

[[DEPARTMENT/PROGRAM]]

Graduate Program Handbook

**Date Created: [[YEAR]]**

**Last Revised: [[YEAR]]**

*For updates and feedback, contact [[person, email address, phone extension]]*

***template version 1.0***

***[[for updates & feedback, email*** [***info@gradschool.utah.edu***](mailto:info@gradschool.utah.edu)

***or contact Danny Nelson, #5-5529]]***

# Welcome to [[DEPARTMENT/DEGREE PROGRAM]]

[[**MANDATORY**

This section should provide an enthusiastic welcome from the department for new students. It may take the form of a letter from a Chair or DoGS, or be more general. It might be a good opportunity to hit some highlights of the program (number of faculty & their fields, the culture of the department, the real-world impact of the research, etc.). You can also take a statement or two to discuss the environment of the department, especially the commitment to student safety and inclusion.]]

# Table of Contents

[Welcome to [[DEPARTMENT/DEGREE PROGRAM]] 2](#_Toc16070430)

[Table of Contents 3](#_Toc16070431)

[Contact Information 5](#_Toc16070432)

[Administrative Staff 5](#_Toc16070433)

[Faculty & Leadership Contacts 6](#_Toc16070434)

[Student Contacts 6](#_Toc16070435)

[Important Deadlines 8](#_Toc16070436)

[Departmental Deadlines 8](#_Toc16070437)

[College Deadlines 8](#_Toc16070438)

[University Deadlines 8](#_Toc16070439)

[Program Requirements 9](#_Toc16070440)

[Graduate Programs in [[Department]] 9](#_Toc16070441)

[Admission Requirements & Procedures 9](#_Toc16070442)

[Transfer Credits 9](#_Toc16070443)

[International Students 9](#_Toc16070444)

[Program Coursework 9](#_Toc16070445)

[Language Requirements 9](#_Toc16070446)

[Mandatory Exams 9](#_Toc16070447)

[Supervisory Committee Formation 9](#_Toc16070448)

[Chair 9](#_Toc16070449)

[Committee Selection 10](#_Toc16070450)

[Required Meetings 10](#_Toc16070451)

[Thesis/Dissertation/Project 10](#_Toc16070452)

[Academic Requirements and Policies 11](#_Toc16070453)

[Minimum GPA 11](#_Toc16070454)

[Continuous Registration 11](#_Toc16070455)

[Leave of Absence 11](#_Toc16070456)

[Family Medical Leave 12](#_Toc16070457)

[Time Limit to Degree 12](#_Toc16070458)

[Dismissal Policies & Procedures 13](#_Toc16070459)

[Financial Support 14](#_Toc16070460)

[Teaching Assistant Responsibilities & Policies 14](#_Toc16070461)

[Research Assistant Responsibilities & Policies 14](#_Toc16070462)

[Graduate Assistant/Graduate Fellows Responsibilities & Policies 14](#_Toc16070463)

[Tuition Waivers 14](#_Toc16070464)

[Student Health Insurance 14](#_Toc16070465)

[Residency 14](#_Toc16070466)

[Student & Faculty Code 16](#_Toc16070467)

[Informal Dispute Resolution 16](#_Toc16070468)

[Formal Dispute Resolution 16](#_Toc16070469)

[Important Forms 17](#_Toc16070470)

# Contact Information

[[**MANDATORY**]]

## Reporting Structure

[[This section lays out the organization of the department/degree program and provides students with information about who to contact in cases of questions or concerns. Students should be clearly informed of the DoGS’s role in providing them direction and assistance while a student of the program.]]

## Administrative Staff

**[[Person #1**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student. ***To change the pictures here, right-click on the image and choose “change picture.”]]***

**[[Person #2**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

**[[Person #3**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

**[[Person #4**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

## Faculty & Leadership Contacts

**[[DoGS**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

**[[Department Chair**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

[[Additional people can be added by copying and pasting the sections above. There may be college-wide resources that are relevant to your students, such as the Dean of College and her/his office & staff, a local ombudsperson, or a College cohort of graduate students.]]

## Student Contacts

**[[GSAC or Student Organization President**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

**[[Student Group/s**

[***email@email.utah.edu***](mailto:email@email.utah.edu)

801.555.5555

Office: XXX

You can add a blurb here to describe what this person will do for the student.]]

# Important Deadlines

[[**MANDATORY]]**

## Departmental Deadlines

[[Use this space to describe and identify important department deadlines.]]

## College Deadlines

[[Use this space to describe and identify important college deadlines.]]

## University Deadlines

[[Use the following links to check on important University of Utah deadlines. Some follow below.]]

* Academic calendar deadlines
  + <https://registrar.utah.edu/academic-calendars>
* International Teaching Program deadlines
  + <https://gradschool.utah.edu/ita/important-dates-and-deadlines>
* Thesis Office manuscript submission deadlines
  + <https://gradschool.utah.edu/thesis/calendar>
* University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines
  + <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>
* Graduation deadlines
  + <https://registrar.utah.edu/graduation>

# Program Requirements

[[**MANDATORY**]]

## Graduate Programs in [[Department]]

[[Use this section to list the degree possibilities in your program, if appropriate.]]

## Expected Learning Outcomes

[[Use this section to give a brief overview of the Expected Learning Outcomes of your programs, focusing on the big-picture educational goals of the programs. These should be synchronized with those listed at this site: <http://learningoutcomes.utah.edu/> ]]

## Admission Requirements & Procedures

[[Use this section to list the requirements for admission to the program, and how a student must proceed to register for admission.

Departments may set admission requirements higher than the University’s or Graduate School’s, but they cannot go below the baseline requirements without requesting exemptions. Admissions requirements are found here <https://gradschool.utah.edu/graduate-catalog/admissions> for the Grad School, and here <https://admissions.utah.edu/apply/graduate> for the University. ]]

### Transfer Credits

[[Use this section to describe how credits transfer in your department, esp. if the procedure is different from University policy.]]

## International Students

[[Use this section to discuss special considerations that international students should be aware of. Some things to think about are Visa requirements and compliance, ITAP participation, and resources available to international students, such as ISSS.

In addition to practical considerations, you could include something similar to the below paragraph:

*[[Our Department]] values the global community we enjoy, and we welcome students from all countries. We recognize that there are unique advantages and challenges to being an international student, especially as you adjust to your studies alongside a new country and new culture. We encourage all our international students to make use of the resources available to them (page [[page#]]) and to seek involvement in departmental, campus, and civic communities.*]]

## Program Coursework

[[This section describes the academic work that is done by students in this program. It’s helpful to include in this section a typical timetable for completion of work.]]

## Language Requirements

[[Description of any language requirements your program might have.]]

## Mandatory Exams and Milestones

[[What are the exams students take, and what policies affect the exam process? This includes content, dates, number of tries available to a student, the appeal process, accommodations, etc.]]

## Supervisory Committee Formation

[[A description of the supervisory committee and timetable. Graduate School requirements for for Chair Selection can be found on the Graduate School Website here: <https://gradschool.utah.edu/graduate-catalog/degree-requirements>. Departments may have more strict standards for their supervisory committees, and those should be explicitly explained here.]]

### Chair

[[Description of the chair’s role, considerations for selection/assignation, and duties.]]

### Committee Selection

[[Description of the committee selection process.]]

### Required Meetings

[[List of the required and recommended meetings of the committee.]]

## Supervisory Committee Roles

[[This section outlines what students can expect in terms of their committee. Depending on your department culture & organization, this can include help in selecting courses, running exams, approving Programs of Study, and others.]]

## Expectations for Participation

[[This section describes seminars, workshops, retreats, etc., and whether those programs are important to a student’s academic development. Additionally, this section could describe the extent to which students are expected to participate in external conferences. This section can also explore department community expectations & opportunities, such as mentorship of more junior students, networking, etc.]]

### Town Hall Meetings

[[Departments should be holding regular Town Hall meetings to get student feedback and share important information. This section describes the meeting format and gives information about how often the meetings occur.]]

## Professional Development

[[This section describes departmental resources, courses, and activities that support professional development. Professional societies that students should join or be aware of can be mentioned here. If your program requires or encourages Individual Development Plans (IDPs), this would be an appropriate section to share the procedure and timeline for completing and discussing IDPs.

You can consider mentioning the Career & Professional Development Center in this section, if appropriate: <https://utah.craniumcafe.com/group/graduate-student-career-coaching>. Students in all colleges should have access to career coaching.]]

## Thesis/Dissertation/Project

[[Description of any final project that may be part of a student’s completion of the academic course. If your department has specific expectations and timelines for manuscripts/projects list them here. If your students will be completing traditional theses or dissertations, be sure to link to <https://gradschool.utah.edu/thesis> to guide students toward the specifications and formatting requirements for theses and dissertations.]]

## Applying for Graduation

[[Reminder to apply for graduation the semester prior to expected finish. This can be done online: <https://registrar.utah.edu/handbook/graduategraduation.php> ]]

# Academic Requirements and Policies

[[**MANDATORY**]]

## Minimum GPA

[[Departments may set their own GPA standards, but the minimum GPA set by the department must be equal to or higher than the Graduate School’s minimum, which is a cumulative 3.0 GPA.

Graduate School Language (found at https://gradschool.utah.edu/graduate-catalog/degree-requirements):

*The candidate is required to maintain a 3.0 or higher GPA in course work listed on the Program of Study for master’s and doctorate degrees. A grade below C- is not accepted by the University toward a graduate degree. Departments may have additional grade restrictions that must be maintained. These restrictions will be explained in the department’s handbook.]]*

## Continuous Registration

[[Explanation of Continuous Registration. Can use Graduate School wording below (found at <https://gradschool.utah.edu/graduate-catalog/registration>.)

*All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including the defense of the project, thesis, or dissertation.]]*

### Leave of Absence

[[This section describes the procedure for securing leave time as a graduate student in your department. You are allowed to set your own leave policies, but certain procedures need to be followed.

Official language from the Graduate School website (<https://gradschool.utah.edu/graduate-catalog/registration>):

*Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a*[*Request for Leave of Absence Form*](http://registrar.utah.edu/handbook/leave.php)*. The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the Registrar’s Office for processing.*

*Requests for leaves of absence may be granted for up to one year for circumstances related to:*

* *a serious health condition of the student or family member,*
* *parental leave to care for a newborn or newly adopted child,*
* *a call to serve in military service, or*
* *other compelling reasons that the student’s department believes is in the best interests of both the student and the University.*

*The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes. For more information about official withdrawal, see*[*Grading Policies*](http://catalog.utah.edu/content.php?catoid=5&navoid=351&hl=%22grading%22&returnto=search#Grading_Policies)*in the Undergraduate Information section of this catalog.*

*The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.*]]

### Family & Medical Leave

[[Each department needs to determine their Family & Medical Leave policies. (Not allowing paid Family & Medical Leave is an option, but the lack of paid leave must be clearly stated in the handbook.) Use this section to describe the situations where Family & Medical Leave can be invoked, and the procedures for following it.

Some sample Medical Leave policies, which you can use or adapt as you see fit. More are listed at <https://gradschool.utah.edu/directors-of-graduate-studies/program-and-departmental-graduate-handbooks>:

College of Health Parental Leave Accommodation Policy <https://gradschool.utah.edu/wp-content/uploads/2015/02/CoH-Grad-Student-Parental-Leave-Policy-4_20_16.pdf>

Communication Department Policy (pages 15-16) <https://communication.utah.edu/_documents/graduate/Department%20of%20Communication%20Graduate%20Handbook9.11.2018.pdf>

Chemistry Department Policy <https://gradschool.utah.edu/wp-content/uploads/2015/02/Parental-leave.pdf>

It would also be appropriate to include this from the OEO/AA web-site:

*University policy prohibits discrimination against sex/gender which includes pregnant and parenting students and employees. State and federal laws, including Title IX of the Education Act, also prohibit discrimination based upon sex, including pregnancy and pregnancy-related conditions.  If you believe you have been subject to discrimination, including having been denied an accommodation for a pregnancy or pregnancy-related condition, please discuss this with the Director of Graduate Studies and/or the Deputy Title IX Coordinator for your college. You may file a complaint with the OEO/AA.* <https://oeo.utah.edu/> ]]

### Leaving the Program Early

[[Departments should have a procedure for students who leave before completing their program. Department policies and counseling opportunities can be listed here, along with consequences of leaving the program early (such as tuition payments for incomplete coursework) or changing degrees (such as the change to the M.Phil, if offered by your program).]]

## Changing Committee Chair & Committee Members

[[When faculty leave the institution or when students seek a new research environment, guidelines for making changes to a student’s committee are needed. This section describes your department’s policies on making changes to the student’s committee.

You can use this section to point students toward the conflict resolution resources provided by the University (see “Student and Faculty Code” below).

Departments should state their procedure for students who, for whatever reason, have no advisor. Graduate School best practice is to have the department appoint a committee which will review the student’s progress and make recommendations for their path to graduation or termination from the program.]]

## Time Limit to Degree

[[**MANDATORY**

This section will provide the timeframe policy for student completion of degree and describe the procedure for when students go over or approach the time limit maximum. As with the GPA standards, departments may set the time limit for their programs, but the limits must be lower than the time set by the Graduate School.

Graduate School policy for Master’s Degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>) :

*All work for the master’s degree must be completed within four consecutive calendar years. On recommendation of the student’s supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not granted a modification or waiver, the department has the option to discontinue the student. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field.*

Graduate School policy for Doctorate Degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>) :

*The time limit for completing a Ph.D. degree is determined by individual departmental policy approved by the Graduate Council. Requests to exceed established time limits must be recommended by a candidate’s supervisory committee and approved by the departmental director of graduate studies and the dean of the Graduate School. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field. (*[*PPM 6-203 III.B*](http://regulations.utah.edu/academics/6-203.php)*). Most departments require a seven year time limit for their PhD students.*

You may wish to provide information about the procedure for petitioning an extension for students who go over the official time limit to degree. Make sure to list all departmental procedures for this situation, as well as Graduate School policy and procedure for an extension petition.

Graduate School language for extension petitions. *A petition for an extension of a Graduate student career beyond the established time limits will consist of a formal letter of request to the Graduate Dean. The letter will demonstrate that the student is in good standing.  Good standing requires that the student has a satisfactory GPA for graduation, formed a supervisory committee, that a program of study has been completed and approved by the faculty and directors of graduate studies/department chair, and that they have taken all required preliminary exams and thesis proposal exams required by the department. These must be fully updated in Grad Tracking. The letter must demonstrate a firm commitment by the department, research supervisor, and the student to complete the agreement, including any commitments for financial support, and must provide a demonstration that the proposed path to graduation is feasible. The letter will be accompanied by a written completion plan that is signed by the student, the research supervisor, and the director of graduate studies or department chair.*

*The completion plan lays out specific milestones leading to completion, and dates for the completion of the milestones. The milestones must include formal evaluation meetings with the supervisory committee at least once per semester (if a thesis defense does not occur within the semester).  Failure to complete the milestones by the specified deadline may result in the dismissal from the program (the supervisory committee would review such a situation and make a recommendation).  The petition may request either a one-semester or two-semester extension.  Further extensions will be considered for single semester extensions only, and any such request must provide a written update and a revised completion plan with updated milestones, dates, and signatures.*

Formal letters of petition should be sent to [dean@gradschool.utah.edu](mailto:dean@gradschool.utah.edu).]]

## Dismissal Policies & Procedures

[[Each department needs to have a clear procedure for dismissing students from research groups and/or the degree program. Use this section to discuss the circumstances that would trigger the dismissal procedure, and the steps of that dismissal process.

Some sample Dismissal policies, which you can use or adapt as you see fit. More are listed at <https://gradschool.utah.edu/directors-of-graduate-studies/program-and-departmental-graduate-handbooks>:

[Neurobiology & Anatomy Graduate Student Handbook](http://medicine.utah.edu/neurobiology-anatomy/docs/GSHB.pdf), Section 2, Page 2 – 3

[OS Dismissal Policy](http://gradschool.utah.edu/wp-content/uploads/2015/02/OS-policy-Student-Transitions.pdf)

Please be aware that every new Dismissal policy you develop should be cleared by the Office of General Counsel, 801.585.7002, [Ogc-admin@lists.utah.edu](mailto:Ogc-admin@lists.utah.edu)]]

# Financial Support

[[**MANDATORY**

This section describes the financial support for your students. If your policies match those of the Graduate School, you may want to link or copy from those web pages. Describe the process and timeline for students to request and process financial support from the department.]]

## Teaching Assistant Responsibilities & Policies

[[Use this section to describe the responsibilities, deadlines, and procedures for teaching assistants, if applicable. Graduate School language on Tuition Benefits and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.]]

## Research Assistant Responsibilities & Policies

[[Use this section to describe the responsibilities, deadlines, and procedures for research assistants, if applicable. Graduate School language on Tuition Benefits and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.]]

## Graduate Assistant/Graduate Fellows Responsibilities & Policies

[[Use this section to describe the responsibilities, deadlines, and procedures for assistants, if applicable. Graduate School language on Tuition Benefits and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.]]

## Tuition Waivers

[[Graduate School language on Tuition Benefits and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

This section can also discuss differential tuition, if appropriate]]

## Student Health Insurance

[[Graduate School language on insurance subsidy for students and relevant deadlines can be found here: <https://gradschool.utah.edu/tbp/insurance-information>.]]

## Residency

[[Graduate School language on residency (found at <https://gradschool.utah.edu/tbp/tuition-benefits-qa>:   
  
*To maintain TBP eligibility, all domestic nonresident students must apply for Utah residency upon completion of 40 graduate level semester credit hours at the University of Utah. Go to*[*www.admissions.utah.edu*](http://www.admissions.utah.edu/)*for details on how to qualify and how to apply for residency reclassifications.*]]

## Financial Resources

[[Refer to “Student Awards” below for some general resources. Other financial resources can be listed here, including:]]

* Personal Money Management Center
  + <https://personal-money-management.utah.edu>
* Pivot
  + <https://osp.utah.edu/news/pivot.php>
* Feed-U Pantry
  + <https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us>

# Student & Faculty Code

[[**MANDATORY**

This section describes your student’s and faculty’s basic responsibilities, professional behavior, and consequences for infractions.

This would be an excellent section for making generalized statements about your department’s commitment to minority students, inclusive environments, and the responsibility of departments and individuals to support these environments.]]

## Code of Conduct

[[Many departments have a student policy that codifies expected student behavior parameters. An excellent example of this Student Code can be found here: <https://www.jinaweb.org/about-jina-cee/code-conduct-and-diversity>.

The Graduate School has developed a Code of Conduct meant to guide the behavior of faculty, staff, students, and visitors to the University that describes broad expectations for behavior and campus atmosphere. You are encouraged to share this Code of Conduct with your students, faculty, and staff, and to make visitors who will interact with your graduate programs aware of it as well. Departments may choose to have all who operate on campus sign this Code of Conduct (or a similar departmental Code) as an affirmation of their commitment to maintaining an appropriate campus environment.

Please note: This version of the Code of Conduct has yet to be ratified by the Graduate Council. Updates to the Code, if any, will be posted to you as they become available.

Graduate School Code of Conduct. *The Graduate School is committed to fostering excellence in our community of scholars and leaders. We recognize that diverse and inclusive teams are most likely to produce creative and impactful scholarship and are eager to ensure that each member of our academic community is respected and valued for their unique contributions. This Code of Conduct upholds the Graduate School’s commitment to conduct graduate and postdoctoral education according to the highest ethical and professional standard in compliance with all applicable University, state, and federal regulations.*

*The Graduate School is committed to providing a safe, harassment-free and discrimination-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual orientation, disability, age, physical appearance, body size, race, religion, or veterans status, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome sexual attention, and harassment through social media.*

*All University faculty, staff, and students are expected to comply with the applicable anti-harassment, anti-discrimination, and scientific and professional ethics laws and policies in effect at the University of Utah and at the institutions where they may be visiting.*

*Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or Dean, including the Department Chair or Director of Graduate Studies of their academic program, the Dean of the Graduate School (David Kieda) and/or Associate/Assistant Deans of the Graduate School (Katie Ullman, Amy Barrios, Araceli Frias), or the University’s Title IX coordinator (Sherrie Hayashi).*

*Visitors, including participants at any University or Graduate School sponsored events, are expected to comply with these same standards, as well as to policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.* ]]

## Informal Dispute Resolution

[[This section describes the procedure whereby students can work with department leadership & faculty to resolve difficulties.

Students should be encouraged to go to the departmental DoGS for conflict resolution, if appropriate. Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns (can be requested through [info@gradschool.utah.edu](mailto:info@gradschool.utah.edu) or by calling 801.585.5529).

This section may also want to mention the University Ombudsman’s Office, which provides dispute resolution, resources, and the potential for mediation. More information: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>.

Some departments also have their own Ombudsman or Ombuds Committee, which can also be listed in this section.]]

## Formal Dispute Resolution

[[This section describes the University procedures for students wanting to resolve disputes. Policy 6-400 covers the process of Academic Appeal (<https://regulations.utah.edu/academics/6-400.php>) and students should be made aware of the process.]]

## Title IX

[[All handbooks should have a statement about Title IX, including contact information for the Title IX Coordinator for the University (found here: <https://oeo.utah.edu/contact-us>) and the local College representative. Information on Title IX can be found here: <https://sexualassault.utah.edu/reporting/title-ix-on-campus-reporting>]]

# 

# Important Forms

[[Use this section to provide forms or links to forms that will be important to your students during their academic program.]]

# Student Safety

[[**MANDATORY**

This is a sample of Safety & Wellness information for Program Handbooks, as mandated by President Ruth Watkins. All program handbooks should have this or similar language readily accessible to students.]]

*Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.*

*The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support fo 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.*

## Safety Resources

University Police: <https://dps.utah.edu>

Phone: 911 or 801.585.2677

*Emergency services*

Crisis Line (24/7): <https://healthcare.utah.edu/uni/programs/crisis-diversion.php>

Phone: 801.587.300

*For crisis intervention, emotional support, and mental health needs*

Suicide Prevention Hotline – Utah: <http://www.suicide.org/hotlines/utah-suicide-hotlines.html>

Crisis Prevention – SafeUT Smartphone App: <https://www.uofuhealth.org/safeut>

*Free 24/7 access to counselors for crisis prevention and emotional support*

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

Room 246, Student Services Building (SSB)

Phone: 801.581.6826

Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>

Room 328, Student Services Building (SSB)

Phone: 801.581.7779

Student Health Center: <https://studenthealth.utah.edu/services>

Madsen Health Center, 555 Foothill Drive

Phone: 801.581.6431

Women’s Resource Center: <https://womenscenter.utah.edu>

Room 411, Olpin Union Building

The Office of the Dean of Students: <http://deanofstudents.utah.edu>

Room 270, Olpin Union Building

# Research Policies & Training

[[This section is for the unique research policies and training in your department. Some sub-sections may include lab safety, department policies, plagiarism concerns, training timeline, important certifications or checkpoints, and more.]]

### RATS Courses

[[The University provides Research Administration Training Series on a variety of research subjects which may be interesting or important to your students. Information about RATS courses can be found here: <https://fbs.admin.utah.edu/training/training-rats>.]]

### IRB

[[The IRB is charged with the review of all research projects that involve humans to ensure they comply with local, state, and federal laws, as well as the high ethical standards set forth in University policy. If your students are working with human subjects in their research, they should be familiar with and compliant to IRB rules. More information here: <https://irb.utah.edu>.]]

### Export Controls

[[From <https://osp.utah.edu/policies/export-controls.php> , which you may use: *There are a number of United States export laws that directly affect University research, specifically they include:*

* ***The Export Administration Regulations (EAR)*** *controlled by the Department of Commerce,*
* ***The International Traffic in Arms Regulations (ITAR)*** *managed by the State Department*
* *The sanction regulations governing the transfer of assets governed by the U.S. Department of Treasury through its* ***Office of Foreign Assets Control (OFAC)****.*

*If research involves technological, biological, and chemical and military-related technologies, the government may exert control and supervision of the research and require the University to obtain a license or find and record an exception to the law before allowing foreign nationals to participate in the research, before partnering with a foreign company, or before sharing research results in any manner (including by publication or presentation at conferences) with persons who are not U.S. citizens or permanent resident aliens. Licenses are not easily obtained and require careful preparation and an inordinate amount of lead-time.* ]]

### Radiation Safety

[[If your laboratory or other research programs include radiation, make sure to list the information found here for your students: <https://rso.utah.edu> ]]

### Occupational Safety

[[Departments with laboratory or working conditions as part of graduate school should inform graduate students of the Office of Environmental Health & Safety on the U’s campus, and clearly list their policies and procedures. More information can be found here: <https://oehs.utah.edu> ]]

### Research Misconduct

[[Departments should describe clearly the parameters and consequences of research misconduct. Official University language for this subject can be found here: <https://research.utah.edu/integrity> ]]

### Additional Safety Requirements

[[Additional safety requirements not covered by the materials above should be listed here.]]

### Intellectual Property Policies

[[If applicable, intellectual property policies guiding student work and ethical behavior should be described here. More information can be found at [https://tvc.utah.edu/inventor-resources/inventors-guide](https://tvc.utah.edu/inventor-resources/inventors-guide/) ]]

### Reporting Safety Issues

[[Student researchers should have a clear procedure for reporting safety issues in laboratories, offices, and other working spaces. Provide appropriate contacts for reporting to the department and your university division, as well as the University in general (if appropriate).

You may also wish to make a statement about the department’s commitment to safety in research/work environment, and list common issues that students should watch for and report.]]

# Student Access to Physical Resources

## Departmental Resources

[[This section covers items like keys, mailbox, copy machines, printers, etc. It can also list departmental facilities, door codes, research centers, email, listservs, etc.]]

## University Resources

[[Add to or subtract from the resources below as appropriate for your department.]]

### University ID Card

University card information: <https://ucard.utah.edu>

### TRAX Pass

UTA University pass: <https://commuterservices.utah.edu/mass-transit>

TRAX Schedules & Maps: <https://www.rideuta.com/Rider-Tools/Schedules-and-Maps>

### Wireless Connections

Onboard to Utah wireless: <https://onboard.utah.edu/enroll/uofu/prod_3/process>

### Software

Grammarly Access: <https://gradschool.utah.edu/grammarly>

New Student Guide to Digital Resources: <https://it.utah.edu/help/it_guides/new_student_guide.php>

### Hardware

University Bookstore: <https://www.campusstore.utah.edu/utah/home>

Surplus &^ Salvage: <https://fbs.admin.utah.edu/surplus/>

### Paychecks & Direct Deposit

HR Paycheck Information: <https://www.hr.utah.edu/payroll/paycheck.php>

### Housing

Graduate Student Housing Resources & Options: <https://housingoptions.utah.edu/graduate-housing/>

### Meals & Food

Utah Meal Plans: [https://housing.utah.edu/dining](https://housing.utah.edu/dining/)

### Arts & Entertainment

Arts Pass: <https://www.finearts.utah.edu/arts-pass>

# Student Awards

## Department-Specific Awards

[[Use this section to describe any awards or support specific to your department or degree program.]]

## College/University Fellowships and Awards

[[A list of the graduate school awards can be found at <http://gradschool.utah.edu/tpb>. You can choose from these which will be relevant to your students. You can also check Union Scholarships/Awards, as many of these are applicable to graduate students. <https://union.utah.edu/union-scholarships>.]]

## External Fellowship & Award Opportunities

[[This is a space to list common fellowship/award opportunities outside the University that are relevant to your students.

A list of external fellowships is available at <https://gradschool.utah.edu/tbp/external-opportunities>, and students also have access to Pivot, a new tool for finding foundation funding. <https://osp.utah.edu/news/pivot.php>]]

## Student Travel Assistance

[[Students may have conference travel assistance through your department or College. There are also awards offered through the Graduate School - the Graduate Student Travel Assistance Award (GSTAA) and the Early Career Professional Development Program (ECPDP). More information on these awards is here: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>.]]

# Student Resources

## Departmental Resources

[[Use this section to list and describe Departmental Resources]]

## Graduate School Resources

[[Add to or subtract from the resources below as appropriate for your department.]]

### Events

Event & Workshop Calendar: <https://gradschool.utah.edu/events-calendar>

Events & Workshops Description: <https://gradschool.utah.edu/upcoming-events>

### Administrative & Records

Graduate Records Office: <https://gradschool.utah.edu/graduate-catalog/graduate-records-office>

Electronic Graduate Record File: <https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial>

### Awards & Fellowships

Graduate Fellowship Opportunities: <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduate Student Travel Assistance Award: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Early Career Professional Development Program: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Thesis & Dissertation Awards: <https://gradschool.utah.edu/current-students/awards>

### Advocacy

Graduate School Diversity Office: <https://gradschool.utah.edu/diversity>

Graduate School Dean: [dean@gradschool.utah.edu](mailto:dean@gradschool.utah.edu)

### Training & Workshop Programs

International Teaching Assistant Program (ITAP): <https://gradschool.utah.edu/ita>

Three Minute Thesis Training & Competition: <https://gradschool.utah.edu/3MT>

Past Workshops & Trainings: <https://gradschool.utah.edu/resource-library/workshops-videos>

Research Communication: https://gradschool.utah.edu/science-communication

### Writing & Manuscript Editing

Thesis Office: <https://gradschool.utah.edu/thesis>

Grammarly: <https://gradschool.utah.edu/grammarly>

## University Resources

[[Add to or subtract from the resources below as appropriate for your department.]]

### Graduate Writing Center & Graduate Student Reading Room

More information: <https://writingcenter.utah.edu/grad-student-services.php>. The Graduate Writing Center is located in the Marriott Library in the Graduate Student Reading Room. To access the Reading Room, students must fill out a Graduate Resources Access Form, found at <https://lib.utah.edu/services/education/gradstudents.php>. eTutoring for Graduate Writing is also available. Students can sign up for this service at <https://writingcenter.utah.edu/graduate-services/e-tutoring.php>

### University Libraries

[[In addition to the research offerings, the Marriott Library has events and programs specifically for graduate students. Check <https://lib.utah.edu/services/education/gradstudents.php> for schedules and more information.

### Professional Development

Career & Professional Development Center Graduate Student Career Coaching: <https://utah.craniumcafe.com/group/graduate-student-career-coaching>

Graduate Student Teaching Training from Center for Teaching & Learning Excellence: <https://ctle.utah.edu/events/ctle_events.php>

Higher Education Teaching Specialist Program: [https://ctle.utah.edu/hets](https://ctle.utah.edu/hets/)

### Student Health, Wellness, & Recreation

Student Health Center: <https://studenthealth.utah.edu>

University Counseling Center (including Mindfulness Center): <https://counselingcenter.utah.edu>

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

Campus Recreation Services: <https://campusrec.utah.edu>

### Leadership & Dispute Resources

Dean of Students Office: <https://deanofstudents.utah.edu>

Faculty Ombudsman: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>

Graduate School: <https://gradschool.utah.edu/contact-us>

### Support Groups & Services

Center for Disability & Access: <https://disability.utah.edu>

Office of Equal Opportunity, Affirmative Action, and Title IX: <https://oeo.utah.edu>

Office for Equity & Diversity: <https://diversity.utah.edu>

International Student & Scholar Services: <https://ic.utah.edu>

LGBT Resource Center: <https://lgbt.utah.edu>

Veteran’s Support Center: <https://veteranscenter.utah.edu>

Women’s Resource Center: <https://womenscenter.utah.edu>

# Departmental Listings

## Faculty

## Research Groups/Specialties

## Staff

## Graduate Students