORING

### COUNSELING (ADMINISTRATIVE)

Academic counseling for Ph.D. students in the Department of PHS will be coordinated by the department Academic Program Manager and Director of Graduate Studies. The Academic Program Manager will inform students of academic expectations and financial obligations. The Education Program Manager will also advise students on course offerings, compliance with departmental course requirements, and graduation requirements, in order to stay on track and on time for graduation. All tuition benefit positions will be coordinated through the Education Program Manager.

### FACULTY ADVISEMENT AND MENTORING (ACADEMIC)

Each student will be mentored by PHS faculty (or adjunct faculty). If participating in a Research Assistantship or a Graduate Research Assistantship, students will be matched with an individual faculty advisor at admission. Students who are not paired with a mentor during admissions must identify a faculty mentor by the end of their second year. Meetings for advisors and their advisees will be scheduled each semester or as needed during the academic year to ensure that each student is making progress and maintains open lines of communications. Faculty advisors will assist with course plan creation, career development, finding research and scholarship opportunities, selection of dissertation topic, and formation of a graduate supervisory committee for their dissertation.

Students may change their primary faculty advisor as their research interests develop. Change of primary faculty advisor requires a meeting with the Director of Graduate Education and the Education Program Manager.

## CURRICULUM

Curriculum for the Population Health Sciences PhD program is managed by the PHS Curriculum Committee with assistance from the Director of Graduate Studies and the Education Program Manager. The Curriculum Committee is made up of faculty members representing each of the three emphasis within the program.

The Curriculum Committee plans and implements the educational schema of the curriculum; collaborates with faculty, staff, and students on curricular issues; and supports the highest attainment of education, scholarship, and professionalism in accordance with Program's educational mission. This Ph.D. program is novel in its approach and does not have an accrediting body. Instead, an advisory board that comprises qualified persons across the University of Utah, other health systems in Salt Lake City, industry leaders, and national leaders in healthcare research provides oversight.

Members of the Curriculum Committee:

Jacob Kean, PhD  
Megan Vanneman, PhD, MPH  
Angie Fagerlin, PhD  
Sheetal Hardikar, PhD, MBBS  
Jincheng Shen, PhD  
Ben Haaland, PhD  
Jennifer Doherty, PhD, MS

### CURRICULUM COMPONENTS

The interdisciplinary curriculum begins with core courses completed by all students in their first two years. Integrated with the core curriculum, students will take the required coursework of their chosen emphasis as well as electives.

Graduates of the Ph.D. program will have specific knowledge in the emphases within PHS, specifically Biostatistics, Clinical and Translational Epidemiology and Health Systems Research. These graduates will be prepared to become researchers, teachers, thought leaders, and planners in academia, government, and industry through:

1. Coursework: Students in the Ph.D. program will be expected to complete coursework in biostatistics, epidemiology, and research design to develop the tools to conduct independent scholarship in Population Sciences research.

2. Qualifying Examinations: Students will take a qualifying examination to assess their knowledge within their specific discipline and of the tools of research required in PHS.
3. Dissertation: After successful completion of the Qualifying Examination and advancement to candidacy, students will propose, complete the dissertation research and written dissertation, and defend the dissertation work.

## CREDITS

Students who enter the program directly from an undergraduate degree must complete at least 80 credits in accordance with the curriculum. Students who enter the program with an applicable master's degree must earn at least 62 credits in accordance with the curriculum. Students are expected to complete 14 credits for research towards their dissertation. The expected time to earn a PhD is four years for students with a master's degree and 5 years for students with out.

### TRANSFER OF CREDIT

Graduate credit may be transferred from other institutions. Credits transferred from another institution may be used for only one degree. Up to **six credit hours** of transfer credit may be applied toward fulfillment of graduate degree requirements if they are of high letter grade (B or higher; 'credit only' grades are unacceptable), are recommended by the student's supervisory committee, and were taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

### MAXIMUM HOURS

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine credit hours is considered a full load for doctoral degree candidates. If a student would like to take more than 12 credit hours in a single semester, they must notify and get approval from the Director of Graduate Studies.

### LIMITATIONS ON CREDIT

Credit earned by non-matriculated students may or may not apply to a graduate degree program. Graduate programs are designed and approved by faculty committees assigned to supervise each graduate student. Decisions on accepting course credit are made initially by these supervisory committees. Only nine semester hours of nonmatriculated credit, taken no more than three year prior to approval, can be applied toward a graduate degree. Exception to either of these requirements must be requested by the Department Chair or Supervisory Committee Chair and approved by the Dean of The Graduate School. AOCE Ulearn Independent Study (formerly correspondence or home-study) courses are eligible for graduate credit with department approval. Students may not register for CR/NC courses in their major

departments unless a course in the major department is offered only on a CR/NC basis. (See also Credit/No-Credit Grading earlier in this section.)

### COURSE COURSES

All Population Health Science students will take the core courses as described below:

PHS 7000	Advanced Biostatistics in R	3 Credits
PHS 7020	Analysis of Secondary Data	3 Credits
PHS 7030	Applied Modern Causal Inference	2 Credits
PHS 7100	Epidemiology Theory and Methods	3 Credits
	Comparative Health Systems Seminar	2 Credits
XXXX	Research Ethics (student's choice)	

### ELECTIVES

Students are also expected to complete electives as part of their coursework. The number of elective credits required vary by emphasis however all electives must be approved by the student's primary faculty mentor or the Director of Graduate Studies if a student has not yet selected a primary mentor. All electives must be a 6000 or 7000 level course (graduate level) to receive credit towards fulfilling the PhD degree requirements.

### INDEPENDENT STUDIES

As an alternative to traditional course work, students can establish an Independent Study. Independent Studies are learning experiences arranged between a student and supervising faculty member that receive credit. Students interested in establishing an independent study must, with help from the supervising faculty member, submit an Independent Study Proposal to the Director of Graduate Studies for approval. The proposal must include:

1. The faculty member who will be supervising the project
2. The learning objective(s) for the independent study
3. What deliverables with the student produce to demonstrate their mastery of the learning objective(s).
4. The number of hours a week the student will dedicate to the independent study.

Independent study proposals must be submitted to the Director of Graduate Studies two weeks before the start of the semester that the independent study will take place in.

### GRADING/ EXPECTED STANDARDS OF PERFORMANCE

The official student transcript is maintained by the University of Utah's Registrar Office. PHS use grades A – F and credit/no credit.

Criteria for assigning grades reside with course directors. Grading criteria are specified in the respective syllabi. Teaching faculty are responsible for determining the general content of each course, for defining student performance expectations, and for defining and publicizing the criteria upon which students will be evaluated.

Students assigned a grade less than a B- in course will be presented to the Academic Review Committee. The Academic Review Committee will be created ad hoc if necessary and will consist of the student's primary faculty mentor, the Director of Graduate Studies and a member of the Curriculum Committee. If the Academic Review Committee recommends a remediation plan, the remediation of the course must be successfully completed. A grade less than C, even though remediated, will be noted in the internal transcript.

### APPEALING A GRADE/SCORE

Final course grades are composed of graded, scored and pass/fail learning activities in the course (e.g. quizzes, assignments, reflections, etc.). Scored components for the course are defined in the course syllabus.

If a student feels s/he has received an inaccurate grade/score on an individual course component, s/he may appeal the graded/scored component up to three business days after the grade/score is posted. The course director will have three business days to respond to the appeal.

If a student wishes to challenge a course director's decision, s/he may appeal to the Director of Graduate Studies. The student must submit a one-page written appeal summary and schedule an appointment to discuss the written appeal with the within three business days of receiving the unit/course director's decision.

## STUDENT MILESTONES

### SUPERVISORY COMMITTEE

Each student is expected to select a supervisory committee by their second year. This supervisory committee is responsible for approving the student's academic program, preparing and evaluating the qualifying examinations (subject to departmental policy), approving the thesis or dissertation subject, reading and approving the final dissertation, and administering and judging the final oral examination (dissertation defense).

The supervisory committee is made up of five members. The majority of the committee members must be tenure-line faculty with-in the department, one member must be from out-side the department and one member must be a methodologist (biostatistician, epidemiologist, etc. with strong methodology skills). Exemptions to the makeup of the committee will be considered on a student to student basis and may require approval from the Director of Graduate Studies, the Department Chair and the Dean of the Graduate School.

Each supervisory committee is headed by a Committee Chair – typically the student's primary faculty mentor. The chair of the supervisory committee directs the student's research and writing of the thesis or dissertation. If a graduate student's preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

All University of Utah tenure-line faculty members are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly work in the student's general field. Faculty with career-line, adjunct, visiting and emeritus and persons not from the University of Utah may also serve as committee members. These potential members require approval of the dean of The Graduate School (a CV for the proposed committee members must accompany the request). Committee chairs must be selected from tenure-line faculty. Immediate family members are not eligible to serve on a student's supervisory committee.

It is the responsibility of the student to approach prospective committee members to assess their willingness and availability to serve in such a capacity. Faculty may, for justifiable academic reasons, decline to serve on a student's supervisory committee. The process of forming a supervisory committee is completed by filing a **Request for Supervisory Committee form** which can be found on the department's website or requested from the Academic Program Manager. Students are required to invited either the Director of Graduate Studies or the Academic Program Manager to attend the first meeting of the Dissertation Committee to help answer any questions the Committee may have regarding program policies and next steps.

IF students fail to establish a Supervisory Committee by the end of their third year, their academic history will be evaluated by the Academic Review Committee gathered by the Department. The Academic Review Committee review the students' progress in the program and determine any academic action need which may include probation and remediation or dismissal. The Committee will provide the student with their decision in writing.

### QUALIFYING EXAM

The purpose of the qualifying exam is to test the overall competencies in the emphasis that the student has chosen and to evaluate whether the student has in-depth knowledge related to the dissertation work that they are or will be proposing. The faculty anticipates that a student will be the expert in the area of their dissertation topic by the completion of the dissertation, therefore the student should be well on their way by the time they take the qualifying exam. The exam aids the committee by identifying gaps, strengths and weaknesses to address as the student completes their dissertation and other degree requirements.

The qualifying exam is written by the PhD Supervisory Committee (hereafter referred to as "the Committee"). **The Chair of the Committee cannot chair the qualifying exam. Another member of the committee must chair the qualifying exam and must be approved by the Director of Graduate Studies.** Each student proposes research that adds unique information, methods or other types of insights to the field. Therefore, each qualifying exam is an individualized exam and standardization is not possible.

The qualifying exam commonly, but not always, includes the following components:

1. 3-5 questions that address program competencies and the doctoral student's individual research focus;
2. is answered a question at a time, usually one question over the course of one week, using any resource except other students, faculty, or other persons to answer the questions;
3. in totality, is completed over a period of several weeks;
4. is generally evaluated by the committee within 2 weeks; and

5. generally, requires revisions to written responses prior to the oral examination.

The structure and content of the qualifying exam is established by the student's Committee and may deviate from the components above. Students should work closely with their Committee to understand the expectations and format of their unique exam.

In all cases, the Committee prepares questions prior to the beginning of the examination. In all cases, the Committee has the discretion to deviate from the examples above in order to meet the needs of any given student as approved by the chair of the qualifying exam committee.

Responses to questions requiring an essay or literature review will follow the page limits imposed by the Committee and the following formatting guidelines: ½ inch margins, 11-point Arial font, and single-spacing. Page limits exclude references unless otherwise directed by the Committee. Page limits for each question are set and enforced by the qualifying exam committee.

After the completion of the last question, the Committee has two weeks to review the doctoral student responses. The primary author of an exam question assumes primary responsibility for the evaluation of his/her question.

#### ORAL EXAM COMPONENT:

In all cases, after completion (including revisions) of the written exam, the student and his/her committee **meets in person** to clarify candidate responses and probe for further understanding of the material. After the oral examination, the student leaves the room, and the committee members discuss the student responses and assigns a grade for the combined written and oral examination.

The grades for each question are determined by majority vote; the committee chair's vote breaks all ties. The student is then advised of the grade.

The qualifying exam questions are graded as follows: Pass, Revise and Resubmit, or Fail.

- PASS: is awarded when the response is complete, demonstrates a thorough understanding of the concepts tested and the literature associated. Minor issues in writing or in interpretation of literature may exist.
  - Satisfactory response in writing and/or via verbal responses to the committee.
  - Students must pass each question in order to pass the exam.
- REVISE AND RESUBMIT: requires revision of the written response.
  - Revise and resubmit is awarded when the response is not complete, the interpretation of the literature is partially flawed, or the response does not communicate an adequate understanding of the concepts being tested.

- If the student receives a revise and resubmit, the student will have time to prepare a revision for each question they are required to revise. The committee will indicate the time for revision.
- The committee is expected to provide clear, written guidance to the student regarding the components of the response that are not satisfactory.
- A grade of revise and resubmit does not guarantee that the final grade is a pass of the exam.
- At the end of the revision timeline, the Committee reviews the revised answers and then the grade for each question becomes Pass or Fail.
- **FAIL:** The grade of Fail is applied when the response does not answer the question, demonstrates poor understanding or inability to communicate understanding of the concepts.
  - Students must pass all questions to pass the exam
  - The student may take a qualifying exam a maximum of 2 times.
  - Use of incorrect citations or plagiarism in any one question or more result will result in a failed exam.
  - If the student receives a Revise and resubmit, the student will have time to prepare a revision for each question they are required to revise. The committee will indicate the time for revision.
  - The committee will provide clear, written guidance to the student regarding the components of the response that are not satisfactory.
  - A student who the exam will be given a new exam after a minimum period of 3 months.

If students fail to pass their Qualifying Exam by the end of their third year, their academic history will be evaluated by the Academic Review Committee gathered by the Department. The Academic Review Committee review the students' progress in the program and determine any academic action which may include probation and remediation or dismissal. The Committee will provide the student with their decision in writing.

### DISSERTATION PROPOSAL

PhD students work with their faculty mentor and approved committee to write their dissertation proposal. The purpose of the proposal is to ensure that all committee members are aware of and supportive of the research plan the student is proposing for his/her dissertation. **Students must follow the Dissertation Proposal Guidelines and the Dissertation Proposal Check-list as they move through the dissertation proposal process.** These resources can be found on the Departments website or gotten from the Academic Program Manager.

The proposal roughly follows the format of an NIH R01 or F30 or R31 grant. The background in the PhD proposal is longer to allow a thorough review of the literature. The review of literature is excellent preparation for the proposal and for the comprehensive exam. Students should expect to generate many iterations of their proposal before it is finalized. Students should anticipate several committee meetings to discuss specifics of methods used in the dissertation prior to defending their proposal. Components of the proposal are encouraged to be reused for a Ruth L. Kirchstein fellowship (F31 <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>).

Section	Pages
Specific Aims	1
Background: Detailed review of the literature (rigor of prior research and scientific premise, significance and innovation)	8-10
Approach Includes study design, detailed methods including data source, detailed analysis plan	9

#### PROPOSAL DEFENSE

When the written proposal is complete, the student presents the proposal in seminar format to their committee. The student will present their scientific rationale, and detailed methodology for approximately 45 minutes and then the committee members will have the opportunity to comment on the proposal or to ask the student questions. After the presentation and follow-up questions, the Committee will excuse the student and other participants to review the students' performance. After deliberation, the student will be called back into discuss the outcomes of the proposal. The overall time of the proposal defense should be scheduled for 90 minutes.

The student may invite other students, faculty, and relevant professionals to the defense. We encourage students to have at least one other student there to help take notes on committee suggestions and concerns.

The outcome of the proposal presentation can be:

- 1) Student moves forward with the research/ dissertation preparation
- 2) Changes in the written proposal are needed
- 3) Changes to the written proposal and repeat presentation to the committee.

If students fail to pass their Dissertation Proposal Defense by the end of their third year, their academic history will be evaluated by the Academic Review Committee gathered by the Department. The Academic Review Committee review the students' progress in the program and determine any academic action which may include probation and remediation or dismissal. The Committee will provide the student with their decision in writing.

### PHS DISSERTATION

Students have two options when completing their dissertation. They can submit three manuscripts compiled into a single, cohesive work OR they can submit a traditional book style manuscript.

Students choosing the three-manuscript style must submit their three manuscripts to journals approved by the supervisory committee. The three manuscripts must be related and form a cohesive whole. The text of the submitted manuscripts form central part of the student's dissertation. The dissertation must also include an abstract, introduction, conclusion or discussion, references, and other required pages in the same manner as a traditional dissertation. Students will also work closely with their supervisory committee on the topic, 'relatedness,' and timing of paper submission. Manuscripts must be approved by the student's supervisory committee and submitted to an approved journal. Publication, though desirable, is not required.

Students who choose the traditional book style will work with their supervisory committee to determine the appropriate chapter content and length.

#### DISSERTATION DEFENSE:

After compiling their dissertation, students must schedule their Dissertation Defense. The Dissertation Defense is open to the public and must include the student's Committee, the Director of Graduate Studies, the Academic Program Manager, and the Department Chair. The student must submit their dissertation to their committee one month in advance of the defense date.

The defense should be scheduled for approx. 90min with 45 min reserved for presentation of the dissertation, 15 min for questions from the Committee and audience, and 30 min for closed door deliberation for the Committee. After deliberation, the Committee will call the student in to announce the outcome of the defense: Pass, Fail, Revise and Resubmit.

If a student Passes their defense the committee will sign the Doctoral Supervisory Committee Approval Form from the Graduate School (<https://gradschool.utah.edu/thesis/forms/>).

#### DISSERTATION SUBMISSION

After the supervisory committee approves the dissertation, the student must submit the document to the University of Utah Graduate School Thesis Office, which has additional requirements and rules. Additional chapters to introduce and connect the individual manuscripts may also be required. We recommend that students meet with a Thesis Office Editor the semester before they graduate to review expectations.

Students should be aware of the submission deadlines with in the semester they intend to graduate. The Thesis Office requires two submissions of each thesis. The first is to review the format and the second is the final submission. Due dates can be found on the Graduate School Thesis Office Website: <https://gradschool.utah.edu/thesis/calendar/>

Thesis and Dissertation Editor:

201 S. President's Circle Room 302  
Salt Lake City UT 84112  
Phone: 801.581.8893 or 581.5076  
URL: <http://www.gradschool.utah.edu/thesis/>

A Handbook for Theses and Dissertations contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it edited by the Thesis Editor, and filing it as the final step in graduation. The Handbook includes an explanation of the University of Utah format, examples of forms and essential pages for the thesis, a list of departmentally-approved style guides, and a discussion of copyright issues.

A copy of the Handbook is available on The Graduate School website at <http://gradschool.utah.edu/thesis/handbook/>.

If students fail to pass their Dissertation Defense and have their manuscript accepted for publication by the end of their fourth year, their academic history will be evaluated by the Academic Review Committee gathered by the Department. The Academic Review Committee review the students' progress in the program and determine any academic action which may include probation and remediation or dismissal. The Committee will provide the student with their decision in writing.

## **STUDENT RESPONSIBILITIES**

### STUDENT RIGHTS AND RESPONSIBILITIES

Graduate students in PHS are expected to adhere to the University of Utah Policy 6-400: Code of Student Rights and Responsibilities ("Student Code").

<http://regulations.utah.edu/academics/6-400.php>

### STUDENT ATTENDANCE AND EXPECTATIONS

The primary responsibility of students is to develop a customized education plan with educational objectives related to future goals and master its educational objectives. It is the student's responsibility to ensure they work closely with the Academic Program Manager, the Director of Graduate Studies and their faculty mentor to meet the requirements of the degree. Students are expected to be active participants in their education and be proactive in seeking opportunities that will further their education and career.

New information, knowledge and skills in the curriculum are foundational and integrated to build on previously introduced material. Teaching formats include formal classroom learning activities and laboratory sessions, research experiences, and collaborative learning as well as independent learning activities. Interactions between students and faculty are critical to the educational experience and these learning experiences cannot be duplicated. Hence, attendance is a professional responsibility and is mandatory. Students are expected to attend all scheduled learning experiences.

#### CLASSROOM HOURS

All PHS classes are taught in person. All classroom activities are defined on a course by course basis. Faculty office hours are defined in the course syllabi.

#### CLASS CANCELLATION

University of Utah official class cancellations apply only to non-research activities. Students with research responsibilities are expected to remain on service unless excused by supervisory research personnel or course director.

When it is necessary to cancel classes at the University of Utah, official notice will be given by the President's Office through the KUED TV (Channel 7) and KUER (FM90) and the campus alert system.

All students are encouraged to sign up for campus alerts at: <http://www.campusalert.utah.edu/>

#### MISSED CLASS, EXAMINATION, OR LEARNING ACTIVITY

Occasionally, life circumstances or professional events may interfere with a student's ability to attend a learning activity or take a scheduled quiz or examination. Requests for an excused absence from learning activities or for quiz/exam rescheduling will be considered when health or life circumstances would preclude class attendance or quiz/exam performance. Such circumstances might include presentation of

investigational work at professional meeting, death in the immediate family, serious illness, the birth of one's child, a family emergency, accident, or trauma.

In the event of an anticipated absence (student knows of conflict in advance) students must notify their instructors if they are unable to attend class. Students should inform their instructors as soon as they are aware of a conflict. Instructors may require additional work to make up for missed classes. Any decisions regarding missed courses are left to the discretion of the instructor.

#### EMERGENCY OR UNANTICIPATED ABSENCE (STUDENT DOES NOT KNOW OF CONFLICT IN ADVANCE)

In the case of an unexpected or emergency situation, the student must notify the instructor as soon as possible. If the student is unable to reach the instructor then he or she should notify their faculty advisor, the Director of Graduate Studies and/or the Education Program Manager.

Director of Graduate Studies  
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Examinations, assignments, research experiences missed due to an emergency must be rescheduled and completed within 72 hours, unless there are extraordinary circumstances (such as a student's ongoing hospitalization). If, due to circumstances beyond the student's control, s/he is unable to reschedule a missed exam, assignment, or research activity in this time frame, the Graduate Education Director, Program Director and course director will determine the appropriate timeframe.

If a student demonstrates a pattern of missing examinations, assignments, or research activities on an emergency basis, they may be asked to provide written documentation from a third party explaining the nature of the emergency.

#### UNEXCUSED ABSENCE

An "unexcused absence" is defined as an absence in any course that has not been approved. A first unexcused absence will prompt the student meeting with the cognizant dean who may impose disciplinary action appropriate to the circumstances. A second unexcused absence will trigger a second meeting. Students with a third unexcused absence will be presented to the Academic Review Committee, which has access to a full range of disciplinary actions, including dismissal.

## GUIDELINES FOR PROFESSIONAL DRESS

It is important that students dress in a manner that is respectful to their professors, classmates, research participants, patients and staff. When conducting research or interacting with participants, student dress will present a professional appearance and comply with accreditation (<http://medicine.utah.edu/paa/programs/dresscode.php>) and Occupational Safety and Health Administration standards as applicable.

Students in violation of the dress code or the guidelines above may be asked to change into appropriate attire. Repeated violations will be addressed by the Program Director with referral to the Academic Review Committee as necessary.

## STUDENT IDENTIFICATION BADGE

After admissions students will be issued a photo identification name badge through the U Card Office. Students must have their name badges with them at all times when on campus. When participating in research or clinical activities off-site. Institution-specific photo identification name badges will be issued to students rotating through different research venues.

University Identification (UID) badges are a regulatory requirement and an important tool to help ensure a safe environment for workforce members, non-staff members, patients, and other visitors to University Health Care sites. Only the U Card Office, in conjunction with Hospital Security, may approve the attachment of necessary pins and stickers to UIDs.

When in the hospital, a student's UID badge must be worn so that it is easily readable by patients and hospital personnel unless covered by PPE. The badge may not be clipped to a waistband or belt, put inside a pocket or otherwise obscured by clothing unless covered by PPE.

The student's UID badge provides entry into the Williams Building, the School of Medicine, campus recreational facilities and afterhours access to the Health Education Library. Student ID badges will can also be used to access public transportation for free in Salt Lake County. There are additional benefits offered by businesses in Salt Lake City. A full list can be found at: <https://ucard.utah.edu/>

The UID badge is issued to students free of charge. If the card is lost or damaged, or if a name change is required, there will be a replacement cost.

UCard Offices

Student Union Building

200 South Central Campus Drive, #158  
801-581-2273

Hospital Acute Care Center (ACC)  
LL2, Room B016  
801-581-5955

## **POLICIES AND PROCEDURES**

### STANDARDS OF CONDUCT

The University of Utah PHS Program will provide an educational environment that facilitates and enforces behaviors and attitudes of mutual respect between teachers (faculty, teaching assistants, and staff) and student learners.

Students have a right to support and assistance in maintaining a climate conducive to thinking, learning and trying out new ideas. University teaching reflects consideration for the dignity of students and their rights as persons. Examples of behaviors or situations that are unacceptable include, but are not limited to:

- Discrimination based on race, color, religion, national origin, gender, age, sexual orientation, disability, and veteran status
- Verbal abuse, profanity, or demeaning comments
- Inappropriate or unprofessional criticism which belittles, embarrasses, or humiliates a student
- Unreasonable requests for a student to perform personal services
- Grading used to punish or reward a student for nonacademic activities rather than to evaluate performance
- A pattern of intentional neglect or intentional lack of communication
- Requiring students to perform tasks beyond their level of competency without adequate supervision
- Student work hour expectations that exceed resident work hour guidelines
- Sexual harassment
- Unwanted physical contact
- Other infractions as defined by University Policy  
(<http://www.regulations.utah.edu/academics/6-400.html>)

Feedback is a necessary part of the educational process. When students fail to meet educational standards, appropriate constructive comments are necessary. An

evaluation that is corrective is not, by definition, abusive. However, feedback should be given in such a way as to promote learning.

#### DEFINITIONS AND PROCEDURES

The University of Utah is fully committed to policies of equal opportunity and nondiscrimination. University policy prohibits any form of discrimination, harassment, or prejudicial treatment on the basis of age, race, gender, sexual orientation, color, national origin, disability status as a Veteran or disabled Veteran or Veteran of the Vietnam era.

The following are the procedures of the University of Utah with regard to identification of candidates with disabilities, and the provision of reasonable accommodations appears below. For purposes of this procedure, a matriculated candidate becomes a student on the first day of class. The first day is the first day of Orientation or the first day of class. Although a candidate may voluntarily self-identify as a person with a disability, the School can only accommodate diagnosed disabilities.

Students seeking accommodations for a disability must contact the University's Center for Disability Services (CDS). The student must follow procedures of the CDS to document the existence and the nature of the disability and to request accommodation. <http://disability.utah.edu/>.

#### DEFINITIONS

The definition of disability may be found in the Americans with Disabilities Act, with the exclusions as referenced in the Act. That definition is as follows, "an individual is disabled if he or she,

- 1) has a physical or mental impairment that substantially limits one or more of the Individual's major life activities; or
- 2) has a record of such an impairment; or
- 3) is regarded as having such an impairment."

#### PROCEDURES

- a. To establish the existence of a disability and to request accommodation, candidates must contact the University's Center for Disability Services (CDS). The candidate must then follow the procedures of the CDS to document the existence and nature of the disability.
- b. Once the need for reasonable accommodations has been established, the CDS and the PHS Program, in consultation with the candidate, will decide appropriate accommodations that will be specified in a written document, signed by all parties. All documents relating to the candidate's disability will be placed in a confidential file separate from his/her academic records. The

- School will then direct the appropriate course directors to provide the accommodation.
- c. If the School offers a candidate a reasonable accommodation and he or she refuses it and subsequently experiences academic difficulty, then the candidate will be treated as any other candidate who experiences academic difficulty.
  - d. A candidate may seek to establish a disability and request reasonable accommodation at any time before or after matriculation.
  - e. A candidate should claim and establish the existence of a disability prior to the onset of academic problems. The School of Medicine, PHS Program shall have no obligation to remediate an academic failure resulting from a claimed disability that was not brought to the attention of the School of Medicine, PHS Program and addressed in a timely fashion.
  - f. All claims and proceedings under this provision will be kept confidential to the extent provided by law and University policies. Dissemination of information related to the existence of a disability will be restricted to University administrators with a legitimate need to know this information. Except as provided by law, no mention of the candidate's disability will appear in any School of Medicine, PHS Program correspondence with external agencies, unless the candidate specifically requests such disclosure in writing.

Questions regarding this policy should be directed to the Office of Equal Opportunity/Affirmative Action.

Office of Equal Opportunity/Affirmative Action  
801-581-8365  
<http://www.oeo.utah.edu/>

## PARENTAL LEAVE POLICY

### Academic Parental Leave

Students who have children during the academic year have two options available to them on how to proceed with their course work.

- Students can take a formal Leave of Absence from the program, <https://registrar.utah.edu/handbook/leave.php>
- Students may elect to participate in an extended semester. The extended semester allows students to register for and participate in courses, but with extended deadlines to complete their course work. Participation in this option requires that students attend a minimum of 80% of classes within each course and allows students to receive an Incomplete at the end of the semester. For example, for a three-credit course, 20% of course work leave equates to 8

classroom hours per course that the student is not required to attend. Students would be subject to all the current policies surrounding Incompletes as defined by University of Utah Academic Policy 6-100, Section III.

<https://regulations.utah.edu/academics/6-100.php>

- o This policy is intended to be used in the semester during or after the birthdate or adoption date of the child. However, if the date of birth or adoption is within 4 weeks of the end of Fall Semester students may elect to distribute their hours of course work leave between both fall and spring semester. If a student elects to do this, they are NOT eligible to receive an incomplete during both fall and spring semester and must choose which, if any, semester they will request incompletes for.

#### Graduate Research and Teaching Assistant Parental Leave

The Department of Population Health Sciences will provide up to 6 weeks of Parental Leave to graduate students in good standing who are participating in a Graduate Research or Teaching Assistantship. During the 6 weeks students will receive their full stipend and benefits. Additional time off will be at the discretion of the student's funder. Students should be aware that taking unpaid time off may result in not meeting the minimum support levels required to qualify for the Tuition Benefit Program. If a student does not meet the minimum support level they will be responsible for paying tuition to the University for the credits they take during the relevant semester(s).

Ordinarily this six-week period will begin with the birth or adoption date of the child but adjustment may be made to accommodate any issues that arise before the birth or adoption of a child. Students who experience a medical condition associated with their pregnancy, and/or need additional accommodations recommended by their medical provider, should contact the Office of Equal Opportunity and Affirmative Action ([oeo@utah.edu](mailto:oeo@utah.edu); 801-581-8365), which will work with the student, cognizant faculty and/or administration, to determine what accommodations are reasonable and effective. If additional medical complications arise that require longer term medical care, the student should seek a leave under the Leave of Absence Policy. Students taking Parental Leave are also beholden to the University of Utah regulations around Parental Leave if both parents are employees at the University.

#### PLAGIARISM POLICY

The Department of Population Health Sciences adopts the University of Utah definition of plagiarism which is as follows: "**Plagiarism** means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression." (See [Student Code](#) B Definitions. 2c.) (see

<http://campusguides.lib.utah.edu/c.php?g=237735&p=1585525>) If you are not clear on the definition of plagiarism please visit the University of Utah webpage (<https://regulations.utah.edu/academics/6-400.php>) for resources, ask your course director or a University of Utah Librarian.

The Department of Population Health Sciences will use software to evaluate written assignments for plagiarism. The faculty in PHS recognize that writing is difficult. Any student may use the University of Utah Writing Center program for graduate students (<https://writingcenter.utah.edu/Gradstudentservices.php>).

Every incidence of plagiarism or suspected plagiarism are reported to the Director of Graduate Studies and the Chair of the Department. Penalties are applied programmatically, that is for the student and not by the class, as follows:

- **First offense:** repeat the assignment with maximum 50% of the points.
- **Second offense:** failure of the assignment. This may cause a student to fail the course and lead to further academic action.
- **Third offense:** Failure of the course and academic sanctions including dismissal from the program.

### INFORMATION RESOURCES POLICY

This excerpt from the University of Utah Information Resources Policy covers acceptable use of computer/information resources made available to students. <http://www.regulations.utah.edu/it/4-002.html>

#### PURPOSE

To outline the University's policies for students, faculty and staff, concerning the use of the University's computing and communication facilities, including those dealing with voice, data, and video. This policy governs all activities involving the University's computing facilities and information resources, including electronically or magnetically stored information. Every user of these systems is required to know and follow this policy.

#### SCOPE

This policy applies to all members of the University of Utah community, and governs all storage and communications systems owned by the University, whether individually controlled or shared, stand alone or networked.

Individual departments and colleges serve diverse purposes and diverse constituencies; therefore, they have broad discretion in establishing reasonable and appropriate policies and "conditions of use" for facilities under their individual control. Departmental policies shall be consistent with this policy although they may provide additional detail, guidelines and/or restrictions.

## DEFINITIONS

Information Resources include any information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of information. This definition includes but is not limited to electronic mail, phone mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

User includes anyone who accesses and uses the University of Utah Information Resources.

## POLICY

The University of Utah makes available Information Resources that may be used by University students, faculty, staff and others. These resources are intended to be used for educational purposes and the legitimate business of the University and in a manner consistent with the public trust. Appropriate use of the resources includes instruction, independent study, authorized research, independent research and the official work of the offices, departments, recognized student and campus organizations of the University.

Access to computer systems and/or networks owned or operated by the University of Utah impose responsibilities and obligations on its Users. Access is granted subject to University and Board of Regents policies, and local, state, and federal laws. Appropriate use is ethical, reflects academic honesty, and shows restraint in the utilization of shared resources. Appropriate use is consistent with intellectual property rights, ownership of data, system security mechanisms, and rights to privacy and to freedom from intimidation, harassment, and annoyance.

It is the University's policy to maintain access to local, national and international sources of information, and to provide an atmosphere that encourages access to knowledge and sharing of information. The University also strives to create an intellectual environment in which students, staff, and faculty feel free to create individual intellectual works as well as to collaborate with other students, staff and faculty without fear that the products of their intellectual efforts will be violated, misrepresented, tampered with, destroyed, stolen or prematurely exposed. Nothing in this policy guarantees that violations of this policy will not occur or imposes liability on the University for any damages resulting from such a violation.

The personal use of University resources is covered in the University's Conflicts of Interest policy, [Policy 1-006](#) and in [Policy 6-316](#); and [Policy 5-207](#).

The University retains the right to allocate its information resources and to control access to its electronic communications systems.

#### PRIVACY

Electronic communications systems have inherent limitations. No computer security system can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Moreover, electronic documents may be disclosed pursuant to public records law or in the discovery process.

Users shall respect the legitimate expectations of privacy of others. However appropriate administrators and network managers may require access to records and data typically taken to be private. In particular, individuals having official computer or network responsibilities, such as system administrators, network supervisors, system operators, postmasters or others who cannot perform their work without access to documents, records, electronic mail, files or data in the possession of others, may access such information as needed for their job responsibilities. Whenever practical, prior notice should be given for other than trivial intrusions on privacy.

The University reserves the right to concurrently monitor an employee's electronic communications when such monitoring is necessary to the evaluation of their job performance quality. The University will notify employees when such monitoring or surveillance may occur. This monitoring will comply with the following restrictions:

- all monitoring will be relevant to work performance;
- employees will be given access to information about their work gained through monitoring;
- disclosure and use of resulting data will be restricted to University-related purposes.

#### INDIVIDUAL RESPONSIBILITIES

Users shall respect the privacy and access privileges of other users both on the University campus and at all sites accessible through the University's external network connections.

Users shall treat institutional data, files maintained by other users, departments, or colleges as confidential unless otherwise classified pursuant to state or federal statutes, regulation, law or University policy. Users shall not access files or documents belonging to others, without proper authorization or unless pursuant to routine system administration.

Users shall not falsely identify themselves and will take steps to correct misrepresentations if they have falsely or mistakenly identified themselves.

In making appropriate use of Information Resources users must:

- Use Information Resources only for authorized purposes;
- Protect their User ID from unauthorized use;
- Be considerate in their use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals or other resources.

Users must respect the integrity of computing systems and networks, both on the University campus and at all sites accessed by the University's external network connections. As such, in making appropriate use of Information Resources Users must NOT:

- Gain, attempt to gain or help others gain access without authorization;
- Use or knowingly allow other persons to use University Information Resources for personal gain, for example, by selling access to their User-ID's, or by performing work for profit or contrary to University policy.
- Destroy, damage or alter any University Information Resource or property without proper authorization;
- Waste computing resources, for example by implementing or propagating a computer virus, using destructive software, or inappropriate game playing; or monopolizing information resources for entertainment or personal use;
- Harass or intimidate others in violation of law or university policy;
- Violate laws or University policy prohibiting sexual harassment or discrimination on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation, or veteran status;
- Attempt to monitor or tamper with another user's electronic communications or copy, change, or delete another user's files or software without the explicit agreement of the owner(s); or
- Violate state and federal laws pertaining to electronic mailing of chain letters and other unauthorized use of computing resources or networks;
- Make or use illegal copies of copyrighted or patented software, store such copies on University systems, or transmit such software over University networks;
- Attempt without authorization to circumvent or subvert normal security measures or engage in any activity that might be harmful to systems or information stored thereon or interfere with the operation thereof by disrupting services or damaging files. Examples include but are not limited to: running "password cracking" programs, attempting to read or change administrative or security files or attempting to or running administrative programs for which permission has not been granted, using a telnet program to connect to system ports other than those intended for telnet, using false

identification on a computer or system or using an account assigned to another, forging mail or news messages; and

- Transfer software, files, text or pictures in violation of copyright and/or pornography laws, or transfer software or algorithms in violation of United States export laws.

#### ENFORCEMENT AND SANCTIONS

A violation of the provisions of this policy or departmental policy is a serious offense that may result in the withdrawal of access and in addition may subject the User to disciplinary action or academic sanctions consistent with University policies and Procedures.

Incidences of actual or suspected non-compliance with this policy should be reported to the appropriate authorities. Disciplinary actions or academic sanctions will be assessed in accordance with the following: Violations of this policy by a faculty member shall be the basis for disciplinary action in accordance with [Policy 6-316](#), Code of Faculty Responsibility.

Violations of this policy by a staff member shall be the basis for disciplinary action in accordance with [Policy 5-111](#), Disciplinary Actions and Dismissal of Staff Employees, and [Policy 5-203](#), Staff Employee Grievances and Appeals.

Violations of this policy by a student shall be the basis for disciplinary action in accordance the University Student Code, [Policy 6-400](#).

A systems administrator may immediately suspend the access of a User when the administrator reasonably believes the:

User has violated University policies or law; and

User's continuing use of Information Resources will result in: (1) damage to the Information Resources systems, (2) further violations of law or policy or (3) the destruction of evidence of such a violation.

User shall be informed of his/her right to immediately appeal such a suspension to the cognizant head of the department or unit. Permanent revocation of privileges shall be imposed solely through the disciplinary processes set forth in paragraph 2 above. (Section V.D.2).

Users who are not faculty, staff or students may have their access to Information Resources unilaterally revoked if they violate this policy.

#### DRUG FREE ENVIRONMENT

##### PURPOSE

To provide the policy, procedures, and programs for the maintenance of a drug-free workplace and educational environment that applies to all graduate students, and to provide for compliance with federal law regarding prevention of illicit use of drugs and the abuse of alcohol, and to provide for compliance with federal law requiring a program to prevent the illicit use of drugs and the abuse of alcohol.

#### REFERENCES

Federal Law, Drug-Free Workplace Act of 1988 Federal Law, Drug-Free Schools and Communities Act Amendments of 1989

UU Policy 5-113: Drug-Free Workplace

UU Policy 6-400: Code of Student Rights and Responsibilities

#### DEFINITIONS

Educational Environment: A classroom, clinical location, or other educational setting in which education or other activity is conducted under the auspices of the University of Utah.

Graduate Student: Any student who has accepted an offer of admission or who is matriculated in the University of Utah PHS.

Controlled Substance: Any controlled substance in schedules I through V of Section 202 of the Utah Controlled Substance Act (21 U.S.C. 812). A list of these schedules is available online at: [http://le.utah.gov/~code/TITLE58/htm/58\\_37\\_000400.htm](http://le.utah.gov/~code/TITLE58/htm/58_37_000400.htm)

All substances listed in the federal Controlled Substances Act, Title II, P.L. 91-513, are considered controlled. A copy of these schedules is available for review by any member of the University community in the Office of Personnel and Benefits and Student Counseling.

Criminal Drug Statute: Criminal drug statute involving the manufacture, distribution, dispensation, use or possession of any controlled substance or alcohol.

Conviction: Finding of guilt for a crime by a court of competent jurisdiction, including a "No Contest" plea.

#### POLICY

It is the policy of the University of Utah to establish, promote and maintain a drug free, safe and healthy working and educational environment for all students.

It shall be a violation of this policy for any student to engage in the unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance. This includes being under the influence or impaired in activities anywhere in the educational environment of the University of Utah, or in any manner that

violates criminal drug statutes. Unauthorized use or possession of alcohol anywhere in the educational environment of the University of Utah is also prohibited.

In appropriate cases, students may be referred to local substance abuse experts for evaluation and/or treatment. In these cases, compliance with evaluation and treatment protocols may be established as a precondition to continued enrollment in the University of Utah. If a student fails to follow the established evaluation or treatment protocol, the case will be re-examined by the Academic Review Committee and appropriate sanctions, including disciplinary measures or dismissal, may ensue.

Students are encouraged to self-identify to the Director of Graduate Education when they have problems with drug or alcohol abuse. Students who self-identify may be granted a leave of absence to secure treatment without prejudice to their academic standing. In such cases, confidentiality will be maintained, to the extent possible, by the PHS Department in accordance with University of Utah Student Code.

## HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule provides federal protections for personal health information and gives patients an array of rights with respect to that information. At the same time, the Privacy Rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes. A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing.

The Learning Management System (<https://hrit.utah.edu/lms>) a University-wide e-learning studio provides online HIPAA Compliance training modules and competency testing on learned material.

HIPAA training and certification must be renewed annually.

A HIPAA violation by a graduate student is considered a breach of professional responsibility. As such, all violations will be referred to the Director of Graduate Education. <http://www.regulations.utah.edu/academics/6-400.html>

## STUDENT GROUP FUND-RAISING POLICY

Students from the Colleges of Nursing, Pharmacy, Health, and the Schools of Medicine must obtain written approval from their respective Dean or designee in the Office of

Student Life and from the development office for any fund-raising activity before proceeding.

The full-time development staff is authorized to conduct fund-raising activities in the university's name in accordance with these guidelines and with the University of Utah Policies and Procedures. Development or fundraising activities campus-wide are to be coordinated with the Health Sciences Development Offices.

Students seeking private funding for any amount must complete and submit a Request for Fund-Raising Approval form to the Health Sciences Development Office (540 Arapleen, Suite 120, SLC, UT. Phone 801-585- 7709). The form must have all approval signatures, including the Dean's, before the request will be considered. No solicitations of donors may take place without an approved Fund-Raising Approval form in hand.

Solicitation of an approved donor must take place within two months of the date of approval. During that time, no other University of Utah entity can solicit that donor unless approval is obtained from the vice president of development.

A list of all donor prospects must be submitted to the Health Sciences Development Office prior to soliciting any gifts.

A list of all donors solicited and amounts given must be submitted to the Health Sciences Development office at the completion of the fund-raising in order to record the gifts appropriately.

No students may solicit gifts from any donor whose name appears on the President's reserve list that is on file in the Student Life Office.

Students will be personally responsible and liable for the collection and safe keeping of the gift. Ultimate use of any funds raised will be overseen by a department or college administrator.

Raised funds must be deposited through the Health Sciences Development Office into student accounts overseen by the Dean or a faculty/staff designee.

Gifts-in-kind (furniture, food, etc.) must be receipted for the amount specified by the donor(s). Students must not solicit the department or the researchers in their areas.

In order to sell T-shirts or other paraphernalia with the caduceus or U of U Logo on it, prior approval must be obtained through the U of U Bookstore.

### INDUSTRY RELATIONS POLICY

The University of Utah is committed to outstanding education, research and patient care that are free from inappropriate external influences. We recognize the important partnership between industry and academia in advancing all of these missions. The

purpose of this policy is to set standards of education and interaction between students and industry entities or representatives. This policy applies to all students within PHS. Students will not interact with industry representatives unless it has prior approval of the Department Chair and is in the presence of a faculty member to provide oversight and integrate into the information into the educational curriculum.

Specific caution must be invoked for faculty and staff members interacting with the industry representatives; faculty and staff members must comply with University policy regarding industry relations.

(See <http://www.regulations.utah.edu/healthSciences/supplementalrules/som-001.html>)

- Promotional Material and Gifts from Industry Representatives
- Promotional materials. Industry representatives are not permitted to distribute, post, or leave any printed or handwritten materials, advertisements, signs or other such promotional materials anywhere on the campus, unless otherwise specified in this policy. Moreover, unsolicited educational, promotional or informational materials may not be given to physicians, trainees and staff unless explicitly requested. Any distribution of promotional or informational materials to trainees must be done under the supervision of a faculty member and with approval of the cognizant dean.
- Patient educational materials. Industry representatives are strictly prohibited from providing educational materials of any kind directly to patients or their families or leaving these materials in areas accessible to patients or trainees. Educational materials must be given to a faculty member for review. There can be no company/industry promotional message on educational materials. The source of the materials may be acknowledged, but product promotion will not be permitted. The cognizant dean may, at his/her sole discretion, distribute educational materials that are useful to patients.
- Public Areas. All public areas, including faculty, staff or trainee lounges, must be free of any materials that bear the name of a particular product or company.
- Industry-sponsored Scholarships and Educational Funds for Trainees
- Industry funding for scholarships and other educational events may only be accepted as provided below. The funding mechanisms relevant to this policy include grants for educational initiatives, scholarships, reimbursement of travel expenses, or other non-research funding in support of scholarship or training. Specifically, the industry funding must comply with all of the following:
  - Fellowships directly from industry, whether merit-based or not, must be approved by the Dean's office for compliance with this policy.
  - Students and/or trainees who receive industry sponsored scholarships or other educational funding must go through the same selection process as other

students/trainees supported by departmental funds. The Department of PHS must select the student or trainee.

- Industry will not have any input in selection of students/trainees, except in cases of competitive industry-sponsored awards that are open to trainees of multiple institutions based on merit
- The funds are provided to the Department of PHS and not directly to student or trainee.
- The PHS Department has determined that the funded conference or program has educational merit.
- The educational activity for which this scholarship applies must not be limited to a single industry representative's product.
- Neither the Department nor the recipient shall be subject to any implicit or explicit expectation of providing something in return for the support (i.e., a quid pro quo).
- The name of the Department or the attendee's affiliation with the Department may not be used to imply endorsement of a product or service by the school.
- These provisions do not apply to educational programs for students at national or professional society meetings, awards, or travel grants presented by professional societies, or refereed competitive awards that are free of commercial influence.
- Student and Trainee Education and Expectations regarding Professionalism
- Educational programs will be included in the curricula for students and trainees that address the issues of professionalism and relationships with industry.
- Industry support for educational activities of students and trainees is prohibited, except as expressly permitted in this document.

### OVERSIGHT, NONCOMPLIANCE AND ENFORCEMENT

The Chair of PHS shall have oversight responsibility for this policy. The Dean shall periodically review cognizant dean decisions under this policy to assure a reasonable level of consistency and integrity in the application of this policy.

Industry Representative Non-Compliance: PHS faculty, trainees, staff and students shall report noncompliance by industry representatives with this policy to the appropriate office/department.

Employee and Student Non-Compliance: Suspected violations of this policy by PHS students will be referred to the individual's dean, who shall determine what actions, if any, shall be taken. Violations of this policy may result in various levels of sanction including but not restricted to: reprimands, fines, probation, suspension and/or dismissal pursuant to 1) the Code of Faculty Rights and Responsibilities, Policy 6-316, 2) staff disciplinary policies and procedures, [Policy 5-111](#), and 3) the Code of Student Rights and Responsibilities, [Policy 6-400](#), and the PHS Student Handbook.

## ACADEMIC MISCONDUCT

Graduates of the Ph.D. program will have specific knowledge in the emphases within PHS, specifically Biostatistics and Health Systems Research. These graduates will become researchers, teachers, thinkers, and planners in academia, government, and industry. The graduates will have the skills required to lead in universities, hospitals, insurance companies, and government where healthcare delivery, biostatistics, and healthcare transformation research is practiced and taught.

To receive the Doctor of Philosophy degree from the University of Utah School Of Medicine, each student is required to:

1. Complete coursework in biostatistics, epidemiology, and research design with a minimum of B- coursework.
2. Take a Qualifying Examination after the completion of required coursework (generally after the spring semester of the second year) to assess their knowledge within their specific discipline and of the tools of research required in PHS.
3. Develop a proposal for the dissertation.
4. Complete the research after successful completion of the Qualifying Examination
5. Defend the dissertation.

## ACADEMIC PERFORMANCE STANDARDS

Course and research directors will publish grading criteria that will be reviewed with students on the first day of the unit, course or research.

Students in good standing who have satisfactory grades and evaluation reports will automatically advance to the next Phase of the curriculum.

Good standing is defined as having passed all courses, research experiences to date, successfully completed all academic requirements, achieved required levels of competency, and, demonstrated professional behavior, and upheld the Student Code of Ethics.

If a student fails or receives an Incomplete (I) in a course or research, and/or fails to uphold the code of ethics, and/or demonstrates lapses in professionalism, they will be presented to the Academic Review Committee. The Academic Review Committee will be composed of the Department Chair, the Graduate Education Director, the student's faculty mentor, and a member of the Curriculum Committee. Students with delayed course or research completion may also be so presented.

The Department Academic Review Committee considers a student's entire academic record, overall professional development, behavior and attitude in deciding an appropriate academic action.

The Committee has the authority to impose academic actions, including, but not limited to remediation, additional educational activities, repeat of an academic year, extended curriculum, leave of absence, academic n, formal reprimand, and dismissal from the PhD program. After formally meetings, the Committee will provide their decision in writing to the student.

### ACADEMIC ACTIONS

Some academic actions are automatic and described below. With regard to actions that are not automatic, the Academic Review Committee may impose any of the following:

#### LEAVE OF ABSENCE AUTOMATIC ACTIONS

The following academic actions are automatic and shall be imposed by the Academic Review Committee after confirming that the facts that serve as the basis for the automatic action actually occurred, e.g., a student did in fact fail a qualifying exam.

#### ACADEMIC WARNING

Students are automatically placed on academic warning for failure of one course. Students placed on Academic Warning may not:

- Register for any course work other than in the required curriculum
- Participate in school-sponsored travel

#### ACADEMIC PROBATION

Students are automatically placed on academic probation for failure of more than one course and/or failure of the qualifying exam. Students on Academic Probation may not:

- Register for any course work other than in the required curriculum

- Hold elected office in the PHS program or University of Utah
- Participate in school-sponsored travel

Students will remain on academic probation until the deficiencies have been corrected or the conditions set by the Academic Review Committee have been satisfied.

#### ACADEMIC DUE PROCESS

##### ACADEMIC ACTIONS

Academic action includes a final grade in a unit, course, research progress or qualifying exam, a decision by the Academic Review Committee to place a student on academic probation, require course remediation, extend curriculum, impose a leave of absence, reprimand, suspend or dismiss a student. Actions may be imposed for failure to meet relevant academic standards, lapses in professionalism and/or failure to uphold the Student Code of Ethics. Students are notified as soon as possible after a grade or other academic action is imposed. An academic action may be overturned on appeal only if the academic action was arbitrary or capricious (see below for definition).

##### ASSESSING ACADEMIC PERFORMANCE

Faculty members, when assigning a grade in a unit, course, dissertation, and the Academic Review Committee when imposing an academic action, are qualified to judge a student's academic performance.

##### ARBITRARY OR CAPRICIOUS

For the purpose of these policies, arbitrary or capricious means that there was no principled basis for the academic action or sanction, and/or it was not in accordance with applicable policies. With regard to unit, course, clerkship and rotations grades, arbitrary or capricious means:

- The assignment of a unit, course, dissertation grade on some basis other than performance in the unit, course, clerkship or rotation; or
- The assignment of a unit, course, or dissertation grade by unreasonable application of standards different than those applied to other students in the same unit, course, or research project; or
- The assignment of a unit or course grade by a substantial, unreasonable, and unannounced departure from the instructor's previously announced standards.

#### STUDENT RIGHTS REGARDING ACADEMIC ACTIONS

- The right to access his/her academic files as provided by the University of Utah Student Code (<http://www.regulations.utah.edu/academics/6-400.html>).

Students with complaints, inquiries, or requests for review of official records should address them to the Graduate school. Access to the student's official file in the Office of Student Affairs is subject to the following limitations:

- Reasonable and nondiscriminatory rules and regulations may be made as to time, place, and supervision;
- Restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations).
- The right to remain in scheduled course and research activities until the decision of the appropriate person or committee, unless extraordinary circumstances exist. A student who exhibits behavior unsuitable for the research in population health or who poses a direct threat may be removed from units, courses, or research projects before the decision by the appropriate person or committee. Following a sanction of dismissal, the student will not be allowed to continue in either class work or on clinical rotations while appealing.
- The right to information regarding the decision of the appropriate person or committee.
- The right to appeal academic sanctions as outlined in the applicable sections of the University of Utah Student Code.

[www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)

### APPEAL OF ACADEMIC ACTIONS

The Department of Population Health follows the appeals policies of the University of Utah Code of Student Rights and Responsibilities (<http://www.regulations.utah.edu/academics/6-400.html>). All references to "days" are understood to mean business days.

### LEAVE OF ABSENCE

A Leave of Absence (LOA) is a period of non-enrollment when a student is not required to pay tuition and fees and is not considered to be working toward the PhD degree.

Students must meet with the department Academic Program Manager and Director of Graduate Studies to request a LOA. The decision to grant a LOA is the discretion of the Associate Dean for Student Life.

The duration of a LOA may vary, but may not exceed one year at a time; students not returning to full-time status at the end of their LOA must reapply for another LOA before the first LOA ends.

Possible reasons for requesting a LOA include:

- Family leave
- Medical leave
- Personal leave

Once a LOA is granted, the student must:

- Complete a LOA form on a yearly basis
- Discuss the impact of the LOA on financial aid awards and loan repayment with Financial Aid Office in a formal interview
- Maintain continuous health insurance and disability insurance coverage while on LOA
- Formally request and be approved to return from the LOA

### DISMISSAL

The Academic Review Committee may dismiss a student when the student has:

- Demonstrated a consistent pattern of substandard academic performance by failing to meet the academic standards and expectations set by the department:
  - Complete coursework in biostatistics, epidemiology, and research design with a minimum of B- coursework.
  - Take a Qualifying Examination after the completion of required coursework (generally after the spring semester of the second year) to assess their knowledge within their specific discipline and of the tools of research required in PHS.
  - Develop a proposal for the dissertation.
  - Complete the research after successful completion of the Qualifying Examination
  - Defend the dissertation.
- Demonstrated character, personality, or behavior unsuitable for research in PHS, does not demonstrate appropriate motivation or is emotionally unstable. This includes but is not limited to substance abuse, aggression, abusiveness, cheating, dishonesty.

The Department of Population Health Sciences adopts the University of Utah definition of plagiarism which is as follows: "**Plagiarism** means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes:

- Turning in someone else's work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.

- Incorrectly identifying the source of a quotation, or failing to identify it altogether.
- Changing words but copying the sentence structure of a source without giving credit.
- Using so much of a source that it comprises the majority of your work even if credit provided (source cited).
- (See [Student Code](#) B Definitions. 2c., <http://campusguides.lib.utah.edu/c.php?g=237735&p=1585525>)

The Department of Population Health Sciences and this course will use software to evaluate written assignments for plagiarism. The faculty in PHS recognize that writing is difficult. Any student may use the University of Utah Writing Center

Program for graduate students.

(<https://writingcenter.utah.edu/Gradstudentservices.php>).

Every incidence of plagiarism or suspected plagiarism are reported to the Director of Graduate Studies and the Chair of the Department. Penalties are applied programmatically, that is for the student and not by the class, as follows:

First offense: repeat the assignment with maximum 50% of the points.

Second offense: failure of the assignment. This may cause a student to fail the course and lead to further academic action.

Third offense: Failure of the course and academic sanctions including dismissal from the program.

### ETHICAL VIOLATIONS

Academic dishonesty is considered both academic misconduct and a violation of professional and ethical standards. This means that a student may, for example, receive a failing grade in a course if the faculty member determines that s/he cheated. Students accused of academic misconduct and or professional or ethical violations will be referred to the Academic Review committee, which may result in the student's dismissal.

<http://www.regulations.utah.edu/academics/6-400.html>.

### BEHAVIORAL MISCONDUCT

Allegations of student behavioral misconduct are referred to the Academic Review Committee, who will determine if the behavioral misconduct violates the Student Code of Ethics and therefore is more appropriately treated as academic misconduct. If it is determined that the offense should be treated under student behavior misconduct proceedings, the student shall be notified by the Department Chair. Student behavioral misconduct proceedings are outlined in the University of Utah Student Code Section III:

<http://www.regulations.utah.edu/academics/6-400.html>.

## STUDENT'S RIGHTS REGARDING MISCONDUCT ALLEGATIONS

Students accused of academic misconduct, including violations of professional or ethical standards, or behavioral misconduct have the following rights:

- The right to access his/her academic files as provided by the University of Utah Student Code. <http://www.regulations.utah.edu/academics/6-400.html>

Students with complaints, inquiries, or requests to review official records should address them to the Graduate School. Access to the student's official file in the Graduate School is subject to the following limitations:

- reasonable and nondiscriminatory rules and regulations may be made as to time, place, and supervision;
- restrictions may be imposed with respect to materials furnished by others to which the student has waived rights of access (such as letters of reference and recommendations)
- The right to remain in scheduled courses until the decision of the appropriate person or committee, unless extraordinary circumstances exist. Following a sanction of dismissal, the student will not be allowed to continue in any curricular activities while appealing, including class activities course work and clinical rotations.
- The right to information regarding the decision of the appropriate person or committee.
- The right to appeal academic sanctions as outlined in the applicable sections of the University of Utah Student Code.

[www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)

## GUIDELINES FOR USE OF SOCIAL MEDIA

Use of social media is prevalent among students. Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you, and the University Of Utah School Of Medicine, Department of Population Health Sciences. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.

- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
- If you post content concerning the University, the PHS Program or the School of Medicine, make it clear that you do not represent the Program, the University or the School of Medicine and that the content you are posting does not represent the views of the Program, the University or the School of Medicine.
- Make sure the content you post is in harmony with the ethical or other codes of your program and field. In certain circumstances, your program may have made these codes binding on you, and violations may result in action against you.
- Confidential information research information may not be disclosed. The University may take action against you for disclosures of confidential information.
- Realize that you may be subject to action by the University for posting or promoting content that substantially disrupts or materially interferes with University activities or that might lead University authorities to reasonably foresee substantial disruption or material interference with University activities. This action may be taken based on behavioral misconduct, academic performance, academic misconduct, or professional misconduct, and may range from a reprimand or failing grade to dismissal from a program or the University.
- Graduate students must be cognizant of standards of research privacy and confidentiality that must be maintained in all environments, including online, and must refrain from posting identifiable research or research participant information online.
- If they interact with research participants on the Internet, graduate students must maintain appropriate boundaries of the Institutional Review Board just, as they would in any other context. To maintain appropriate professional boundaries graduate students should separate personal and professional content online.
- When graduate students see content posted by colleagues that appear unprofessional they have a responsibility to bring that content to the attention of the individual, so that they can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the student should report the matter to their supervisory committee and the Institution Review Board as needed.
- Graduate students must recognize that actions online and content posted may negatively affect their reputations among research participants and colleagues,

may have consequences for their professional career and can undermine public trust in the research profession.

## GOVERNANCE

### Faculties, Committees and Councils (Policy 6-001)

The Graduate Council supervises graduate study at the University of Utah. Accordingly, the Graduate School, oversees all issues relating to the Population Health PhD Program graduate education. Information about subsidized health insurance, student health services, financial aid, learning resources, graduation and all aspects of campus life are detailed at: <http://gradschool.utah.edu/current-students/>.

### COMMITTEES

Students will have representation on appropriate PHS and Graduate School committees.

#### CURRICULUM COMMITTEE

The PHS Curriculum committee is chaired by the Director of Graduate Studies. The curriculum committee is comprised of faculty with a primary appointment in PHS. The curriculum committee reviews syllabi from each course to assure that appropriate competencies are addressed and overlap is avoided. They assure that methods of evaluation are well-matched to the objectives of the course.

#### STUDENT ADVISORY COMMITTEE (SAC)

The Student Advisory Committee (SAC) is an advisory board composed of three PHS students who have advanced beyond the qualifying exam. Additionally, the SAC represents students on appropriate School of Medicine committees; oversees the course evaluation process; submits Retention, Promotion and Tenure reports; and promotes collaboration between student interest groups.

The SAC is led by a chair and chair-elect. The chair-elect serves as the chair in the following academic year. The SAC chair will hold elections for the chair-elect. The SAC

will elect representatives to appropriate University committees, usually from among its members.

Additional information regarding Student Advisory Committees can be found at <http://asu.uutah.edu/sac-funding/>

#### STUDENT INTEREST GROUPS

Student Interest Groups must register with ASUU and the Academic Program Manager. Per ASUU guidelines, Student Interest Groups must have a constitution and a faculty advisor. Registration for each group or organization must be submitted annually and approved by the Academic Program Manager before the group can hold formal activities, events or meetings during the academic year.

Registration for each group or organization must be submitted annually and approved by the Academic Program Manager in order for the group to hold formal activities, events or meetings. Registration forms must be completed on a date to be determined prior to Orientation in August of the current academic year. The interest group advisor must be a faculty member. Membership must be open to all PHS students. Interest Group membership cannot be denied on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, or physical disability.

The Academic Program Manager may terminate an approved student interest group if the group fails to abide by University of Utah rules and regulations or state law.

Further information and registration information can be found on the ASUU website Student Groups tab at: <http://www.asuu.uutah.edu/>

#### ASSOCIATED STUDENTS OF THE UNIVERSITY OF UTAH (ASUU)

Every college and department has representation in ASUU through the student-run ASUU Advisory Council. All registered students are automatically members of ASUU. Each academic year, PHS students are eligible to participate in ASUU as the School of Medicine representative to the ASUU Assembly, or as an ASUU Senator. Additional information regarding ASUU elections and ASUU services can be found at:

<http://www.asuu.uutah.edu/about-asuu/>

## CAMPUS RESOURCES

### STUDENT SAFETY

<http://dps.utah.edu/>

The interdisciplinary Health Sciences Safety Committee was initiated to help achieve and maintain a culture of safety with a focus on the educational corridor that includes the schools of medicine, Spencer S. Eccles Health Sciences Library, Health Sciences Education Building (HSEB), and the colleges of nursing, health and pharmacy.

Student safety in all learning environments is a priority. Students should observe the following guidelines to avoid becoming a victim of crime:

- Be aware of your surroundings at all times. Know where you are, where you are going and what to expect. Use well lit walkways at night.
- Avoid walking alone. Walk in pairs/groups, or call for a police escort to your car after dark. Students are encouraged to call the University Police at 801- 585-2677 (801-585-COPS) for after-hours police escort to their vehicle.
- Report suspicious activities or persons to University Police at 801-585-2677 (585-COPS).
- Do not leave personal items (computer, keys, purse, backpack etc...) unattended.
- Register your personal property with the Department of Public Safety.

<http://dps.utah.edu/crime-prevention/property-registration.php>

- Secure your computer. Computer savvy thieves can access your files and personal information. Password-lock your equipment or log off when your computer is unattended.

- Lock your bicycle in racks outside of campus buildings (not to trees or railings) or in provided secured structures. Take easy-to-steal items (helmet, pump, bottles, quick release seat, etc.) with you.
- Lock the outside door of secured buildings and do not allow unauthorized people in after hours.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close. The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

#### CAMPUS ALERT SYSTEM

The Campus Alert system is the University of Utah's mass notification system to provide information to students, faculty and staff of emergencies (snow closures, blocked roads, power outages, gas leaks etc.). The Campus Alert System will notify students via email, text message, or telephone voice message. Students must opt in to this alert system to receive campus alert messages. To register for campus alerts go to <http://www.campusalert.utah.edu/>

#### CENTER FOR STUDENT WELLNESS

The Center for Student Wellness mission is to create a holistically well and safe campus community. Through the Center for Student Wellness students have access to inclusive wellness services and education and support workshops. Services at the Center for Student Wellness include:

- Victim-Survivor Advocacy
- Workshops & Training
- HIV/SIT Testing
- Safe(r) Sex Supplies
- Wellness Coaching

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

## UNIVERSITY COUNSELING CENTER:

The University Counseling Center provides one-on-one counseling, group counseling and wellness workshops for students at the University of Utah.

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

## WOMEN'S RESOURCE CENTER

The Women's Resource Center (WRC) at the University of Utah serves as the central resource for educational and support services for women. Honoring the complexities of women's identities, the WRC facilitates choices and changes through programs, counseling, and training grounded in a commitment to advance social justice and equality.

## IMMUNIZATIONS

To protect the health of patients, students and the community, PHS students are required to meet University of Utah immunization requirements all times during their education.

Admitted students must complete and submit the Pre-Matriculation Immunization Requirement and Verification Form to Student Health Services along with primary documentation that immunization requirements have been met. Additionally, prior to and while working in patient care venues students must submit to Student Health Services annual documentation of seasonal influenza immunization and, when required by the State or as a result of patient contact, tuberculosis testing. Immunization requirements must be met and all immunizations must be current as a condition of ongoing enrollment and prior to participating in any learning activities. Students with a documented reaction to immunizations on file at Student Health Services will be exempt from these requirements.

## THE GRADUATE SCHOOL

The Graduate School oversees all graduate education programs at the University of Utah. The Graduate School establishes the standards of graduate education on campus and is made up of the following offices.

Thesis Office: The Thesis Office manages all dissertation and thesis requirements for the graduate programs. Students entering into their dissertation phase should familiarize themselves with Thesis Office website paying particular attention to thesis requirements, deadlines and submission process. <https://gradschool.utah.edu/thesis/>

Fellowships and Benefits Office: The Fellowships and Benefits Office manages all financial aid for the Graduate School. Fellowship opportunities can be found on

their website as well as information regarding the Tuition Benefit Program and polices for students working as a GA or RA. <https://gradschool.utah.edu/tbp/>

Diversity Office: The Diversity Office promotes Inclusiveness of students from communities underrepresented in higher education, particularly racial and ethnic communities, creates a better academic environment for all students and is a goal we are committed to reaching. <https://gradschool.utah.edu/diversity/>

Post-Doctoral Affairs: The mission of the Office of Postdoctoral Affairs is to enhance, support, and promote postdoctoral training at the university. <https://postdocs.utah.edu/>

Graduate Records Office: The Graduate Records Office maintains a permanent record of all activities relating to progress toward a graduate degree for each student who has an approved supervisory committee. The Graduate Records Office verifies that students have completed all academic requirements for their degrees. In matters pertaining to the satisfaction of degree requirements, students and faculty deal directly with the Graduate Records Office, which maintains a close liaison with the dean of The Graduate School, the Admissions Office, the Registrar's Office, and the departmental graduate student secretaries. <https://gradschool.utah.edu/graduate-catalog/graduate-records-office/>

## THE SPENCER S. ECCLES HEALTH SCIENCES LIBRARY

<http://library.med.utah.edu/lib/>

The Spencer S. Eccles Health Sciences Library provides access to the published literature through licensing electronic journals that is the “version of record”, replacing print journals as the industry standard. For items not locally available, the Library obtains needed items on demand at no charge to students through interlibrary loan. The Library's physical collection contains over 212,000 volumes. PHS students will have after hours access to the Library with their UID.

The Library supports Open Access journals that advance science by making new findings ubiquitously available and accelerating the translation of knowledge from research bench to evidence-based practice.

The Eccles Health Sciences Library is the founder and a member of the Utah Health Sciences Library Consortium (UHSLC), which includes 15 hospital and special academic health sciences libraries. The UHSLC offers reciprocal interlibrary loan services and education programs, a very important asset for our students. The Eccles Health Sciences Library is also a member of the Utah Academic Library Consortium ([UALC](#)) whose members include 14 college and university libraries in Utah, the Utah State Library Division, and 10 college and university libraries from Nevada.

## THE OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

<http://www.oeo.utah.edu/>

The Office of Equal Opportunity and Affirmative Action (OEO/AA) provides information and training to the university community regarding their equal opportunity and affirmative action rights and responsibilities.

OEO/AA encourages outreach and recruitment of diverse students, faculty, and staff in programs and activities and acts as a resource for students regarding projects and assignments. In addition, this office consults with any member of the campus community regarding equal opportunity and affirmative action issues and possible violations.

Complaints may be filed by employment applicants, faculty, students, staff, and participants in University programs or services who feel they may have been discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, status as a disabled individual, disabled veteran, or veteran.

Cognizable allegations of discrimination, including sexual harassment and retaliation, will be investigated by OEO/AA.

The Office of Equal Opportunity and Affirmative Action 201 South Presidents Circle

John R. Park Building  
Room 135  
Phone: 801-581-8365  
FAX: 801- 585-5746

## DISABILITY SERVICES

<http://disability.utah.edu>

The Center for Disability Services (CDS) provides accommodations and support for the educational development of students with disabilities. Students with a documented disability and students seeking to establish the existence of a disability and to request accommodation are required to meet with the CDS Director for recommended accommodations. The CDS will work closely with eligible students and the Office of Student Affairs to arrange for approved accommodations.

University of Utah Center for Disability Services Olpin Student Union Building, Room 162

Phone (Voice/TDD): 801- 581-5020 Email: [info@disability.utah.edu](mailto:info@disability.utah.edu)

## FINANCIAL AID

<http://financialaid.utah.edu/>

The University of Utah Financial Aid and Scholarships Office is located in the Student Services Building, Room 105 (105SSB). Staff members are available to assist students between 8:00 am.to 5:00 pm Monday, Wednesday, Thursday, and Friday, and Tuesday from 12pm to 5:00 pm on Tuesday. Students may contact the office at 801- 581-6211.

The Office of Financial and the Program Manager assists students with the financial aid application process (FAFSA), manages student scholarships and institutional loans, advises students on their debt management and on loan repayment options, conducts exit interviews, reviews and monitors cost of attendance calculations, and liaises with the University Financial Aid Office. Students may arrange appointments with:

Program Manager Professional Schools

Student Services Building

210 South 1460 East, Room 105

Office: 801-581-6211

Fax: 801-585-6350

Students awarded financial aid will receive notification at the beginning of the academic year. Financial awards must be officially accepted by each student. If a student receives a Federal Unsubsidized Stafford Loan, a Master Promissory Note and Entrance Counseling needs to be completed prior to receiving the loan, and only needs to be completed once. A promissory note for institutional loans, which include Perkins, Primary Care Loan, and any loans from the University, must be signed at the beginning of each academic year along with the completion of the Loan Entrance Counseling. Once this has been done, funds are processed through the Income Accounting Office, where tuition and fees are deducted. If the award exceeds the cost of tuition and fees, the student will receive a remainder check for the balance or the balance can be direct deposited to a designated personal bank account. If the award does not fully cover tuition and fees, the balance must be paid by the tuition due date or a late fee will be assessed and classes may be dropped.

### INCOME ACCOUNTING AND STUDENT LOAN SERVICES

<http://fbs.admin.utah.edu/income/>

The Income Accounting Office is located at 165 Student Services Building. This Office assists students with tuition bills, tuition account refunds, third party tuition bills, tuition reductions, graduate tuition benefits, and all other student tuition issues. Students may pay tuition and fees and purchase insurance at the Income Accounting Office.

Bills are generated for institutional charges, federal and short term loans, and dishonored checks, and are sent to students and borrowers from this office. This office

counsels student loan borrowers with payment issues, federal loan deferments and cancellation requirements, loan entrance and exit counseling, and credit reporting issues.

### UNIVERSITY REGISTRAR

<http://registrar.utah.edu/>

The University's Registrar Office aids students and staff with registration, graduation, grading, academic calendars, transcripts, verifications, veteran services, scheduling, FERPA, policy, procedures, and student information. The Registrar Office is located at 250 Student Services Building. Infractions (academic, financial, health, etc.) that result in withholding of registration and/or withholding of release of the transcript must be addressed department placing the hold and the Registrar Office.

### UNIVERSITY HOUSING

<http://housing.utah.edu/>

The University of Utah Housing and Residential Education Department assists students with housing needs, and provides information regarding single student/family accommodations on campus. For housing inquiries please contact the Housing and Residential Education Department at 801-587-2002,

### CAMPUS RECREATION

As students at the University of Utah, PHS student have full access to the Campus Recreation Services. This includes access to the Student Life Center, the Outdoor Adventures Programs, and University Sports Clubs.

<https://campusrec.utah.edu/>

### PARKING

The Department of Commuter Services requires students who drive to campus to register their vehicles and purchase annual parking permits. Vehicles are cited under a University citation system for rule infractions. Parking citations may be appealed. Complete campus parking regulations are listed in the Parking Regulations Brochure available from Parking Services. <http://www.parking.utah.edu/>

### UTAH TRANSIT AUTHORITY (UTA) PASS

Students have a UTA Ed Pass embedded in their University ID. The ID badge can be used on all UTA vehicles. Students must use their ID badge for the electronic reader (Tap on/Tap off system). Card readers are located at all doors on UTA busses and near the entrances to all TRAX and FrontRunner platforms. Be sure to tap on when boarding and tap off when exiting to validate your fare. <http://www.rideuta.com/>

## HEALTH INSURANCE

All students are encouraged to have continuous health insurance coverage from matriculation through graduation. Subsidized health insurance is available to teaching and research assistants who receive 100% tuition benefit. Any graduate student who wishes to purchase insurance can apply at [uhcsr.com/Utah](http://uhcsr.com/Utah).

## STUDENT ACTIVITY FUNDS

Appropriate student activities will be supported by monies provided by the Office of the Dean. Arrangements will be made through elected student officers.

### Support for Student Travel to National or Regional Conferences

Students invited to present research results at regional or national conferences are encouraged to seek funding for travel expenses from the Dean. Requests for funding support from the Dean's Office fund will be considered by the student body officers on a case-by-case basis.

### Graduate Student Travel Assistance Awards

Graduate students are encouraged to apply for travel awards through the graduate school.

<http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award/>

## ASUU FUNDS

<http://asuu.utah.edu/student-groups/>

Student Interest Groups may apply for funding in support of Interest Group activities through Associated Students of the University of Utah (ASUU). The Group member may submit requests for ASUU funds. The request should include an explanation of how the monies