THE UNIVERSITY OF UTAH

Department of Education, Culture & Society

ECS Student Handbook[1]
2024 – 2025

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[1] This is an evolving document and will be updated as new policies are enacted. Check with the Director of Graduate Studies with any questions.

Last Updated: 8/27/24, VEV.

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ECS Overview

The Department of Education, Culture, & Society is one of the top social foundation programs in the country. It is committed to the study and pursuit of social justice in education using cutting-edge frameworks to examine issues of class, race, ethnicity, and gender in educational policy and practice. ECS offers Ph.D. and M.Ed. program specialties in curriculum theory, language education, anthropology, sociology, history, and the philosophy of education. The coursework is designed to help students construct a better understanding of patterns in educational inequality, while countering these inequities by creating an environment where students from all walks of life have, create, and promote equal educational opportunities.

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WELCOME FROM THE DEPARTMENTCHAIR

Dear Students,

Welcome to the University of Utah's Department of Education, Culture, and Society (ECS). We are excited to have you join our community of inter/multi/transdisciplinary education scholars consisting of award-winning faculty, exceptional students and alumni, committed staff, and engaged community partners. This is an exciting time as we collectively work with colleagues across the University toward "becoming a top 10 public university with unsurpassed societal impact." The ECS department does this work through its mission of "producing and supporting transformative educators & scholars from diverse communities and backgrounds who advance rigorous educational research and praxis that draws upon the rich knowledge emerging from diverse communities in ways that systematically confront and address persistent patterns of educational and social injustice." Your enrollment in ECS affirms you share this commitment to our mission and are seeking innovative ways to transform education in pursuit of educational equity for all students. You have found your academic home to pursue this important work!

This handbook provides ECS students with information about the department's programs, expectations, and the procedures and processes it follows to maintain compliance with University policies. The handbook ***supplements and clarifies*** the University policies and College/Department procedures all ECS students are expected to comply with, without superseding them. You are also expected to abide by the highest ethical and professional standards in your courses, research, community partnerships, place(s) of work, social media, and interpersonal relationships with academic colleagues and staff whether that is in-person or online. Your actions on and off campus are expected to embody the department's mission and values.

As department Chair, I will be working to ensure ECS runs smoothly and that you have the supports you need to successfully pursue and complete your graduate degree. Take time to get to know the ECS faculty who are all doing ground-breaking work, the ECS staff dedicated to ensuring you have the resources and information you need to have a fulfilling and successful graduate experience, and your fellow academic colleagues who share your commitment to educational equity and justice even when holding contrasting views of how best to pursue it. We look forward to listening and learning from each other, respecting and including diverse voices, and strengthening our ECS collective through allyship, partnerships, and collaborations that emphasize sharing knowledge and resources with each other and passing them forward to those who come after us.

Warmly,

Verónica E. Valdez, Ph.D.
Professor and ECS Department Chair

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DEPARTMENT CONTACT INFORMATION

Campus Office Location	3280 Beverley Taylor Sorenson Arts and Education Complex (SAEC) Map: https://map.utah.edu/index.html?code=saec
Mailing Address	Department of Education, Culture & Society 1721 E. Campus Center Drive, SAEC 3280 Salt Lake City, UT 84112-9256
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Director of Graduate Studies	**Dr. Leticia Alvarez Gutiérrez** Associate Professor Email: leticia.alvarez@utah.edu Office: SAEC 3287 Phone: (801) 587-7814 (Leave a message)
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Link to Faculty Profiles	https://ecs.utah.edu/faculty/index.php
Student Advisory Committee (SAC) Co-Chairs	**Vivian Lee** Email: u1024131@utah.edu **Kyra Solis** Email: Kyra.Solis@utah.edu

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ECS PROGRAMS

The department of Education, Culture and Society offers an M.Ed. and Ph.D. with multiple specializations and options for completing each degree. Below are general descriptions of degrees granted by the department.

Masters of Education (M.Ed.)

The Masters of Education (M.Ed.) is a 30 credit hour, academic degree program designed to develop an interdisciplinary framework for understanding contemporary questions of educational policy and practice in elementary, secondary, and postsecondary settings and applying them in practice. The M.Ed. in ECS is structured to provide students with one core course (3 credit hours). M.Ed. students select their area of emphasis (social foundations education or teaching for transformation with or without ESL endorsement).

Transitioning from an M.Ed. to MA or MS degree:

For students who choose to transition to an MA or MS degree, a petition process will need to be completed for approval, as the change is not automatic. Some of the petition process entails, the student securing three ECS faculty members to, additional information will need to be provided to have a compelling reason for the transition to be approved, among others. Please talk to your advisor and the Director of Graduate Studies about a petition process.

Doctor of Philosophy (Ph.D.)

A 69-credit-hour academic degree designed to provide the intellectual background and research skills of a scholar to contribute innovative research and practice to the field of education. The average period of completion is 5 years.

- **Ph.D. in ECS, History, Philosophy and Sociological Studies** degree program emphasizes advanced disciplinary study of the history, philosophy, and/or sociology of education to understand and contruct interdisciplinary frameworks for understanding contemporary issues of educational policy and practice in elementary, secondary, and postsecondary education, research methodology, and culminates in dissertation.
- **Ph.D. in ECS, Language, Culture, & Curriculum** degree program focuses on advanced study on issues of language, culture, and curriculum grounded in interdisciplinary research perspectives intended to transform educational practice in ways that address contemporary issues of educational policy and practice in elementary, secondary, and postsecondary education. ECS prioritizes partnership and learning with and for diverse students, families, and communities to advance innovative educational opportunities. This degree program offers grounding in research methodologies, including participatory action research approaches, and culminates in a desseration.

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Working with Native Communities Graduate Certificate

The Working with Native Communities Certificate program will prepare graduate level learners of diverse backgrounds and academic studies for professional work with Native communities by deepening their understanding about the historical context and contemporary challenges facing Native peoples in the United States. Through the Certificate, learners will take away essential and critical concepts to prepare them to do important and much needed work with Native communities both locally and nationally. One of the Certificate program's main objectives is to assist students in developing an understanding of the complex inner workings of Native nations, histories, status as political sovereigns, efforts in education, and tribal governments to prepare students for professional work in a variety of fields. The many misconceptions stemming from the unique relationship with the United States and Native communities/peoples will be addressed. Learners enrolled in the Certificate program are expected to work with Native governments, organizations, businesses, health services, and/or other stakeholders to promote the social, political, economic, and environmental well-being of Native nations.

ESL Endorsement

Non-degree seeking students seeking to only complete their English-As-A-Second-Language (ESL) endorsement at the U can do so through the ECS department. When attached to a current Educator License, the ESL endorsement provides an individual with the skills and knowledge necessary to provide quality instruction to PreK-12 students learning English (commonly referred to as Multilingual Learners[MLs] or English Learners [ELs]) based on the TESOL Standards used for Pre-K – 12 Teacher Preparation courses. Courses cover the following six standards: I Language Standards: Knowledge about Language; II Culture Standard: MLs in the Sociocultural Context; III Assessment Standard: Assessment and Evaluation; IV Instruction Standard: Planning & Implementing Instruction with an emphasis on the continued fostering of a learner's home language(s); and V: Family and Community Engagement Standard: Professionalism and Leadership. The complete ESL Endorsement (six classes, earning grade of C or better) is granted by USBE and is recorded on your teaching credential.

Masters of Education (M.Ed.)

The M.Ed. program seeks individuals with an interest in equity and diversity issues in educational settings inside and outside of schools at the elementary, secondary, or postsecondary levels. This includes students who plan to pursue doctoral studies as well as, practicing teachers, administrators and directors.

The required courses are outlined in this section for the various M.Ed. Degree Tracks. The Program of Study Checklist can be found below. Also refer to the M.Ed. Course List to plan accordingly. It is a good idea to schedule an appointment with the Academic Coordinator or Director of Graduate Studies to discuss course enrollment.

All students in the M.Ed. program are **required to *enroll ONLY in ECS courses their first year in the program.*** Otherwise students risk not having the courses count towards their degree. Students are advised to schedule an appointment with the Academic Advisor or the Director of

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Graduate Studies to discuss courses **prior to** enrollment to ensure that the courses will count towards their degree.

The M.Ed. program has the following four tracks of emphasis:

- **M.Ed. in ECS, Social Foundations emphasis** (30 credit-hour degree program) emphasizes interdisciplinary frameworks for understanding contemporary questions of educational policy and practice in elementary, secondary, and postsecondary settings. This degree track covers a breadth of various educational perspectives. For example, students will take courses that discuss educational experiences through the disciplinary lens of anthropology, Indigenous populations, sociology, immigration, philosophy, and cognitive development in STEM. All students are expected to complete 15 credit hours in the Social Foundations area of emphasis, 6 credit hours in the Teaching for Transformation area, and 3 credit hours for the allied course (elective from outside of the department). The Allied course is meant to bolster your program of study and should be approved by the Director of Graduate Studies.

I. **M.Ed. in ECS, Teaching for Transformation emphasis** (30 credit-hour degree program) focuses on **applying** interdisciplinary frameworks to educational practice as a means to address contemporary questions of educational policy and practice in elementary, secondary, and postsecondary settings. This degree track focuses on curriculum, pedagogy and the educational inequities in k-12 populations. All students are expected to complete 15 credit hours in the Teaching for Transformation Praxis area of emphasis, 6 credit hours in the Social Foundations area of emphasis, and 3 credit hours for the allied course (elective from outside of the department).

  The Allied course is meant to bolster your program of study and should be approved by the Director of Graduate Studies.

- **M.Ed. in ECS, Teaching for Transformation with English as a Second Language Endorsement (ESL) emphasis** (31 credit-hour degree program). The ESL Endorsement through this degree program is intended for educators interested in working with K-12 multilingual learners designated as English learners who already have their teaching certification or plan to obtain it. This degree does not include a teaching license which is required to teach in K-12 settings.

Partnership M.Ed. Degree Program
- M.Ed. in ECS with Secondary Licensure (67 credit-hour degree program) A joint program between ECS and the Urban Institute of Teacher Education, designed to prepare and work with teachers to be effective educators for the increasingly diverse classrooms of the Salt Lake region. The required coursework in the program focuses on areas such as family and community partnerships, the meaning and art of teaching and learning in urban contexts, and linguistically diverse classrooms and communities. The goal of this joint program is to provide practical and conceptual frameworks that teachers can use in the classroom to create equitable and academically challenging learning spaces.

  APEX ESL ENDORSEMENT: A partnership with the Canyon's and Davis School Districts, and thus only available for teachers in the Canyon's and Davis School Districts. The APEX Program is a hybrid-online program that offers practicing educators a Master's degree in Education as well as an ESL endorsement. The program offers professional education to educators that is closely linked to their work in schools. Fashioned after

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executive education programs, educators' readings, tasks and assignments involve the everyday dimensions of educating diverse students. If their contexts are not diverse, video content is provided to engage educators in understanding the demands of such contexts. Educators also participate in small learning communities to engage in their work. The premise is that reflection is a collective exercise. Contact Dr. Valdez for more information.

Graduate School and Department Time Limit for Master's Students All work for the master's degree must be completed within four (4) 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. For more details, please see the Graduate School webpage.

Doctor of Philosophy (Ph.D.)

- **Ph.D. in ECS, History, Philosophy and Sociological Studies** degree program emphasizes advanced disciplinary study of the history, philosophy, and/or sociology of education to understand and contruct interdisciplinary frameworks for understanding contemporary issues of educational policy and practice in elementary, secondary, and postsecondary education, research methodology, and culminates in dissertation.
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Assigned Advisor

Upon enrollment in the program, students are assigned a faculty advisor who works with them during their initial year in the program. Students always have the option to change their initial advisor at any time without any issue. The student should let the initial advisor know of the change.

The assigned Advisor is not automatically the student's Committee Chair for their qualifying exams or their Dissertation, although in many cases they are. Students should ask the faculty member they want to have serve as their Committee Chair for their qualifying exams and dissertation. Students should not assume that this process is automatic. Also, the Committee Chair for their qualifying exams is not automatically the Dissertation Chair. The Chair for the qualifying exams has completed their role. If the student wants this faculty member to serve as Chair for their dissertation, the student should ask the faculty member.

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Students should plan to identify a faculty member who will serve as their Committee Chair and committee members who will serve on their qualifying exam committee during their second or third year in the program.

Course Enrollment

All students in the Ph.D. program **are required to ONLY *enroll in ECS courses their first 2 years* in the program (the first 36 credit hours).** Otherwise students risk not having the courses count towards their degree. Students should consult with the Director of Graduate Studies about courses prior to enrollment to ensure that the courses will count towards their degree. Students should refer to the Ph.D. Core Curriculum.

All Ph.D. students should complete the Program of Study Requirement Checklist once they have completed all required coursework and email it to the Director of Graduate Studies, Dr. Alvarez Gutiérrez, leticia.alvarez@utah.edu in order to be cleared for graduation.

THREE STAGE Ph.D. MODEL

The ECS department has a three-stage model described as following:

I. STAGE ONE

The first stage is comprised of completing core courses which provide a broad scope of multidisciplinary educational perspectives, in addition to one research course.

CORE DISTRIBUTION (21-Credit hours)
- History, Sociology, and Philosophy (6-credit hours)
- Language, Culture and Curriculum (6-credit hours)
- Educational Theory (9-credit hours)
- Research (3-credit hours)

All students must successfully complete the above core courses [24-credit hours] prior to beginning work on their qualifying exams.

Department policy requires that all Ph.D. students *ONLY enroll in ECS courses their first 2 years* in the program (36-credit hours). Otherwise, students risk not having the courses count towards their degree. Students should consult with the Director of Graduate Studies prior to enrolling in courses outside of the department to ensure that the courses will count towards their degree.

b. *FIRST-YEAR FORMAL REVIEW*

The second part of Stage One is the First-Year Review. This review occurs after the student has enrolled in 15–18 credit hours of doctoral coursework in ECS (only credit hours completed in the ECS Ph.D. program).

After students have completed their first year (15-18 credit hours) in the department, their progress will be evaluated by the faculty. Students are expected to submit their best theoretical paper for a first-year review. The first-year review allows the department faculty to become acquainted with the Ph.D. student's work, commend strong research, and make recommendations that will help Ph.D. students get ready for the qualifying exams (also known as preliminary exams), and attend to concerns that will help support students to be successful in the

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rest of the program. The Director of Graduate Studies will reach out to students when they are scheduled for a first-year review.

Meeting with Director of Graduate Studies: In preparation for the First Year Formal Review, students will meet with the Director of Graduate Studies the semester prior to the materials are due, unless a triggered review is scheduled, in which case a first year is postponed until the triggered review decision is received. The Director of Graduate Studies will provide students with details about the material that are needed and provide guidance for submitting materials as well as, answer any questions.

The following material should be submitted electronically to the Academic Coordinator for the first-year formal review:

1. **Personal Statement** - The personal statement is a detailed explanation of the following (2 pages maximum-single spaced):
    a) *Growth/Successes*: What areas of growth have you had since entering the Ph.D. program? Explain some successes you've had as a first year Ph.D. student and how you know you have grown in these areas.
    b) *Challenges*: What have been some of the challenges you have faced in the department and explain how you have overcome these challenges or how you continue to work on overcoming these challenges. Include how faculty have supported you in this process.
    c) *Research Interests*: What are your emerging research areas of interest? What are the questions you have pertaining to this research area and why do these questions matter? Who are the scholars and theories you are drawing from to develop your niche in this area of research? What research areas do you still need to engage with to strengthen your knowledge in these areas? Which ECS faculty are mentoring you to develop these research areas? Which courses have helped you consider these areas of research?
    d) *Conferences/Presentations*: Which educational conference(s) have you attended and/or presented at? Provide details about your presentation(s). Did you do this alone or in collaboration? If so, who were your collaborators? Provide details.
    e) *Writing/Research Projects*: Which research projects and/or writing projects are you a part of? Provide details to any submissions you have completed. Explain how you are collaborating with peers or faculty.
    f) *Course participation*: What are your strengths and weaknesses in courses? (e.g., Do you come prepared to class? Do you participate in deep critical ways? Are you linking theories to praxis? What have been the most meaningful contributions in courses? What do you think you can do better and how will you accomplish this goal?)
    g) *Community Member*: How do you feel you have helped create a supportive and collaborative academic environment in classes, department and college with your peers and professors? Provide specific examples. What do you think you can do to improve?
2. **Course Paper** - The paper submitted should represent the best work you have completed in ECS since entering the doctoral program-preferably from courses taken the semester prior to the review. The paper should show case your strongest writing skills, synthesizing literatures and ability to engage with educational theories. The paper you submit should also meet the following criteria:
    a) The paper should have been submitted in a required ECS core course, and not from an independent study.
    b) The course paper should be a single-authored piece and should be research-based and should show exploration of your engagement with theory(ies).

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   c) The paper should demonstrate a well-developed synthesis, and well-structured arguments, an appropriate grasp of the scholarly literature, and an ability to draw connections among various course material.
   d) The paper should be in the **original** format submitted as a final in an ECS course, and should **not be altered**, edited or changed from its original final submission.
   e) The paper submitted should be a clean copy, without faculty comments or a grade.

3. **Reflection -** On a separate page, attach a brief statement explaining the criteria and expectations for the paper (i.e., literature review), and why the paper was selected as your best work. The brief statement should also describe what you learned from the paper and how the paper has helped you develop your writing skills, engagement with theories and conceptual understandings. You are welcome to discuss how the paper challenged you too (250-word paragraph).

4. **Program of Study** – Submit an updated Program of Study Requirement Checklist reflecting the courses and grades earned and completed thus far in the program. Be sure to include the course number, course title, instructor, semester and year as well as the grade and credits earned.

5. **Curriculum Vitae (CV)** – a detailed summary of your education, work experiences and academic activities (e.g., conference presentations, articles and chapters published, awards, etc).

Once the faculty have completed their evaluation of the materials you submitted, a post evaluation meeting will be scheduled with your Academic Advisor to provide you a summary of the feedback and recommendations from the faculty about your overall progress and future directions.

Be sure to communicate with your Academic Advisor about enrollment for SEMESTER/YEAR and be sure to enroll in courses with faculty you have not yet taken. Please make sure you are completing Stage I of your Program of Study prior to enrolling in Stage II or Stage III.

   Department Policy: Students who are not evaluated satisfactorily at the First-Year Formal Review may be asked to take additional and specific courses (i.e., writing courses and/or coursework in a particular area of concern); and in some cases, they may be counseled to leave the doctoral program **or** undergo a Second-Year Formal Review after the student has completed the faculty recommendations.

c. *SECOND-YEAR FORMAL REVIEW*
A Second-Year Formal Review may be scheduled if the faculty determines that a student is not making the necessary progress. If scheduled, this review will occur after the student has completed **30- credit hours** (*but less than 36 hours*) of core doctoral coursework in ECS (not including independent study classes) and the additional suggested courses.

For Second-Year Review, students are expected to demonstrate a deeper understanding of various theoretical frameworks, a stronger grasp of conceptual linkages, greater familiarity with the scholarly literature, and demonstrate writing sophistication.

Students should not have any grades below a B- or have incomplete work - otherwise this may jeopardize their good standing in the department and can lead to a student being asked to leave the department. It is recommended that students follow-up with their professors to ensure that grades have been posted for any completed work. Students should plan to schedule a meeting with the Director of Graduate Studies to review the materials they are planning on

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submitting. Students scheduled for a second-year review must submit the following material:

1. **Personal Statement** - The personal statement consists of a student's brief discussion of their areas of research interests, as well as, their growth as a scholar, theorist, and educator. This statement should address how the student has developed their understandings of: a) research literatures; b) conceptual understandings and how their writing skills have improved. If appropriate, the personal statement may refer to the two papers submitted (2-3 pages).

2. **Two Course Papers –** The two papers submitted should have been written for ECS courses or for ECS-related conference presentations where the student is the sole-author. These should be papers that represent the student's best work thus far. The two papers should demonstrate something of a range and should have been written in the past academic year. The papers should also meet the following criteria:

    a) The two papers submitted must be papers completed for **two different ECS courses and two different faculty members and be sole authored**.

    b) Each of the two papers should demonstrate a well-developed syntheses and well-structured arguments, an appropriate grasp of the scholarly literature, and an ability to draw connections among course material.

    c) Each of the two papers should be in their original format submitted for a course, and should not be altered, edited or changed from its original final submission. The papers should be clean copies, without faculty comments or grades.

3. **Reflection -** On a separate page, the student should submit a brief statement (250-word paragraph) *for each paper*, explaining why each of the papers were selected as the students' best work, the expectations for the paper (i.e., literature review) and what was learned from the paper. The brief statement should also describe what was learned from the paper and how the paper has helped the student develop their writing skills and conceptual and theoretical understandings.

    Program of Study Requirement Checklist - Students do not need to include a transcript with their materials, as this information will be added by the department, but we do ask that students submit a Program of Study Requirement Checklist filled out with courses, that the student has enrolled in during the past academic year.

4. **Post Evaluation Meeting –** After the faculty have met to evaluate the material submitted by the student for their Second-Year Formal Review, the student's advisor and the Director of Graduate Studies will meet with the student to share the faculty's feedback within a two-week period. If the student is making satisfactory progress, the student will continue in the program, although they may be required to take additional coursework to continue in the program.

Department Policy: Students who do not perform satisfactorily at the Second-Year Formal Review (e.g., have not enrolled in the recommended courses after their first-year review and are not making satisfactory academic, theoretical or behavioral progress) may be counseled to leave the program. At this time, students will be asked to leave the program and department. See graduate school policy 6-400 (Section IV: Student Academic Performance):

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https://regulations.utah.edu/academics/6-400.php

d. *SUPERVISORY COMMITTEE*

The supervisory committee is usually formed in the first year of graduate work. Each student is responsible for forming their supervisory committee. It is the responsibility of the student to approach prospective committee members about their willingness and availability to serve in such a capacity. Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's supervisory committee. Ph.D. committees consist of five regular faculty members, **at least three must be faculty in the University of Utah Department of Education, Culture and Society** and **at least one member of the committee must be from outside the department**. Outside members can either be employed in a different department at the University of Utah or employed entirely outside of the University. The Graduate School Dean requires that all committee members serving on Ph.D. committees need to have earned a Ph.D.

If a student wants to have a faculty member from another institution on their committee, to receive approval from the graduate school, that professor must have a PhD, provide the department with a curriculum vitae, and provide a justification letter. The student must work with the academic coordinator to obtain the CV and Justification Letter. The chair is the primary advisor of the doctoral dissertation and must be a faculty member in ECS. Committee decisions are by majority vote. Once the committee is formed, the student should meet with the Academic Coordinator to enter the committee members in the online Graduate Student Degree Tracking System/GTS.

Students may change the membership of their committees, just as members may decide to leave committees. All such changes should be made in consultation with the concerned parties and with the Director of Graduate Studies. To change the membership of a supervisory committee, the student should meet with the Academic Coordinator to update the online GTS. The supervisory committee is responsible for approving the student's academic program, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). Students should ask prospective members to serve on the committee, and students are advised to meet with their committees at least once a year, or more frequently if needed.

Supervisory committees have the following responsibilities:
1. Approve a student's program of study.
2. To help determine when a student is ready to take Qualifying Exams.
3. To conduct the oral defense of the student's dissertation proposal
4. To conduct the final oral examination of the student's dissertation manuscript
5. Sign off and approve the final dissertation manuscript after the final defense has occurred and after all changes have been made to the dissertation manuscript
6. To advise on appropriate job placement, including preparation of job application materials (e.g., Cover letters, reference letters, and CVs).

e. *PROGRAM OF STUDY*

The Graduate School requires that all Ph.D. students file a "Program of Study" for the PhD Degree. The program of study lists course work and research hours that will be applied to the Program of Study for the doctoral degree and is due one semester before graduation. Students should work with the Academic Coordinator to enter the courses in the online GTS, determining which courses should be listed for the student's doctoral

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degree. The members of the student's supervisory committee, as well as the Director of Graduate Studies, will approve the Program of Study in the online system. The program of study should be completed after the committee has met with the student to review the student's progress within the graduate program and to consider the necessary course work, language skills, research skills, or other requirements necessary for the student to be prepared to undertake dissertation research. Courses included on the Program of Study for a previous degree cannot be used on the program of study for another graduate degree. Students who have graduated with an M.Ed. in ECS, *cannot* use courses or credits from that program of study towards the Ph.D. program.

f. *QUALIFYING EXAMS* (6-credit hours)

The qualifying exams (also referred to as prelims) are the exams that Ph.D. students take after they have successfully completed **27-credit hours** of coursework in ECS **and before** they have successfully completed **36-credit hours** of coursework.

The goal of the exams are for students to demonstrate a high level of competency in mapping and analyzing fields of research around two questions that interest them in a manner that shows how particular empirical and conceptual work has framed, studied, as well as, rendered particular findings.

The qualifying exams are not intended as a preliminary literature review for the dissertation. Rather, they serve as a bridge between the structured inquiry of regular coursework and the independent inquiry represented by the dissertation. The qualifying exams may address a topic or theory related to the dissertation, but their primary purpose is to launch students into independent research on a set of topics that interests them. The following are steps that the student should take the semester *prior to enrolling* for their qualifying exams:

a) The student should identify and ask an ECS faculty member to Chair their qualifying exams and identify two other ECS faculty to serve on their committee.

b) Once the Chair and committee has been formed, the student should plan to meet with their Chair to discuss the possible topics of interest, possible questions and possible reading lists.

c) The student should draft and finalize the research topic which requires substantial familiarity with one or more research literatures bearing on a question for each qualifying exam, and develop a question and reading list for each exam the semester prior to enrolling for their qualifying exams.

d) The student should coordinate with their Chair, and schedule to meet with the entire committee of 3 ECS faculty the semester prior to discuss their question(s) and reading(s) list(s). At this meeting, the Committee will provide the student with feedback about their drafted questions and reading lists.

e) The student should edit accordingly and integrate the Committee's feedback to their questions and readings lists.

f) The student will meet with their Committee during the first two weeks of the semester they are scheduled to complete their qualifying exams. During this meeting their question(s) and reading list(s) will be finalized.

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g) The student will have 10-weeks to complete their exam(s). Once the ten weeks have passed, the student will email their exam answer(s) to their Committee. The faculty will then have 2 weeks to evaluate the exam(s).

h) The student will meet with their Committee in a final oral defense to present their qualifying exams. In this meeting, the student is offered an opportunity to o discuss their exam answers and the Committee will provide feedback and decide if the student has passed their qualifying exams or not. The student must earn a letter grade of B- or better to pass.

i) Students should enroll in: *ECS 7961: Directed Reading for Doctoral Preliminary Exam.* Full-time students should enroll in 6-credit hours and part-time students should enroll in 3-credit hours. Part-time students have the option of completing one exam in consecutive semesters.

Department Policy: If the student does not pass a qualifying exam, the student will have a month to re-take their exam and resubmit. Students failing one or more examination are entitled to retake that examination only once. If students do not satisfactorily pass the exams on their re-take, they may be asked to leave the department.

QUALIFYING EXAM PROCESS

I. **Qualifying Exam Questions**

    a. **Question One:** The first question should be generated by the student with input from the committee and should focus on the student's area of interest. The student usually takes the lead in drafting a few questions to discuss with their Chair. Once the question has been drafted and the reading list has been generated, the question is shared with the Committee. The first question typically focuses on a theory or the relationship between two or more of the theories the student has investigated in a preliminary way in their course work.

    b. **Question Two:** The second question should be generated collectively between the student and the committee and aim to deepen the student's understanding of either:

        i. One of the disciplinary sub-fields represented in the department with a focus on praxis, **or**

        ii. One theoretical framework or the relationship between two or more of the theoretical frameworks the student has investigated in a preliminary way in their course work.

II. **Reading Lists**

    The student will generate a draft of readings lists (one for each question), then with the assistance of the committee, the student will finalize their reading list for each question. Typically, the reading list will include a combination of texts that the student has already read and texts not yet read. The length of the lists will vary depending on the texts included (i.e., books, articles, and chapters), but typically they will include 20 to 25 items per question.

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III. Exam Format

Each question should be 20-25 pages (not including references). APA Format (7th Edition). The manuscript expectations are discussed below.

IV. Preparation

The Department of ECS treats the qualifying exams with the utmost importance. They are designed to test students' comprehensive and specialized knowledge of a particular field. Success in one's course work is by no means a guarantee of success on the comprehensive exams. Students must prepare thoroughly by:

1. Reviewing their course work
2. Reading the pertinent scholarly works as indicated on the fields' reading lists
3. Reviewing their writing

V. Assessment of the Qualifying [Preliminary] Exams

Preliminary Examinations are assessed with the following expectations:

a) *Quality of writing*. The mechanics of the exams should align with publication standards. This includes clear and clean grammar, as well as a thorough spell check. The author should adhere to APA 7th Edition.

b) *Quality of the argumentation and organization of the essays*. Different sub-disciplines within education employ, at times, different modes of argumentation. Readers/evaluators will appraise the essay from the normative mode of argumentation employed within the field in which the question is situated. The argument should be explicit early in the essay(s). The organization of the essay should guide the reader to understand the argument through appropriate citation and rich examples that are unpacked. The organization should have needed scaffolding to structure the reader's engagement.

c) *Analysis*. The author should provide the reader with the needed analysis of the literature that they are presenting. The clustering of studies to constitute a body of literature should include an analysis of how particular conceptual units are linked and what is afforded by joining these units. Quotations should be equally analyzed, or unpacked, to provide the reader an interpretation of what the author of the quote is activating or linking, as well as what the author is placing in the background, when appropriate.

d) *Voice*. The writing should be pedagogical in its presentation of the argument(s). The author's voice should be evident. The author's standpoint should be made explicit to the reader early in the essays. Standpoint can be ontological and/or epistemological/theoretical positioning. The articulation of standpoint should be appropriate for the mode or argumentation being employed.

II. Timeline

a) Questions and reading lists will be finalized no later than the second week of the semester.

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   b) The students have 10 weeks to complete the exam and the exam shall be completed by the 12th week of the semester.

   c) The oral "defense" shall be completed before the end of the semester. At this meeting, the committee offers the student feedback on the paper(s), asks questions, and makes suggestions for the next prelim or the proposal. The student should discuss the format of their oral defense with their Chair. During this meeting the student should address their writing process, struggles with the literature, concepts, theories, surprises, questions, or anything else that was part of the process.

Qualifying Exam [Prelim]Procedures

- Qualifying exam (prelim) committee consists of three ECS faculty members. A student who is enrolled in a joint Ph.D. program (such as that between ECS and the Writing Program) may have one member on the committee from outside the ECS department, but in general, all members of prelim committees should be ECS faculty.

- The qualifying committee often overlaps with the dissertation committee, but not always. Sometimes students change their mind about the topic they're interested in over the course of the qualifying exams. Students will be forming a new, though possibly overlapping committee for the dissertation. Hence, the qualifying committee's work is complete once the student's qualifying committee's comments and assessment are submitted to the student and provided a grade.

- The committee should be formed after the student has completed 27-credit hours of coursework and before they have completed 36-credit hours of coursework.

- The student and qualifying Chair must bring their committee together for a meeting to discuss the questions and reading lists during the last half of the semester prior to taking the exam.

- The formal meeting at which the qualifying exam questions and reading lists are finalized must be scheduled during the first couple of weeks of the fall or spring semester. At this meeting, the committee makes any final changes to the questions and reading lists before the end of the second week of classes. The questions and reading lists that the student and committee agree upon then become the contract between the student and committee. This doesn't mean that the student may not add other readings, but the list represents the readings for which they are held accountable. The intent is to contain the prelim experience so that it is more manageable than a proposal, in which the project and reading list might change midstream.

   The course students enroll in is: ***ECS 7961: Directed Reading for Doctoral Preliminary Exam***. Full-time students should enroll for 6 credit-hours of prelim hours during the semester they take the exam, three hours with the chair and three hours with another committee member. Part-time students should enroll for 3 credit- hours when they take the first exam and another three hours when they take the second exam.

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- Students may discuss the exam with other students, but should not get assistance or feedback from any faculty during the exam period.

Department Policy: In case a student fails passing their qualifying exam(s), they are expected to complete revisions within one month of the oral defense.

II. STAGE TWO

The second stage of the Ph.D. program is structured to build and expand knowledge on the student's dissertation topic. In this phase of the program, it is extremely important for students to work closely with the chair of their supervisory committee in selecting courses. The following are the requirements for Stage Two:

a. **Allied Courses (9 hrs.)** Allied courses should be taken outside of the ECS department. These courses should be decided in consultation with the student's advisor.

b. **Specialization courses (9 hrs.).** The specialty area is designed in consultation with the student's advisor. Typically, this includes nine additional hours in one of the three specialty areas within ECS: 1) History, Philosophy and Sociological Studies; 2) Language, Culture and Curriculum, 3) Educational Theory or 4) Research Methodology.

c. **Research Methodology (9 hrs.).** All Ph.D. students complete a minimum of nine hours of coursework in methodology and epistemology. All students are required to start taking research courses during the first year of their program of study.

• *Qualitative Methodology*: Students who are interested in pursuing qualitative methods in their research, should plan on enrolling in two qualitative methods courses (6 credit-hours) as well as a 3 credit-hours (one course) **quantitative methods course.** The quantitative methods course that meets the graduation requirement must allow for the *applicability* of the technique (model), its limitations, and its assumptions. The quantitative course should provide ECS students learning more about the basic concepts of data analysis and statistical computing, both increasingly used in the education, social sciences, and the humanities. An acceptable course in meeting this graduation requirement will provide students with the practical application of quantitative reasoning, visualization, and data analysis. The goal is to provide students useful tools for assessing statistical claims and conducting their basic statistical analyses. Topics include: an examination of the roles of statistics in research, analysis of variance (ANOVA), graphing and tabulation of data, basic descriptive measures, chi-squared, measures of association, correlation, sampling and sample size estimation, simple linear regression, and regression, to name a few. More specifically, the quantitative methods course requirement should offer assignments that are based on real-world data and problems in a wide range of fields in the social sciences and humanities, including psychology, sociology, and education. This requirement will allow ECS students to be biliterate and more confident as graduates so that they will be able to engage in research using multiple methodologies. **This is a requirement for all students who entered the Ph.D. program in Fall 2016 and after.**

• *Quantitative Methodology:* Students who are interested in pursuing quantitative

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methodology in their research, should plan on enrolling in two quantitative methods courses (6 credit-hours) as well as a 3 credit-hours (one course) in a **qualitative methods course in ECS. This is a requirement for all students who entered the Ph.D. program in Fall 2016 and after.**

III.   STAGE THREE

The final phase of the program is dissertation writing. Students are required to take a minimum of **14 credit-hours** of thesis hours (ECS 7970). Please refer to the Thesis Handbook for more information and additional requirements. The following are the various steps in Stage Three:

A.   Proposal Preparation

The first part of stage three requires that students begin to plan for their dissertation proposal. Students should consider the following as they are preparing to embark on writing their dissertation proposal:

1. Problem Statement and Research Questions: What is the problem to be investigated? In other words, what is the purpose of the study? What are the specific research questions the study will seek to answer?

2. Conceptual Framework and Related Literature: What theories, concepts, and research provide the best framework to explain or study the problem? Offer conceptual definitions of study variables where appropriate.

3.   Significance: Why is the problem important? How will the proposed study fill an important need for knowledge or chart a new area for investigation?

4. Methodology/Methods: Include methodological considerations such as:
   (a) Sample or data sources
   (b) Data collection procedures
   (c) Instrumentation or measurement tools and issues, including operational definitions of variables where appropriate
   (d) Study design (including checks on possible bias or threats to study validity)
   (e) Data analysis

5. Assumptions and Limitations: What are the assumptions and expected limitations of the study?

6. Timeline: What is the expected timeline for completing your study?

B.   Proposal Stage

Once students have decided on a dissertation topic, students should complete their first 3 dissertation chapters in order to propose. Students will have two opportunities to complete an oral defense.

   i.   *Proposal pre-defense*. This is an opportunity for the student to share their draft to the committee and receive feedback on the proposal draft. During this pre-proposal

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defense, the student will orally present their work and the committee has an opportunity to suggest edits, areas of improvement, and offer questions for the student to consider. These suggestions will be guided by the dissertation chair.

ii. ***Proposal final defense***. The final oral proposal defense will take place after the suggestions have been made and the Chair feels the document is ready to move forward. During the proposal defense, the student should have the following three chapters ready to defend.

1. *Introduction*: an overview of the study, including the problem statement, research questions, and significance of the study. Students include many other things in Chapter 1 of their dissertations, depending on their topic, methodology, and writing style.

2. *Literature Review:* the review of the literature includes an overview of the relevant conceptual and theoretical frameworks guiding the study, as well as previous scholarship on the topic (and related topics) that helps the reader understand the landscape informing the current research project

3. *Methodology/Methods*: this chapter includes a description of the methodology and methods used to conduct the study, including relevant details about participant recruitment, data collection, and data analysis

iii. ***Institutional Review Board (IRB) Procedures.*** Once students have passed their proposal oral defense, they should submit their documentation to IRB to conduct their study.

For students who plan to work on research projects that involve humans, clearing your research proposal with IRB is necessary to move forward with your research. "The Institutional Review Board 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." For the most up to date information, please refer to https://irb.utah.edu/.

C.   Dissertation Proposal Guidelines

A dissertation is a significant piece of original scholarly research and serves as the culmination of a student's graduate study. Although sustained work on a dissertation project typically begins after successful completion of the qualifying examinations, students are encouraged to begin developing a dissertation proposal prior to the completion of their course work.

For most studies, the following information should be set forth clearly and succinctly in separate sections of the proposal document. In order to propose, students should have the first three chapters of their dissertation written. The student's advisor may suggest more

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specific guidelines to follow, but in general, the **Five Chapter Dissertation** typically includes the following five chapters:

1. *Introduction*: an overview of the study, including the problem statement, research questions, and significance of the study. Students include many other things in Chapter 1 of their dissertations, depending on their topic, methodology, and writing style.

2. *Literature Review:* the review of the literature includes an overview of the relevant conceptual and theoretical frameworks guiding the study, as well as previous scholarship on the topic (and related topics) that helps the reader understand the landscape informing the current research project

3. *Methodology/Methods*: this chapter includes a description of the methodology and methods used to conduct the study, including relevant details about participant recruitment, data collection, and data analysis

4. *Findings/Results*: In this chapter, the student discusses the findings or results of their study. Students may have more than one chapter of findings, resulting in more chapters.

5. *Discussion*: In this chapter, the student discusses their findings/results and how they related to the previous scholarship on this topic. Generally, the student will also provide implications and recommendations in this chapter.

D.   Dissertation Preparation

A doctoral dissertation in political science embodies the results of careful and sustained scholarly research. It must provide evidence of originality and the ability to contribute knowledge to one's field of study. A dissertation must also demonstrate mastery of relevant scholarly literature and be 17 presented in an acceptable style. Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in A Handbook for Theses and Dissertations, published by the Graduate School (https://gradschool.utah.edu/thesis/). Students should obtain the latest copy of this handbook from the Thesis Office when planning their dissertations. Students whose research involves human subjects must follow the guidelines listed in the Handbook, and receive the approval of the Institutional Review Board prior to beginning research with human subjects.

E.   Dissertation Defense

Students will go through two meetings to finalize and defend their dissertation.

Dissertation Pre-defense Meeting (Proposed)

ECS requires committee's hold a pre-defense of each student's is really just a meeting to give feedback to make sure that the student is best prepared for success. The student isn't actually defending, yet.

We developed this system for several reasons:

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--to ensure that the student is able to hear & engage with committee feedback without the question "am I failing/passing?" making it hard to listen productively;

--to help ensure the highest quality dissertations;

--to heighten the likelihood that when students submit their final draft, they will have a successful defense (& since the actual defense is public, this is all the more desirable; a student could defend again later if the first time is not successful, but that's really demoralizing);

--to give the committee sufficient time to read drafts (rather than being asked to rush because of a thesis office or graduation deadline)

Our policy is that faculty must be given the draft 3 weeks ahead of any meeting. If the upcoming term were fall or spring instead of summer, we probably would have Tanji's pre-defense-meeting in the middle of the term. As many of the faculty may not be available over the summer, though, Tanji will send you a draft in late summer (3 weeks before the scheduled meeting). Because she expects to have it in fairly polished shape by then, it is possible that the committee would suggest only light edits, and there would be a quick turnaround time before the formal defense (especially as in that case faculty might only need to re-read specific sections). It is even possible (though not common), that the pre-defense-meeting would end up being so satisfactory that a formal defense is not required after all. This system allows us to pace the process.

i. ***Final Dissertation Defense***. The final oral dissertation defense will take place after the suggestions have been made and the Chair feels the document is ready to move forward. During the final dissertation defense, the student will orally present their research. The Chair will guide the student in preparing for their final dissertation defense. The final defense is open to the public.

   Final Oral Examination, Final Dissertation Defense Graduate School policy requires that PhD candidates pass a public, final oral examination of the completed dissertation, conducted by the supervisory committee. The final oral examination is also called the final dissertation defense. The supervisory committee chair, in consultation with the other members of the supervisory committee, will determine when the dissertation is ready to be defended. The final oral examination covers only the dissertation and not the field generally. The Graduate School policy specifies that a Ph.D. candidate should submit an acceptable draft of the dissertation to their committee chair at least three weeks in advance of the scheduled defense date and provide the other committee members copies at least two weeks in advance of the scheduled final defense date. If the final defense is successful, the Graduate Program Advisor enters the final oral defense information in the Graduate Student Degree Tracking System for approval.

   All students should be prepared to do some minor revisions to the written dissertation after the final oral defense. Students should meet with the Thesis Office early in the semester that they defend their dissertation, to begin the manuscript approval process. Students must submit a copy of their final dissertation document to the department chair, for final reading approval. They should have their final manuscript document to the chair at least 2 weeks in advance of submitting the Final Reading

Approval form to the Thesis Office for clearance of the Ph.D. degree. The student's supervisory committee should **not sign the Supervisory Committee Approval form until all revisions have been made and they approve the student's final manuscript**. Students must be registered for at least three credit hours during the semester in which they defend their dissertation, even if they defend during the summer.

Students do not need to be registered after a successful final oral defense, even if minor revisions to the dissertation are required. Students must submit an application to the University Graduation Office, for the semester that they will have everything completed, including gaining clearance by the Thesis Office. More information about this process, application deadlines, and the online application form, may be found here: https://registrar.utah.edu/handbook/graduategraduation.php.

E. **Thesis Office**

Following final defense approval, students will need to work with the Thesis Office in order to complete their degree. Be aware, the thesis office cannot read a manuscript for format approval until they are certain that there will be no further changes to the text required by the committee. **Students must have a majority of signatures from the members of your thesis committee defense on file with the Thesis Office before they will begin working on a manuscript**.

Please see the following links to guide your submission to the Thesis Office.

- **Thesis Office Frequently Asked Questions** — Common questions about the thesis process.

- **Thesis Office Calendar and Deadlines** — Important dates for thesis submission

- **Thesis Submission Procedure** — A general outline for preparing a thesis or dissertation for approval by the student's department and The Graduate School

- **Necessary Forms**- Permission to quote Copyright material & Doctoral Statement of approval

- **COVID-19: Resources for Graduate & Postdoctoral Studies**

The Thesis and Dissertation Handbook contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it reviewed by the Thesis Editor, and uploading it as a PDF for electronic publication, which is the final requirement for graduation. The Handbook includes an explanation of the University of Utah format, examples of pages and forms, and a discussion of copyright issues.

Ph.D. Milestones

Ph.D. students are expected to successfully pass the following milestones in the program:

A. **First/Second Year Review**: Conducted by the Director of Graduate Studies with the assistance of the entire faculty this review is held at the end of the first year of full time study (15-18 credits).

B. **Qualifying Exam**: The committee should be formed after the student has completed 27-credit hours of coursework and before they have completed 36-credit hours of coursework. The qualifying exam is evaluated by the student's supervisory committee to assess if the student is eligible for advancement to doctoral candidacy.

C. **Dissertation Proposal Defense**: Following advancement to candidacy, a student must successfully defend the dissertation research proposal to their supervisory committee to proceed with their independent research.

   Dissertation Defense: At the completion of the dissertation research and writing, a student must successfully defend the dissertation study to their supervisory committee. The final oral defense must be passed at least one month before graduation, following the submission of a student's dissertation to the supervisory committee. Once a student has successfully passed their final dissertation defense, they are not required to register for classes or pay tuition in any future semesters, even if they are still working with the thesis office.

DEPARTMENTAL GUIDELINES

The ECS department guidelines are established in alignment with University policies.

Academic Honesty

Academic honesty is expected from all students in our graduate program. Standards of academic honesty apply to all work including course requirements, comprehensive examinations, and independent research. An act of academic misconduct is a violation of the university's regulations regarding student conduct. "Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

As such, an act of academic misconduct may result in a failing grade for an assignment or a failing grade for a course. An act of academic misconduct may result in a recommendation to university officials for additional disciplinary action including dismissal from the graduate program. The following definition is from the university's Code of Student Rights and Responsibilities (Policy 6-400, Rev 8, 7/9/2009): "Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

Definitions of these terms as well as information regarding a student's rights and responsibilities are available in the university's policies and procedures manual: https://regulations.utah.edu/academics/6- 400.php. 3.1. Appeals Process (from Policy 6-400: Code of Student Rights and Responsibilities ("Student Code").

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A student who believes that an academic action taken in connection with Section IV, Subsection A of the Student Code is arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member and attempt to resolve the disagreement. If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program offering the course in question. If the course is cross-listed, appeals and proceedings shall take place with the faculty and administrators offering the section for which the student is registered. Appeal to Chair of the Department or Dean's Designee. Within forty (40) business days of notification of the academic action, the student shall appeal the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action. Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of his/her determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement his/her decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee. Appeal to Academic Appeals Committee. If either party disagrees with the chair's decision, that party may appeal to the college's Academic Appeals Committee within fifteen (15) business days of notification of the chair's decision in accordance with the procedures set forth in accordance with the procedures set forth in the Code of Student Rights and Responsibilities, Policy 6-400. For more detailed information regarding the rights of students and the academic appeals process, please see this policy at
http://regulations.utah.edu/academics/6-400.php

Professional Dispositions

All students in ECS are expected to demonstrate a **high level of professionalism and professional dispositions inside and outside the classroom and in the various communities they may be engaged.** ECS students must demonstrate maturity, sensitivity, and effective relationships with others of all genders, ages, races, lifestyles, sexual orientations, abilities, language, and cultural backgrounds, and with colleagues (faculty, staff, students, alumni, partners, etc.) that foster a strong sense of community in ECS. We expect students to be good citizens of the ECS community, exercise good judgement, and show respect, professional dispositions, and ethical behavior toward others even when you disagree theoretically, methodologically, or personally. Students should be aware of two Student Professional Practice Policies that all ECS students are expected to adhere to (1) the Fitness to Teach Policy, and (2) the Education Dispositions Policy, originally developed by the College of Education Licensure Program—Urban Institute for Teacher Education. The ECS department views violations of the ECS professional dispositions policy as a form of academic misconduct.

Additional Courses

Students may be required to take additional course work appropriate to a student's Program of Study. Such course work may involve those that the faculty see are necessary to develop particular knowledge, theoretical understandings or advanced training in research methods. Students whose dissertation research requires advanced skills in quantitative or qualitative methods will be expected to demonstrate proficiency in that skills' method, normally through

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course work. Supervisory committees will determine when the needed degree of proficiency has been achieved.

Credit/No Credit

PhD students may not take courses in Education, Culture and Society on a credit/no credit basis except *ECS 7980*: Faculty Consultation. ECS 7980 is always credit/no credit and requires permission to enroll from the chair of the student's supervisory committee. Students are discouraged from taking courses outside the department for credit/no credit and may do so only with the approval of their supervisory committee.

Triggered Reviews

Academic excellence is not measured solely by grades and academic productivity but also includes professional dispositions, good citizenship in the profession and department, as well as the quality of the professional relationships students build to support their current and future academic endeavors. Thus, concerns brought forward from the faculty about a student's progress in the program or instances of academic misconduct are taken seriously and may trigger a review in response. The Director of Graduate Studies will document the concerns or instances of academic misconduct in writing and share them with the Department Chair to determine whether they warrant further action. Actions that violate University, College, Department, Course, or Professional Standards and policies are viewed as instances of high concern that are among the actions that can trigger a review.

Instances of verbally destructive or inappropriate, physically aggressive and/or unprofessional behavior toward course instructor(s) or teachers, classmates, staff, community partners whether done in person, in the field, and/or in writing (e.g., electronic communications by cell phone/text, email, blogging, Facebook, Instagram, Twitter, and/or other social network communications) are considered particularly egregious acts of academic misconduct. These types of behaviors are not aligned with the department's expectations for academic excellence.

If determined that the concerns warrant further action, a full ECS faculty review will be scheduled (or if in summer, the next scheduled ECS faculty meeting). The student will receive notice of the triggered review and the concerns filed and has the option to submit a written response to the notice within 7 days. Additionally, the student has the option to also schedule to meet with the Department Chair and/or the Director of Graduate Studies to discuss the notice, concerns, process, and next steps. The department's concerns, as well as the student's response (if there is one) are then reviewed by the ECS faculty. The ECS faculty will consider the concerns brought forth, the response from the candidate, and take a vote on the student's standing in the department and/or recommended next steps. As a graduate degree program, ECS reserves the right to dismiss a student in the program if they fail to adhere to the expectations set forth in the guidelines and policies described in this handbook.

Dismissal

As a department, our goal is to support students in becoming successful scholars. However, there are cases where students who do not perform satisfactorily may be counseled to leave the program. This may include:
- Cumulative GPA of less than 3.0
- Behavioral, academic, professional, or ethical misconduct. Please see the following

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standards that ECS adheres to:
- • [Fitness to Teach Standards](#)
- • [Education Dispositions Standards](#)
- Failure to make timely progress toward completion of the doctoral degree as determined by the student's supervisory committee.
- Students who are unable to meet the timely completion requirements may be offered a terminal master's degree if the student has completed coursework and passed preliminary exams.

Dismissal of a student from the program will be carried out in compliance with University of Utah Policy 6-400.For more details, please see https://regulations.utah.edu/academics/6-400.php.

Written Notice of Termination
- ● [Appeal Rights for Termination](#)

Students who are concerned about their status in the program are recommended to reach out to the Director of Graduate Studies.

Dispute Resolution

Students are encouraged to work with department leadership and faculty for dispute resolutions. For support in the process, students are welcome to reach out to ECS Director of Graduate Studies, Dr. Alvarez Gutiérrez at leticia.alvarez@utah.edu.

Additionally, Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns (A meeting can be requested through info@gradschool.utah.edu or by calling 801.585.5529).

The University of Utah policy dispute resolution can be found in Policy 6-400. For more details, please see https://regulations.utah.edu/academics/6-400.php.

Drop/Withdraw Policy

Students may drop a course within the first two weeks of a given semester without any penalties. Students may officially withdraw (W) from a class or all classes after the drop deadline through the midpoint of a course. A "W" grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade "W" is not used in calculating the student's GPA. For deadlines to withdraw from full-term, first, and second session classes, see the U's Academic Calendar. See the University's Drop/Withdrawal Policy: http://registrar.utah.edu/handbook/withdrawal.php

First Year Review

Students who are not evaluated satisfactorily at the First-Year Formal Review may be asked to take additional and specific courses (i.e., writing courses and/or coursework in a particular area of concern); and in some cases, they may be counseled to leave the doctoral program **or** undergo a Second-Year Formal Review after the student has completed the faculty recommendations.

Grades

As a graduate student in ECS, the Department will only apply courses towards graduation that have a minimum grade of a **B-**. Students will need to re-enroll in the class and improve a grade that is below a B- in order for the course to count towards their degree. ECS does not give "I".

Students will receive the grade that they have earned. For more details on interpreting University of Utah grades, please see https://registrar.utah.edu/transcripts/transcript-key.php

Minimum GPA

According to Graduate School policy, candidates for graduate degrees are required to maintain a 3.0 or higher grade point average in courses counted toward the degree. A grade below B- is not accepted for credit toward a graduate degree. Instructors are discouraged from giving grades of I (Incomplete) unless unusual circumstances occur. For further information about the effect of an I and inappropriate T grades on eligibility for financial aid.

Incompletes

A grade of "Incomplete" (I) is not permitted in ECS. Students will receive the grade that they have earned in the course. The student must be passing the course and have completed at least 80% of the required coursework in order to request a change of grade. When the work is completed and the instructor submits a "Report of Credit/Change of Final Grade" form, the lower grade will be replaced with the passing letter grade on a student's transcript. Failure to complete the course work within one calendar year will automatically keep the lower (failing) grade. An instructor may still change a grade after a year, or ask that the student retake the course. If an instructor changes an 'E' to another letter grade after a year's time, both the professor's signature and the Director of Graduate Studies or department chair's signature are required on the Change of Final Grade form. The grading of doctoral hours will begin the semester after the student has successfully passed their comprehensive exams. Formal grades – using the University's A – E scale – will be provided to students for doctoral hours.

If a student has a failing grade for longer than one academic year, the student will be placed on academic probation until their GPA is improved.

Repeated Course Numbers

Some course numbers may be taken up to three times for credit as the content of the courses will vary depending on the instructor.

1. Students may retake courses in an attempt to raise their grades. At the point of entry of the first grade, a student's transcript will note that the course has been repeated, but the original grade remains on the transcript. The new grade will be shown in the semester in which the course is retaken. The student's GPA will be recalculated based upon the grade for the course that has been retaken.
2. Students may retake a course with the same numeration, if and when the course has a different focus and is taught by a different faculty member. This should be consulted with the Director of Graduate Studies.

Grade Appeals

All University of Utah students have a right to appeal any academic action they feel is arbitrary and capricious. The procedure for an academic appeal can be found in Section IV: Student Academic Performance of the Student Code.

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In accordance with University of Utah Policy, ECS students who wish to appeal a grade must follow the subsequent process:

1) Any student who believes that a final grade has been awarded in an arbitrary or capricious fashion should, within 20 business days of notification of the grade being given, discuss the academic action with the involved faculty member.

2) If the student and faculty member are unable to resolve the disagreement, the student has within forty 40 business days to appeal in writing to, and consult with, ECS Department Chair.

   a. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement their decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.

3) If either party disagrees with the chair's decision, that party may appeal to the College of Education Academic Appeals Committee within 15 business days of notification of the chair's decision per University of Utah Policy.

For more details, please see https://regulations.utah.edu/academics/6-400.php.

Minimum GPA
A GPA of 3.0 or better is required to graduate. If a student's GPA falls below a 3.0, the student will need to work closely with the Director of Graduate Studies, Dr. Alvarez Gutiérrez in order to continue registering for courses. The student is automatically put on probation if the GPA is less than the required 3.0.

M. Phil. Degree Option
Students in the Ph.D. program who have completed the course requirements and passed the comprehensive examinations but who are not in a position to complete a dissertation may apply for the Master of Philosophy (M.Phil.) degree in place of the Ph.D. According to the Graduate School's policy: The Master of Philosophy degree requires the same qualifications for admission and scholarly achievement as the Ph.D. degree but does not require a doctoral dissertation. There is no separate program for this degree. All regulations covering the Ph.D. degree with respect to supervisory committees, language requirements, major and allied fields, and qualifying examinations also apply to the M.Phil. degree. Like the Ph.D., the M.Phil. is a terminal degree. A student is not considered a candidate for both degrees in the department. Students awarded the M.Phil. degree do not qualify to pursue other degrees in ECS. This action must be initiated by a written recommendation from the Director of Graduate Studies and a written request from the student. The Director of Graduate Studies will submit the necessary paperwork to the Graduate School.

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Probation and Termination

Students may be placed on probation or be terminated from the program by the Director of Graduate Studies. Probation may occur if the student's cumulative GPA is below 3.0. Probation will be lifted if the student raises the cumulative GPA to above 3.0 by the following semester. If students do not make progress, they may be counseled out of the department. Probation also may be used when a student does not make reasonable progress toward the degree as indicated by the accumulation of incompletes or has exceeded the time limit for completion. Probation will be lifted if the student demonstrates reasonable progress as indicated by the removal of incompletes by the beginning of the following semester. Students not making progress may be counseled out of the department.

Again, the Graduate School policy recommends students form their supervisory committees no later than the end of the second semester of graduate work. Probation also may be used if a student fails to form a supervisory committee by the beginning of the student's third semester. Probation will be lifted if the student forms the supervisory committee. Probation also may be used when a student fails to complete the dissertation proposal on time. Probation will be lifted if the student completed their oral dissertation proposal. At the discretion of the Director of Graduate Studies, in consultation with the Department Chair and the Graduate Studies Committee, termination from the graduate program may occur when the student remains on probation for two consecutive semesters.

Re-Taking Any Part of the Qualifying [Prelim] Exam

Students failing one or more examination are entitled to retake that examination only once. Re-takes must be scheduled within a month or the student may be expelled from the graduate program. If a student fails any subfield written examination twice, it will result in dismissal from the graduate program.

Second Year Review

Students who do not perform satisfactorily at the Second-Year Formal Review (e.g., have not enrolled in the recommended courses after their first-year review and are not making satisfactory academic or theoretical progress) may be counseled to leave the program. At this time, students are will be asked to leave the program and department. See graduate school policy 6-400 (Section IV: Student Academic Performance): https://regulations.utah.edu/academics/6-400.php

Special Accommodations

Any student who may qualify for special accommodations through the Center for Disability and Access (CDA) may have various accommodations. The specific accommodations for which a student will be approved depends upon the documentation provided, the essential elements of the courses or programs, and the functional limitations. Students who want more information or who wish to apply for a special accommodation should contact the Center for Disability & Access directly (https://disability.utah.edu/)

Time Limit for Master's Students

All work for the master's degree must be completed within four (4) 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

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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. For more details, please see https://gradschool.utah.edu/navigating-grad-school/petition-for-an-extension.php.

Time Limit for Ph.D. Students

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 candidates 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). The ECS department has a five-year time limit.

Students who are in the department more than 5 years, will have to submit a timeline that details the steps that will be taken to complete the degree. This timeline will have to be signed by the student's Dissertation Chair and the majority of the student's dissertation committee. The Director of Graduate Studies will review the timeline, and if approved, they will submit the petition for extension and required documentation to the Graduate School to request an extension. Final approval is determined by the Graduate School.

Petition for Extension

Individual student exceptions to these general requirements for the Ph.D. must first be petitioned and approved via the recommendation of the student's supervisory committee and Director of Graduate Studies or department Chair. If this is approved, the Director of Graduate Studies or department Chair will need petition approval by the dean of The Graduate School upon the recommendation of the student's supervisory committee and Director of Graduate Studies or department Chair. Each program requires a distinct, complete set of courses. Course work used to meet the requirements of one program may not be used to meet the requirements of another.

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.

Teaching Assistants

Graduate students who serve as Teaching Assistants are required to enroll in ECS 7899: TA Seminar. Although required for Teaching Assistants, this course is open to all graduate students. Students interested in pursuing a teaching career are encouraged to take this class. The credit does not count as part of a PhD student's Program of Study.

Teaching or research assistant responsibilities are detailed in each graduate student's employment contract, but are subject to change depending on the needs of the department each semester. Funded graduate students are expected to fulfill their teaching assistant and research assistant duties as assigned. The hourly expectation is 20 hours per week. Teaching assistants primarily provide support to ECS lecture courses, and TAs are expected to be available during this time as assigned. They should make arrangements to be available as department assignments dictate. If a TA/RA anticipates any difficulty fulfilling their responsibilities, they should notify the Director of Graduate Studies.

<u>Tuition Benefit</u>

ECS graduate students who serve as teaching assistants, research assistants, or receive fellowships are generally eligible for the university's Tuition Benefit Program/TBP. The Tuition Benefit Program is administered by the Graduate School and students must comply with the Graduate School's regulations regarding the TBP in order to receive the benefit. <u>Domestic, out of state (not international) graduate students who receive tuition support must apply for residency at the end of their first year of study</u>, but their ability to establish residency will not affect their receipt of tuition benefit. For more information on regulations and eligibility limits, please see the "Graduate Student Tuition Benefit Support Guidelines" available on the Graduate School's website (http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/).

By Graduate School policy, the tuition benefit requires students to register for a minimum of 9 hours and a maximum of 12 credit hours per semester. Tuition will be paid up to a maximum of 12 hours per semester. Funded students must pay for: 1) credit hours above the maximum 12 hours, 2) the difference if a class is charging differential tuition rates, and 3) special fees. The Tuition Benefit Program covers tuition and mandatory fees only. It does not cover special fees or differential tuition; it is the student's responsibility to pay these. Departmental policy requires a written request to the Director of Graduate Studies before registering for a course load of more than 12 credit hours.

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If a graduate student who is receiving a tuition benefit fails to meet the requirements and restrictions of departmental or Graduate School policy, the tuition benefit will be revoked by the Graduate School and the student will be billed for tuition at the full relevant rate. It is the funded student's responsibility to ensure that he or she is in compliance with departmental and Graduate School policies concerning registration, academic progress, professional conduct, and the like. Again, further information about the Tuition Benefit Program can be found here: http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/

Registration Requirements

Full-time Status

Graduate students are considered full-time if they are registered for 9 or more credits in a semester. The Graduate School requires all PhD students to be registered for full-time course work for two consecutive semesters at some point during their graduate program. This requirement that PhD students spend at least one year in full-time graduate study is known as the "residency requirement," although it should not be confused with establishing Utah residency for tuition purposes. Courses taken during the summer session may be used to meet the residency requirement, if nine or more 9 semester hours are taken. Once the residency requirement has been satisfied, students can be considered full-time if they are registered for three credit hours of ECS 7970: Thesis Research.

Minimum Continuous Registration

The Graduate School policy requires all graduate students be registered continuously (full-time or part-time) from the time of formal admission through completion of all requirements for the degree (except summers), unless granted an official leave of absence. Minimum registration consists of at least three semester credit hours of course work or, if no additional course or dissertation hours are needed, ECS 7980, Faculty Consultation. ECS 7980 credits do not count toward the degree.

Students who do not need additional course work or dissertation hours, and who are not using university facilities (including the library) or significant faculty time, should register for ECS 7990, Continuing Registration: PhD. Registration for this course does not qualify a student for student loans or deferment of student loan repayments. The Graduate School requires that students obtain a registration number from the department to register for ECS 7990. **Students are limited to taking no more than four semesters of Continuing Registration.**

Students who are unable to maintain continuous registration should apply for a Leave of Absence through the university's Registrar's Office. It is a Graduate School policy that students who do not maintain continuous registration and fail to obtain a Leave of Absence will have their supervisory committee terminated and their records inactivated. To reactivate a file, a student must reapply for admission to the university through the Office of Graduate Admissions. Nonresident tuition is not imposed on students whose total registration includes only course numbers in the range 7970 to 7980 (Doctoral Thesis Research, Faculty Consultation) in a given semester. If courses outside the 7970-7989 range are taken simultaneously, nonresident tuition charges will apply.

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Leave of Absence

Students who wish to discontinue their studies for one or more semesters must file a "Request for Leave of Absence" form with the Graduate School. The form must be approved by the chair of the student's supervisory committee (or provisional faculty mentor) and the Graduate Studies Director before being forwarded to the Registrar's Office for approval from the Dean of the Graduate School.

A student must apply for a leave of absence for a current semester, or up to one academic year, by the last day of the add/drop for the 2nd half of a semester. If a leave is approved for a semester in which the student is registered, the student must withdraw from those classes or grades of E will be reported. The leave of absence is void if the student registers for classes in a semester for which a leave was granted. At the end of the leave period, the student must register for at least three credit hours or make another request for a leave of absence. If a student wishes to extend the leave of absence beyond one year, they must submit a justification for the extended leave and a written plan for how they will get back on track once they return from their leave. This plan should be submitted to the Director of Graduate Studies who, in conjunction with the Graduate Committee, will review and grant the extension if the committee deems it appropriate. Time spent on an official leave of absence **does** count toward the maximum time allowed to complete a doctoral degree (which for the graduate school is 7 years maximum). Students will need to submit the following form: Graduate Leave of Absence Form

Professional and Ethical Expectations

Standards of Behavior

In accordance with the University at Utah's Code of Student Conduct (Policy 6-400, Section III: Student Behavior), the following guidelines pertain to all students in the Education, Culture and Society department.

In order to promote personal development, to protect the University community, and to maintain order and stability on campus, students who engage in any of the following acts of behavioral misconduct may be subject to behavioral sanctions:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false or misleading information to any University official.
   b. Forgery, alteration or misuse of any University document, record, fund or identification.

2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.

3. Physical or verbal assault, sexual harassment, hazing, threats, intimidation, coercion or any other behavior which threatens or endangers the health or safety of any member of

the University community or any other person while on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance.

4. Attempted or actual theft, damage or misuse of University property or resources.

5. Sale or distribution of information representing the work product of a faculty member to a commercial entity for financial gain without the express written permission of the faculty member responsible for the course. ("Work product" means original works of authorship that have been fixed in a tangible medium and any works based upon and derived from the original work of authorship.)

6. Unauthorized or improper use of any University property, equipment, facilities, or resources, including unauthorized entry into any University room, building or premises.

7. Possession or use on University premises or at University activities of any firearm or other dangerous weapon, incendiary device, explosive or chemical, unless such possession or use has been authorized by the University.

8. Use, possession or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University regulations.

9. Use, possession or distribution of alcoholic beverages of any type on University premises except as permitted by law and University regulations.

10. Violation of published University policies, rules or regulations.

11. Violation of federal, state or local civil or criminal laws on University premises, while participating in University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance

To access the University at Utah Policy on Student Behavior, visit https://regulations.utah.edu/academics/6-400.php.

Student Teaching & Licensure K-12 Program Policies

Educational Dispositions for Successful Teaching

An important part of becoming a teacher is to exhibit behaviors of a professional. The Utah State Board of Education as well as national standards for teaching list these behaviors, called "educational dispositions," as critical to work in the education profession. See the policy for more details: https://d182hggomw8pjd.cloudfront.net/wp-content/uploads/sites/11/2020/08/04150558/Educational-Dispositions-2020-2021.pdf

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Fingerprints and Background Check

To participate in any field-based course in the teaching licensure programs, students must pass a State and Federal background check and have the results sent to the Utah State Office of Education. Students must initiate the background check and complete the fingerprinting process as soon as possible. Failure to do so may jeopardize your ability to complete course requirements. For more information visit: https://uite.utah.edu/students/background-check/ Students **cannot** begin their field work until this is completed.

Fitness to Teach Policy

As a professional preparation program, the UITE reserves the right to recommend or fail to recommend admission into the teacher licensure program based upon a series of stated criteria, including the dispositions for teaching set forth in this policy. Please see the policy for more details: https://d182hggomw8pjd.cloudfront.net/wp-content/uploads/sites/11/2023/08/02112222/Fitness-to-Teach-2023-2024.pdf

See the following link for more related resources: https://uite.utah.edu/students/students-resources/

Re-Admission Policy

Former ECS students who wish to return to any ECS program after being discontinued due to lack of continuous minimum registration must reapply to the program and will be subject to any changes/updates that have been made in the program. Re-applying for readmission is **not automatic**.

Former students who are interested in readmission should contact the Director of Graduate Studies. Readmission cannot be completed until all fees, overdue loan payments, incomplete grades, and other indebtedness to the University has been paid.

Readmission to ECS Degree Program

Former ECS students who previously enrolled in a degree program may apply for readmissions to our program if they:
- left the department in good standing
- have submitted a readmission application to the Director of Graduate Studies for review
- paid at least one installment of tuition
- held a registration status of withdrawn for at least one semester
- **At minimum** students are required to enroll in one course in each specialization area: 1) History, Sociology, and Philosophy, 2) Language, Culture & Curriculum, 3) Educational Theory, 4) Research Methods, as well as 2 courses in the Specialization Area and 1 Allied course.
- Additional courses may be required, and this will be assessed by the Director of Graduate Studies.

Readmission is not automatic and requires approval of the Admissions Committee and/or the Director of Graduate Studies and/or Department Chair. Readmission is conditional, requiring that the student meets specific outlined requirements set forth by the Director of Graduate Studies. If the student does not meet the requirements outlined, they will be not be allowed to enroll in courses or pursue the program.

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Consideration is given to the record of each applicant, which may include:
- Length of absence
- Past academic record in the department
- Required course material needed to complete the program successfully
- Activities undertaken during the absence
- Evidence that the student is committed to complete the program in a timely manner
- Number of student slots available in the department

Additionally, former students who are interested in readmission to ECS, need to consider the following:
- Former students may submit up to two applications for readmission during their academic career. If the student is not successful in moving forward with the program of study as they have indicated, they will not be allowed to continue in the program.
- A student who was required to withdraw from ECS **may not apply for readmission**.
- A student who was dismissed or asked to leave the department **does not qualify** to re-apply for admission.
- A student who was granted the M.Phil. terminal degree does **not** qualify for readmission.

To Apply

Applicants for readmission should submit the materials listed below to the **Department of Education, Culture, and Society** by email to the Director of Graduate Studies. Applicants must submit their materials **by November 1st for Masters students and by December 1 for Doctoral students,** of any given year to be considered for readmission for the following fall term. No exceptions. In addition to reapplying to ECS, the student must reapply for admissions through the Graduate School. It is important to note that readmission is not automatic.

CHECKLIST AND APPLICATION MATERIALS

The following are steps students need to take and submit to the Director of Graduate Studies to be considered for re-admission. **Reapplying is not automatic and does not guarantee admission.**

STEP I:

- *Contact the Director of Graduate Studies* to express a desire to return to program and complete the application for readmission.

- *Contact the Director of Graduate Studies* to get clarification of courses and exams that you are required to complete prior to being considered for readmission.

- *Statement of Purpose*

  - Explain reasons for withdrawing from program and goals for returning to program

  - Outline plans for further study

  - Timeline for completing required coursework/exams outlined by Director of Graduate Studies

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- Describe anticipated dissertation of research topic

- *Timeline specifying completion of the degree.*

- Department approval for enrolling in required courses as listed by the Director of Graduate Studies

- If department approves conditional readmission application, apply for readmission to the University of Utah on Slate

Once STEP I is submitted and approval is granted, the applicant must move to STEP II in the readmission process:

STEP II:

- Timeline for completing required coursework/exams outlined by Director of Graduate Studies

- Department approval for enrolling in required courses

- If department approves readmission application, apply for readmission to the University of Utah on Slate

STEP III:

- Successfully complete all required coursework as outlined by the Director of Graduate Studies (B- or better)

- Submit an official University of Utah transcript

- Statement outlining your proposed research project

- A letter of support from a faculty member who has agreed to serve as Chair for your research project/dissertation

- Letters of recommendation from two additional department faculty members who have agreed to serve on your research committee

- List of the entire research/dissertation committee
- Additional supporting material you want department to consider with your application

- Consult the Director of Graduate Studies to determine if additional material/information is needed to be considered for readmissions to the department

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- Once the department approves your readmission application, consult the Graduate School to determine all documentation is complete to be officially admitted to the University of Utah

- Complete the reapplication process on Slate

Readmission for Degree
Readmitted students are enrolled "pending degree" and are expected to meet the deadlines noted in the **"progress toward the degree" agreement**. Students who fail to submit their dissertation prior to the deadline will revert to a registration status of "withdrawn."

To Apply
If you are a previous graduate student that did not maintain continuous registration in your academic program, you must reapply through the ApplyYourself online graduate admissions. See link below:

Begin the Slate graduate admissions application process.

Student and Faculty Code

The Department of Education, Culture and Society is committed to social justices across class, race, ethnicity, and gender. All ECS students are expected to comply with University and College policies and abide by the highest professional and ethical standards in their class, their research endeavors, interpersonal relationships as academic colleagues, and in their respective places of work. In this section you will find information on the University of Utah student code, as well as several safety and support resources available.

Student Bill of Rights
Students have certain rights as members of the University community in addition to those constitutional and statutory rights and privileges inherent from the State of Utah and the United States of America. Nothing in this document shall be construed so as to limit or abridge students' constitutional rights. Students have the responsibility not to deny these rights to other members of the University community. Students have the additional legal rights and privileges described below and they will not be subject to discipline for the exercise of such rights and privileges.

To access the University's full Student Bill of Rights (Section II: Student Bill of Rights), visit https://regulations.utah.edu/academics/6-400.php.

Student Names & Personal Pronouns
Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account). While CIS refers to this as merely a *preference*, we will honor you by referring to you with the name and pronoun that feels best for you in class, on papers, exams, etc. Please advise faculty of any name or pronoun changes (and update CIS) so we can help create a learning environment in which you, your name, and your pronoun will be respected.

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Campus Guidelines for COVID-19 and Other Infectious Illnesses

The U is a mask-friendly campus, but face coverings are not required on the main campus.

If you have contracted COVID-19 or the Flu (or other infectious illness) or had close contact with someone with COVID-19/Flu, please stay at home or isolate yourself from others to prevent its spread.

Title IX Information

The University of Utah has designated the following individual as its Title IX Coordinator, who is trained to address issues of sexual harassment and/or assault. If you have questions regarding sexual misconduct at the University of Utah, contact:

Sherrie Hayashi, Title IX coordinator
Office of Equal Opportunity and Affirmative Action/Title IX
Park Building, Room 135
801-581-8365
sherrie.hayashi@utah.edu

Additional resources, policies and information on sexual assault and/or harassment can be seen at https://registrar.utah.edu/handbook/campussafety.php

GRADUATE SCHOOL POLICIES

The following are a short list of Graduate School Policies. For a complete list, visit:
https://gradschool.utah.edu/graduate-catalog/degree-requirements/

Academic Misconduct

"Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.

To access the University of Utah's full Academic Misconduct policy (Section III: Student Behavior), visit https://regulations.utah.edu/academics/6-400.php.

Attendance Policy

The University expects regular attendance at all class meetings. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

For more details, please see: https://regulations.utah.edu/academics/6-100.php.

Leave of Absence

Students who wish to discontinue their studies for one or more semesters (other than summer

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term) must complete a [Request for Leave of Absence Form](). Officially admitted graduate students who have registered for and completed university credit class(es) may request a leave of absence for a maximum of one year. Retroactive leave of absences are not granted.

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** [3 semesters] 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 it 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** to add/drop for the 2nd half of a 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]() 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.**

Instructions:
1. Drop/withdraw from the class(es) for the semester that you are requesting a leave of absence.
2. Complete the Graduate Student Request for Leave of Absence.
3. Obtain the appropriate signatures.
   - If your program requires a supervisory committee, obtain the Chair of the Supervisory Committee and Department Chair signature.
   - If your program does not require a supervisory committee, obtain the Director of Graduate Studies or Department Chair signature.
   - International students on an F1 or J1 visa must obtain additional permission from the International Student & Scholar Services (ISSS) prior to submitting this leave of absence.
     - Medically Necessary Reduced Course Loads are approved for one semester at a time, and may be extended through the ISSS for an additional semester to a maximum of 12 months. International Student & Scholar Services Official Date Medically Necessary Reduced Course Load 1 2 3 Semester Other
   - 4. Submit this form in person, via fax, or via US mail on or before the last day of regular semester finals for the semester the leave of absence is requested. You will be notified through your Umail account of the action taken.

Note: A student who chooses to drop his/her class(es) should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, residential living, etc.,

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which may require evidence on the academic record of course completions and/or enrollments.

It is your responsibility to register for the semester following this leave of absence. If you need to extend this leave of absence, a new form including the appropriate signatures must be submitted.

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.

Leave of Absence for International Students

In response to guidance from U.S. immigration authorities, the University is required to make a change to the vacation semester policy for F-1 visa holders. Beginning **Fall 2017**, vacation semesters will automatically be granted to all students during the **SUMMER** semesters. Students will no longer be eligible for a vacation semester during the Fall or Spring semesters.

Continuing students who have planned to take a vacation semester in the Spring 2017 or Summer 2017 semester may still submit a vacation request for those semesters if they meet the

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qualifications. Beginning Fall 2017 **all students must enroll full time, unless they have an approved exception from ISSS**. Vacation semesters will automatically be applied for all qualifying students in Summer 2018.

Ph. D. Residency Enrollment Requirement

At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full load is nine credit hours. Three hours of Thesis Research: Ph.D. (course number 7970) is also considered a full load after the residency requirement is fulfilled. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance-learning technologies and/or off-campus sites, as provided by Graduate School policy.

Important: **This is separate from Utah tuition residency policy and applies only to the graduate school.**

For more details, please see: https://gradschool.utah.edu/graduate-catalog/degree-requirements/

Time Limit for Master's Students

All work for the master's degree must be completed within four (4) 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. For more details, please see https://gradschool.utah.edu/navigating-grad-school/petition-for-an-extension.php

Timely Completion of Ph.D. Program

- **Ph. D. Residency Enrollment Requirement*** — At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master's degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full load is nine credit hours. Three hours of Thesis Research: Ph.D. (course number 7970) is also considered a full load after the residency requirement is fulfilled. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance-learning technologies and/or off-campus sites, as provided by Graduate School policy. Does not refer to or fulfill State Residency Requirements for tuition.

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- **Departmental Time Limit for Ph.D. Students** — Doctoral students are expected to complete the Ph.D. degree within **five academic years** (up to ten semesters).

- The Graduate School and ECS policy allows Ph.D. students a MAXIMUM of **seven academic years** (fourteen semesters) regardless of part- or full-time status. Students will be discontinued if they do not graduate in within **seven academic years** (fourteen semesters). In the unusual case that a student fails to make satisfactory progress toward the timely completion of a graduate degree, the faculty may consider dismissal of the student from the program.

  Per University of Utah Policy, 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**).

Petition for an Extension

Individual student exceptions to these general requirements for the Ph.D. must first be petitioned and approved via the recommendation of the student's supervisory committee and Director of Graduate Studies or department Chair. If this is approved, the Director of Graduate Studies or department Chair will petition approval by the dean of The Graduate School upon the recommendation of the student's supervisory committee and Director of Graduate Studies or department Chair. Each program requires a distinct, complete set of courses. Course work used to meet the requirements of one program may not be used to meet the requirements of another.

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.

Minimum Continuous 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 (see Leaves of Absence section, below). 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 and not automatic.

For more details, please refer to the following link: https://gradschool.utah.edu/graduate-catalog/registration/

Readmitting to your Graduate Program

Graduate School Policy states that graduate students are required to maintain continuous registration and must acquire permission from their Graduate Department for a "Leave of Absence" before leaving the University. A graduate student who fails to register for a term (excluding summer term) and does not file for a leave of absence is immediately made ineligible to register for future terms.

- Continuing students that have been discontinued will be required to apply for readmission into their graduate program. See department policy about readmission.

- If you are a previous graduate student that did not maintain continuous registration in your academic program, you must reapply through the Slate online graduate admissions application found at each graduate program's website.

See ECS Department policy for more details on being readmitted to the department.

Begin the Slate application process.

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GRADUATE DEGREES AND ADMISSIONS REQUIREMENTS

Applications for admission to the University and the Department of Education, Culture, & Society are submitted though **Slate.** Consult the ECS application guide below for the application deadlines that are specific to ECS and for step-by-step admission instructions. For ECS admissions information, please contact the Director of Graduate Studies, Dr. Alvarez Gutiérrez via email: **leticia.alvarez@utah.edu**

Note: No hardcopies of any application materials are accepted — all material must be submitted through the Slate system.

Admissions Criteria

These criteria represent minimal requirements. The admissions committee does not merely look for candidates for the program to meet the requirements, but looks for evidence that the applicant will bring strong learning skills to the department, is interested in learning from the department and participating in the department's mission, will work well with faculty and students, and will be well served by the department.

- The GRE is **not** required for admissions to the Department of Education, Culture and Society.

- GPA: 3.0 for undergraduate work, 3.5 for master's work (if the GPA is lower, but the most recent two years are at this level or above, the department does not need to write a letter to University admissions requesting that an exception be made).

- TOEFL score (if applicable) should be 650 or above.

- Strong writing skills, as evidenced by the personal statement. In addition to being well written, the statement should clarify the fit between the student's goals and interests and the department's offerings.

- Research interests that are compatible with the strengths and emphasis of the faculty.

- For students planning to write a thesis: evidence of theoretical sophistication, good research skills, and a relevant educational background (that is, a background that helps prepare the student for the kind of scholarly work that ECS does, especially with regard to studies in disciplines relevant to ECS courses. Work in the schools and social justice work may also be relevant).

- For students planning to write a thesis: reason to believe that two or more faculty would be interested in working closely with the student.

- For students planning to write a dissertation: a writing sample that provides evidence of the student's ability to conduct research at an advanced level (usually, a master's thesis is assumed to provide the best evidence of this, but if the student did their thesis in a language other than English, or if the thesis was not particularly theoretical, a class or conference paper can be submitted. It should be as recent as possible).

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- Three strong letters of recommendation that do not merely say positive things about the applicant, but rather provide the committee with specific details as to why the applicant would be a good fit with the department and would do well in the department.
  - o M.Ed. applicants should have two of the three letters from college-level instructors
  - o Ph.D. applicants should have two of the three letters from college-level instructors

M.Ed. Degree Admissions Application Requirements

The following are the requirements for a completed application for the M.Ed. degree:

1. Completed the application through the **Slate** system
   - o Spring admission　　　　　**November 1**
   - o Fall/Summer admission　　**March 1**
2. A valid Bachelor's degree from an accredited University or College
3. **3.0 GPA**
4. **Three (3) letters of recommendation** are required. These letters are strongly referenced; thus, 2 of the letters should be from college level professors who have direct knowledge of your academic performance and can speak strongly of your academic potential.
5. **The personal statement** should focus on your professional goals. ECS is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, immigration status, language, sexuality, and gender in educational policies and practices. Consider the following questions when completing your personal statement:
   a) What are your goals, aspirations, and research interests?
   b) How will these goals, aspirations, and research interests contribute and enhance the mission of the ECS department?
   c) How do you envision contributing and affecting equity and social justice in education?
   d) What are your long-term plans with the M.Ed.?
   Limit personal statement to 4 single spaced pages
6. **Current curriculum vita/resume**
7. **Copies of transcripts** from all colleges and universities attended and can be uploaded to your application in the Slate system. Official paper transcripts can be mailed directly from the college or university, or brought in an envelope sealed by the school to:
   The Office of Admissions
   201 S 1460 E, Rm 250 S
   Salt Lake City, UT 84112

Electronic transcripts can be requested through one of the following services:

- Parchment/Naviance

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- National Student Clearinghouse
- Credentials Solutions
- eScrip-Safe
- Scoir

If prompted for a recipient email address when ordering your transcript, please use admisstranscripts@utah.edu. **Transcripts sent directly through email or fax will not be considered official.** If you have any questions on this process, you can reach out to Graduate@utah.edu.

M.Ed. with Secondary Licensure Admissions Requirements

The following are the requirements for a completed application for the ECS M.Ed. with secondary licensure degree through **UITE**.

1. Completed the application through the **Slate** system
   - Spring admission: **October 1**
   - Fall/Summer admission: **March 1**
2. A valid Bachelor's degree from an accredited University or College
3. **3.0 GPA**
8. **Three (3) letters of recommendation** are required. These letters are strongly referenced; thus, 2 of the letters should be from college level professors who have direct knowledge of your academic performance and can speak strongly of your academic potential.
4. **The personal statement** should focus on your professional goals. ECS is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, immigration status, language, sexuality, and gender in educational policies and practices. Consider the following questions when completing your personal statement:
   a) What are your goals, aspirations, and research interests?
   b) How will these goals, aspirations, and research interests contribute and enhance the mission of the ECS department?
   c) How do you envision contributing and affecting equity and social justice in education?
   d) What are your long-term plans with the M.Ed.?
   *__*Limit personal statement to 4 single spaced pages*__*
5. **Current curriculum vita/resume**
6. **Copies of transcripts** from all colleges and universities attended and can be uploaded to your application in the Slate system. Official paper transcripts can be mailed directly from the college or university, or brought in an envelope sealed by the school to:
   The Office of Admissions
   201 S 1460 E, Rm 250 S
   Salt Lake City, UT 84112

Electronic transcripts can be requested through one of the following services:

- Parchment/Naviance

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- National Student Clearinghouse
- Credentials Solutions
- eScrip-Safe
- Scoir

If prompted for a recipient email address when ordering your transcript, please use admisstranscripts@utah.edu. **Transcripts sent directly through email or fax will not be considered official.** If you have any questions on this process, you can reach out to Graduate@utah.edu.

ECS APEX M. Ed. and ESL Endorsement Program

For current teachers with +2 years of teaching experience. To see if your district participates in the program or is interested in participating in the program, please contact us at (801)587-7814 or ecs@utah.edu.

1. Completed the application through the **Slate** system
   o Spring admission: **November 1**
   o Fall/Summer admission: **March 1**
2. A valid Bachelor's degree from an accredited University or College
3. **3.0 GPA**
4. **Three (3) letters of recommendation** are required. These letters are strongly referenced; thus, 2 of the letters should be from college level professors who have direct knowledge of your academic performance and can speak strongly of your academic potential.
5. **The personal statement** should focus on your professional goals. ECS is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, immigration status, language, sexuality, and gender in educational policies and practices. Consider the following questions when completing your personal statement:
   a) What are your goals, aspirations, and research interests?
   b) How will these goals, aspirations, and research interests contribute and enhance the mission of the ECS department?
   c) How do you envision contributing and affecting equity and social justice in education?
   d) What are your long-term plans with the M.Ed.?
   Limit personal statement to 4 single spaced pages
6. **Current curriculum vita/resume**
7. **Copies of transcripts** from all colleges and universities attended and can be uploaded to your application in the Slate system. Official paper transcripts can be mailed directly from the college or university, or brought in an envelope sealed by the school to:

   The Office of Admissions
   201 S 1460 E, Rm 250 S
   Salt Lake City, UT 84112

Electronic transcripts can be requested through one of the following services:

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- Parchment/Naviance
- National Student Clearinghouse
- Credentials Solutions
- eScrip-Safe
- Scoir

If prompted for a recipient email address when ordering your transcript, please use admisstranscripts@utah.edu. **Transcripts sent directly through email or fax will not be considered official.** If you have any questions on this process, you can reach out to Graduate@utah.edu.

**This is an accelerated 18-month program. To see if your district participates in the program or is interested in participating in the program, please contact us at 801-587-7814 or ecs@utah.edu. Email: Dr. Verónica Valdez, APEX Program Director at: veronica.valdez@utah.edu for any questions about admission to this specific program.

Ph.D. Admissions Requirements

The following are the application admissions requirements for the Ph.D. degree. Please be aware that applicants must have an advanced degree for Ph.D. admissions (e.g., M.Ed., MA, MS, MBA, J.D to name a few).

1. Complete Application on the **Slate** system.
   o Fall admission: **December 1**
2. A valid Bachelor's degree from an accredited University or College
3. **3.5 GPA** in previous graduate studies
4. **Three (3) letters of recommendation** are required. These letters are strongly referenced; thus, 2 of the letters should be from college level professors who have direct knowledge of your academic performance and can speak strongly of your academic potential.
5. **The personal statement** should focus on your professional goals. The Department of Education, Culture & Society is committed to the study and pursuit of social justice in education using frameworks and methodologies that address class, race, ethnicity, immigration status, language, sexuality, and gender in educational policies and practices. Therefore, you should consider the following questions when completing your personal statement a) What are some of your goals, aspirations, and research interests? b) How will these goals, aspirations, and research interests contribute and enhance the ECS department? c) How do you envision contributing and affecting social justice in education? d) What are your long-term plans for the Ph.D.?
   Limit statement to 4 single spaced pages
6. **Two (2) Academic Concept Essays (Double spaced -600 words MAX per essay)**
   This part of the admissions application **requires** you to write two (2) short academic essays. **a)** Select two (2) academic concepts from the list of descriptors that closely relate to your research interests that you envision engaging with as a doctoral student. For example, in Essay #1 you may consider selecting "testing" and "tracking" and in Essay #2 you may consider selecting "feminism" and "globalization" as your chosen descriptors.

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b) Define the concepts as you understand them followed by an explanation of why you've paired the set of academic concepts. That is, describe the links you see between these academic concepts and how they relate to equity.

c) Then describe the various type of research questions their pairing allows you to pursue. It is helpful to describe real-world examples for each academic essay.

    a. Essay #1: Pair 2 descriptors from the list below (600 words max)

    b. Essay #2: Pair 2 descriptors from the list below (600 words max)

DESCRIPTORS

Reading Fluency	Testing	School Policy	Segregation
Technology	Immigrants	Queer	Epistemology
Urban Education	Campus Climate	Resilience	Relationality
Tracking	Feminism	Finance	Metacognition
Assessment	Minoritized	School Effectiveness	Microaggressions
Racial Formation	Stratification	Globalization	Finance
Leadership Style	Teacher Education	Literacy	Culture
Neoliberalism	College Access	Learning Science	Early Childhood
Equity	Language Ideology	Borderlands	Curriculum
Online Learning	Retention	Counseling	Psychology
Activism	School to Prison Pipeline	Coloniality	Intersectionality
Family School Engagement			

7. **A Writing Sample** of a recent academic piece. This can be sections of a Master's thesis or a full course paper from a course that you took within the last four years. The piece does not necessarily have to be oriented to what you intend to focus on in the ECS Program. It should reflect your mastery of writing, your ability to engage in original work, and your skill at engaging scholarly literatures.

8. **Current curriculum vita/resume**

9. **Copies of transcripts** from all colleges and universities attended. Unofficial transcripts are acceptable for application and can be uploaded to your application in the Slate system. If admitted, official copies from all colleges and universities attended must be submitted to University of Utah Admissions Office for verification (Note: University of Utah official transcripts are **not** needed). Official paper transcripts can be mailed directly from the college or university, or brought in an envelope sealed by the school to:

The Office of Admissions
201 S 1460 E, Rm 250 S
Salt Lake City, UT 84112

Electronic transcripts can be requested through one of the following services:

- Parchment/Naviance
- National Student Clearinghouse
- Credentials Solutions
- eScrip-Safe
- Scoir

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If prompted for a recipient email address when ordering your transcript, please use admisstranscripts@utah.edu. **Transcripts sent directly through email or fax will not be considered official.** If you have any questions on submitting official transcripts, you can reach out to Graduate@utah.edu.

Graduate School Requirements

Along with the above admissions requirements, the following are requirements from the Graduate School (See: https://admissions.utah.edu/apply/graduate/)
- $55 application fee
- Bachelor's degree from an accredited college/university,
- At least a 3.00 or higher undergraduate weighted mean GPA. If the undergraduate GPA is below 3.00, a GPA will be calculated on the last 60 semester hours (90 quarter hours) of the undergraduate work for admission consideration
- Meet the academic department's admission standards, and receive a recommendation for admission to their program.

After being admitted to the Department of Education, Culture & Society, send your official transcripts to the Office of Admissions from all colleges or universities attended (University of Utah official transcripts are **not** needed). Paper transcripts can be mailed directly from the college or university, or brought in an envelope sealed by the school to:

Office of Admissions, Graduate Admissions Division
University of Utah
201 South 1460 East
Room 250S, SSB
Salt Lake City, UT 84112

Electronic transcripts may be requested through your previous institution through one of the following services

- Parchment/Naviance
- National Student Clearinghouse
- Credentials Solutions
- eScrip-Safe
- Scoir

All electronic transcripts should be sent to admisstranscripts@sa.utah.edu. For further questions about sending electronic transcripts, please consult with the Office of Admissions.

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International Admissions

The Department of Education, Culture and Society values the global community and we welcome students from all countries. We recognize that there are unique requirements to apply as an international student. For the most up to date information, please refer to the International Graduate Admissions page and direct questions to iao@utah.edu. If you find any difficulty in navigating University of Utah admissions policy, please reach out to ECS@Utah.edu and we can support you with the process.

Additional Admissions Information

Adjusting Program Start Date — If a newly admitted ECS student would like to take summer courses before they begin the program in the fall, a new referral form can be revised and submitted to update their start date. However, this needs to be approved by the Director of Graduate Studies or Department Chair before the change can be official. If you are interested in this option, please contact the Director of Graduate Studies, Dr. Alvarez Gutiérrez at Leticia.alvarez@utah.edu

Utah Residency — There are different tuition rates for Utah residents and for non-residents, based on the Utah State Law, 53B-8-102 and the Board of Regents R512, Policies and Procedures. Your initial residency classification is made when you are admitted and will be included in your Official Letter of Acceptance. If you are classified as a non-resident but feel you should qualify for resident status, submit an Application for Residency Reclassification with the appropriate supporting documents. Please refer to the Office of Admissions Residency Division for further details.

Transfer Credits — Per department policy, ECS *does not* accept transfer credits from other institutions or programs.

Non-matriculated Students — Students who do not qualify for admission to The Graduate School or non-degree-seeking students may enroll in graduate-level classes on a non-matriculated basis. Up to 9 credits earned in ECS by non-matriculated students may be eligible to be applied to a graduate degree program if **pre-approved** by the Director of Graduate Studies, Dr. Alvarez Gutiérrez: Leticia.alvarez@utah.edu.

Please see the additional graduate school requirements for non-matriculated course approval at https://gradschool.utah.edu/graduate-catalog/admissions/.

REGISTRATION

Knowing how to register for classes and the policies surrounding registration is key to completing your program. This section provides introductory knowledge on how to register as well as information about deadlines, leaves of absences, and permission codes.

Class Schedule

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The University of Utah and ECS class schedule can be found on the Office of the Registrar's website or on your CIS homepage as illustrated in the illustrated below.

Main Campus Class Schedules

- Fall 2020
- Summer 2020
- Spring 2020
- Archived Class Schedules
- Current Term Static Class (PDF) Schedule

Fall 2020
Class Schedule

Summer 2020
Class Schedule

Spring 2020
Class Schedule

After selecting on the semester that you are registering for (Fall 2020, Spring 2021, etc.), you can scroll down the list to find the ECS course offering for the given semester.

E

EAE - Entertainment Arts & Engineering	EAS - English for Academic Success	ECE - Electrical and Computer Engineering	ECON - Economics	ECS - Education, Culture and Society	ED PS - Educational Psychology
EDU - Education	EHUM - Environmental Humanities	ELI - English Language Institute	ELP - Educational Leadership & Policy	ENGIN - Engineering	ENGL - English
ENTP - Entrepreneurship	ENVST - Environmental and Sustainability Studies	ESSF - ESS Fitness Courses	ETHNC - Ethnic Studies		

On the next page, you will find a list of ECS courses for the semester, including professor, class times, course feedback from previous semesters (when available), and course descriptions found under the **Class Details** button. In accordance with your Program of Study for your ECS degree, you can begin to identify what classes you are interested in taking.

ECS 6600 - 001 Intro Crit\Cult Stud Ed   Class Details

Class Number: 6154   Instructor: GUTIERREZ, J. F.   Component: Seminar   Type: IVC
Units: 3.0   Wait List: No

Days / Times   Locations
Tu / 07:15PM-09:45PM   CANVAS ,

Registration Process

When Registering for classes, it is key to ensure that to enroll in courses specified by Program of Study for your degree. Please consult the following links for more details:

- M. Ed. Class Lists and Program of Study
- M.Ed. with Secondary Licensure Program of Study
- **ECS APEX M. Ed. students** should consult their canvas student homepage for more details on their program of study. For further questions, please reach out to APEX Program Coordinator Dr. Valdez at veronica.valdez@utah.edu.

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- [Ph. D. Class List and Program of Study](#)

If you still need help figuring out what courses to register for, please reach out to ECS Director of Graduate Studies, Dr. Alvarez Gutiérrez at leticia.alvarez@utah.edu for more guidance.

Registration

When you are ready to register, you will start the process on the Registration tile of your CIS page. The Office of the Registrar has created several Registration Guides that will help you navigate the process. If you feel you need any more help with enrolling, please reach out to us at ECS@Utah.edu and we can walk you through the process.

Registration Holds

There are several holds placed on students' records that can impede registration, ranging from things like owed tuition, immunizations records, or missing admission credentials. In order to register for classes, you will need to resolve the hold following the subsequent steps.

Tasks

You may view your hold(s) through the Campus Information Services — CIS.Utah.Edu — by clicking on the "Tasks" tile on your Student Homepage. There you will find instructions for resolving the hold with contact information of the department who has placed the hold. Additionally, a few things to keep in mind when dealing with holds are:

- **Not all holds affect Registration.** By reviewing details of the hold, you will be able to see if the effect of the hold on your account to determine if it impacts your ability to register.
- **The division that places the hold will (generally) be the one to remove it.** While ECS would be happy to help with any hold troubleshooting, generally you will need to reach out to the department that placed the hold in order to have it removed. Instructions for hold removal can be found in the details of each hold.

Registration Deadlines

Registration deadlines can be found at the University of Utah Academic Calendar. Registration deadlines are **important** as they inform when you can register, drop classes, and get a refund on tuition. Some basic information to be aware of include:

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- **Adding a Class** — The deadlines for adding a class can be found on the [University of Utah Academic Calendar](#) and generally take place during the first weeks of the semester. It is key to register in timely faction to avoid fees from [late add procedures](#) and other complications.
- **Dropping a Class** — In order to gain a full tuition refund, classes must be dropped by their specified deadline on [University of Utah Academic Calendar](#). A dropped class does not show up on your academic record and is deleted from your schedule for a given semester. Please see the [University of Utah's Drop policy](#) for more details.
- **Withdrawals** — Students who attempt to drop a class after the drop deadline specified on the [University of Utah Academic Calendar](#) will have a W placed on their academic record and are **not** automatically refunded tuition. Please see the [University of Utah Withdrawal Policy](#) for more details.

As a department, our goal is to support you to enroll in the classes you need on time. If you feel like you need help with the registration process, please reach out to us at [ECS@utah.edu](#).

ECS GRADUATION

In order to graduate with your ECS M. Ed. or Ph. D. degree, students will want to work with the Director of Graduate Studies, Dr. Alvarez Gutiérrez — [leticia.alvarez@utah.edu](#) — in order to ensure all their degree requirements are showing as compete. This section includes the steps needed in order to obtain your degree and graduate from the department.

M. Ed. Graduation

In this section you will find the final steps for graduating with an ECS M. Ed. Degree.

Viewing your Graduate Student Summary

M. Ed. students can monitor their degree progress on their electronic graduate file. This can be accessed through your graduation tile on your CIS homepage.

Graduation

For instructions on accessing this information, please see the [Electronic Graduate File Tutorial](#) provided by the Graduate School.

Program of Study Checklist

In order to be cleared for graduation, you must have completed the requirements for your degree and submit your [M. Ed Program Requirement Checklist](#) to ECS Director of Graduate Studies, Dr. Alvarez Gutiérrez at [leticia.alvarez@utah.edu](#). Failure to submit this completed form may result in a delay in graduation.

- **ECS M. Ed. with Secondary Licensure** students should collaborate with their UITE adviser and ECS director of Graduate studies Dr. Alvarez Gutiérrez at [leticia.alvarez@utah.edu](#) to have their Program of Study cleared for graduation.

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- **ECS APEX M. Ed.** students should coordinate with APEX program Director, Dr. Valdez at veronica.valdez@utah.edu and ECS director of Graduate studies Dr. Alvarez Gutiérrez at leticia.alvarez@utah.edu to have their program of study cleared for graduation

Applying for Graduation

After submitting your Program Requirement Checklist, students will need to apply for graduation for the semester you are completing your degree requirements.

- If it is student's first time applying for their M. Ed. Graduation, they will apply online on their CIS page, under their graduation tile. Be aware, students are selecting the semester

  they are completing their degree requirements as their graduation term (graduation ceremonies are separate from this). If students run into any issues applying, please reach out to Graduation@utah.edu.

- If students have already applied for graduation online in the past, they will need to submit a Reapplication for Graduation form to Graduation@utah.edu.

As of **Summer 2020**, students have up until the final day of classes to apply for graduation for that semester. Additionally, if students want to have their name listed in the program handout of graduating students for the College of Education Convocation, they must apply before **March 1st.** For the most up to date information, please refer to the Graduation Division of the Office of the Registrar or reach out to Graduation@Utah.edu.

Degree Awarding

The degree awarding process can take up to 4–6 weeks from the time final grades are due (please consult the Academic Calendar for final grade deadlines). Once the degree has been officially awarded, students will receive a graduation confirmation email to their Umail account. Students diploma will then be shipped to the mailing address they have listed on file on their CIS student homepage — students should make sure this is up to date before the end of the semester!

Graduation Verifications

Please be aware the processes and policies for these verifications may be changed and updated by the Office of the Registrar. Accordingly, please refer to the links and contact details below for the most up to date information. To apply, please follow the subsequent steps:

- **Anticipated Graduation Letter** — A letter that states you are an anticipated graduate for a given semester can be requested from your CIS homepage, Academic Records Tile, Self-Service Verifications Tab. The letter is free, and can be mailed, sent electronically, or held for pick-up. For the most up to date information about this verification, please see the following link or reach out to verifacations@utah.edu.

A+

Academic Records

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- **Statement of Completion** — An official document from the Registrar's office that states you have completed your degree requirements may be offered by the [Graduation Division](#). To be eligible for this letter, 1) classes must still be in session for the semester you are graduating, and 2) all degree requirements must be complete (including final grade submissions, exams approvals, thesis release, etc.). There is a cost to this letter and it can be mailed or held for pick up. For the most up-to-date information about this verification, please reach out to Graduaton@Utah.edu.

- **Official Transcript** — An official document containing your academic records and degrees awarded at the University of Utah. Once your degree is awarded, you can [order an official transcript](#) that will show your degree. Be aware that the degree awarding process can take up to 4–6 weeks from the time grades are due at the end of the semester, and you must first receive confirmation your degree has been awarded for your transcript to show your degree.

- **Invitation Letter** — These letters allow international students to invite relatives to visit the University of Utah (graduation ceremonies, etc.). For the most up to date information, please refer to the [Verifications Division](#) or reach out to verifacations@utah.edu.

Cap and Gown

The University of Utah campus store offers caps, gowns, and regalia for graduation. For more details, please see https://www.campusstore.utah.edu/utah/U-of-U/Graduation-Regalia/University-of-Utah-Regalia.

Commencement and College Convocation

The University of Utah generally holds one set of graduation ceremonies at the end of each Spring semester. This means that if your degree is awarded in December (Fall graduation), if you are wanting to participate in the ceremonies, you will need to wait until spring. There are two main graduation ceremonies you can attend (both are optional), **Commencement** and **The College of Education Convocation.**

- **Commencement** — Commencement is a general graduation ceremony for the entire University of Utah. At this event, graduates line up with other students from their college, and proceed to the event location in a procession, and then hear from several University of Utah speakers. The event is optional to attend and there are not tickets for the event for graduates, friends, or family. Additionally, this is not the event where students' names are called; this takes place at **The College of Education Convocation**. For more details on commencement, please see: https://commencement.utah.edu/.

- **The College of Education Convocation** — The College of Education Convocation is a smaller graduation ceremony recognizing individual graduates from the College of Education. At this ceremony, individual students will be recognized and have their name called. This event is also optional to attend, and may require tickets for graduates and their friends and families (TBD). For additional details, please see https://commencement.utah.edu/convocations.php.

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Ph.D. Graduation

In this section you will find the final steps for graduating with an ECS Ph. D. Degree.

Viewing your Graduate Student Summary

Ph. D. students can monitor their degree progress on their electronic graduate file. This can be accessed through your graduation tile on your CIS homepage.

Graduation

For instructions on accessing this information, please see the Electronic Graduate File Tutorial provided by the Graduate School.

Ph. D. Graduation Checklist

Referencing your Graduate Student Summary, students will want to make sure all the following has been completed in order to be cleared for graduation.

1. **Ph.D. Program of Study Requirement Checklist** has been submitted to the Director of Graduate Studies, approved and entered into Graduate School Tracking.
2. All **Exam Approvals** (Doctoral Qualifying/Preliminary Exam, Dissertation proposal, Dissertation Defense) recorded and entered into Graduate School Tracking.
3. **Thesis Hours** with final grades entered into Graduate School Tracking.
4. **Ph.D. Residency Requirement** met (two continuous semesters of full-time enrollment)
5. All '**I' and 'T' grades changed** to letter grades
6. **Supervisory Committee Final Approval** from all committee members
7. **Application for Graduation** (See below for more details)
8. **Thesis Release** after dissertation passes through the Thesis Office.

For assistance in completing any missing requirements, please reach out to ECS Director of Graduate Studies, Dr. Alvarez Gutiérrez at leticia.alvarez@utah.edu.

Applying for Graduation

After reviewing the Graduation Checklist and identifying what semester you will submit your dissertation in accordance with the Thesis Office procedures and deadlines, you are ready to apply for graduation. To apply, please follow the subsequent steps:

- If it is your first time applying for graduation for your Ph.D. Degree, you will apply online on your CIS page under your graduation tile. Be aware, you are selecting the semester you are completing your degree requirements (including Thesis Office

deadlines) as your graduation term (graduation ceremonies are separate from this). If you run into any issues applying, please reach out to Graduation@utah.edu for assistance.

- If you have already applied for graduation online in the past or are no longer able to actively in classes, you will need to fill out and submit a Reapplication for Graduation form to Graduation@utah.edu.

Be aware the last day to apply for graduation is the final day of classes of the semester you are As of **Summer 2020 Semester**, students have up until the final day of classes to apply for graduation for that semester. Additionally, if you want to have your name listed in the program handout of graduating students for the College of Education Convocation, you must apply before **March 1st.** For the most up to date information, please refer to the Graduation Division of the Office of the Registrar or reach out to Graduation@Utah.edu.

Thesis Office

Working with the Thesis Office is generally the last step for Ph. D. students who have completed their final thesis/dissertation defense. In order to graduate, students must submit their thesis to the Thesis Office in accordance with their deadlines and policies. Several links that may be helpful include:

- Thesis Office Calendar and Deadlines
- Thesis Submission Procedure
- Thesis/Dissertation Handbook

Degree Awarding

The degree awarding process can take up to 4–6 weeks from the time final grades are due (please consult the Academic Calendar for final grade deadlines). Once your degree has been officially awarded, you will receive a confirmation email to your umail account, and your diploma will be shipped to the mailing address you have listed on file on your CIS student homepage — be sure to make sure this is up to date before the end of the semester!

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Please NOTE the following important changes to the Vacation Semester Policy:

- Students will no longer need to submit vacation requests to ISSS, but will instead be automatically granted vacation in the summer
- Students may still choose to take full time courses in the summer if they wish
- Students may no longer request to be below full time for the purpose of a vacation in the Spring or Fall semester
- Students may still choose to take courses at another university during their summer semester as long as they request a letter to attend another school from ISSS
- Students will NOT be allowed to participate in Full-time CPT or on campus work during Spring or Fall semesters (unless during official university breaks such as Spring break or Fall break). Students MAY participate in Full-time CPT

For more details, please see: https://gradschool.utah.edu/graduate-catalog/registration/

Late Add Procedures for Registered Students

After the 14th calendar day of the term through the census deadline, the signature of the instructor is required to add a course. (Green Late Add form)

Procedure: After obtaining the required signature, return the late add form to the Registration Division (Student Services Building, second floor, window 13) by the deadline listed on the form.

After the census deadline, signatures of the instructor, department chair, and college dean, as well as payment of tuition and fees are required to add a course. A late fee of $50 will be assessed per class. (Yellow Late Add form) If you have not previously registered for the term, registration for first session and term length classes is not permitted after the census date.

Procedure: After obtaining the required signature(s) on the late add form, tuition and any applicable late add fees must be paid to the Income Accounting Office (165 SSB) before the class(es) will be added. Once tuition/fees have been paid, return the late add form to the Registration Division (Student Services Building, second floor, window 13) by the deadline listed on the form.

Late add forms are available on the second floor of the Student Services Building, window 13 during regular business hours (M-F 8AM-5PM)

Note: If you have not previously registered for the term, registration for first session and term-length classes is not permitted after the census date.

For more details, please see: https://registrar.utah.edu/handbook/lateadd.php

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Classes Requiring Permission Codes

To request a permission code, please reach out to ECS@utah.edu from your Umail account. contact the professor of the course for permission to attend the course. The academic coordinator will provide the student with a permission code after they have received permission from the faculty.

- **ECS 6950 — M. Ed. Capstone (3 Credit Hours).** Required for Social Foundations, Teaching for Transformation, and Teaching for Transformation with ESL endorsement M. Ed. students in their final semester. The course is only offered in Spring and Fall semesters.

- **ECS 7961: Ph.D. Preliminary Examination (6 credit hours).**
  When registering for prelims, full time students must register for 3 credit hours under their supervisory committee chair and the other three credit hours must be taken with a different professor-usually another committee member. Part time students can register for 3 credit hours with their supervisory committee chair in separate semesters.

- **ECS 7970 — Ph.D. Thesis Research (1– 9 variable credit hours).** Students register for ECS 7970 courses (minimum of 3 hours each term) once they have successfully passed their preliminary exam and have begun working on their dissertation proposal. Students are required to complete a minimum of 14 hours of thesis hours (7970) to fulfill degree requirements. If the student is still working on their dissertation after the required 14 credit hours, they continue to register for a minimum of 3 credit hours per term until they successfully defend their dissertation.

- **ECS 7990 — Continuing Registration.** A doctoral student at dissertation stage may register for Continuing Registration (course number 7990) with advisor approval, if the candidate is not enrolled in other coursework and is not using faculty time or University facilities, except for the library. Course number 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, students must enroll for 7970 during the semester of their defense. While enrolled in ECS 7990 Continuing Registration, students cannot enroll any other courses at the university.

  Continuing Registration (course number 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department's graduate advisor. There is a limit of four semesters for use of 7990. For more details, please see the Graduate School Registration Policies.

GENERAL UNIVERSITY OF UTAHINFORMATION

In this section, you will find a list of several key systems and offices you will utilize as a University of Utah Graduate. Additionally, we have included a fairly thorough list of other campuses services and offices that may interest you. For further support in navigating campus resources and systems, feel free to reach out to us as ECS@utah.edu.

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Additionally, we strongly recommend that students new to the University of Utah review New Student Guide to Digital Resources to orient yourself with campus systems. The guide "provides a quick glance at some of the many digital resources you may need as a student and to direct you to answers for any questions you may have."

Campus Information Services (CIS)

The student homepage can be accessed at CIS.Utah.Edu, containing links to classes, personal information, academic records, tuition, financial aid and more. Students are able to log in using their UID number and password. The first time you log in to cis.utah.edu, you will be prompted to set a new password and answer security questions.
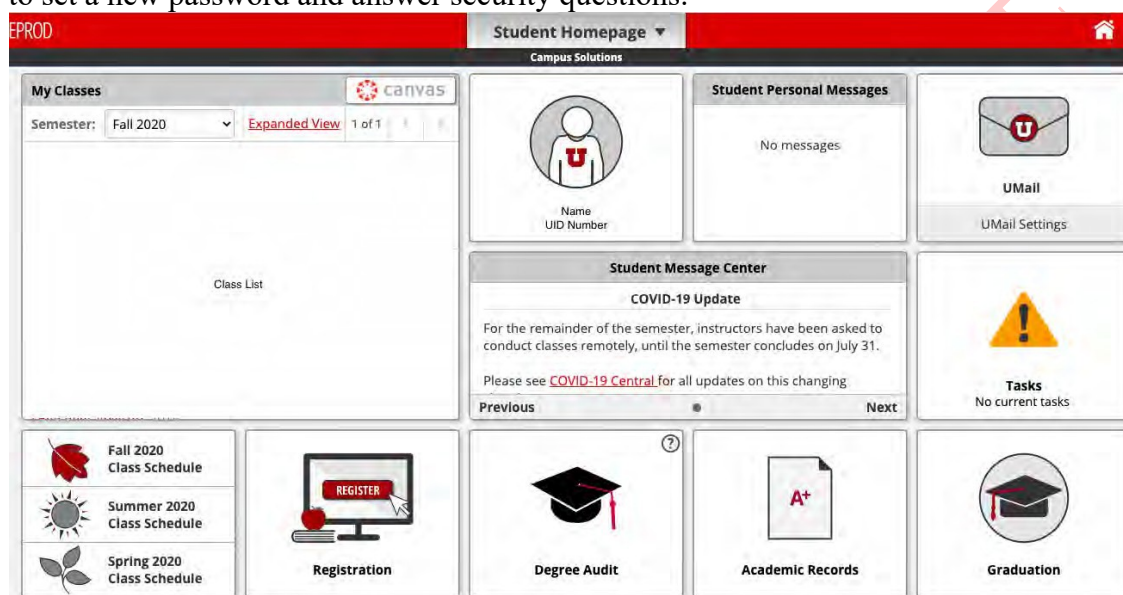
Above you can see an image of how your student homepage will look. It is a good idea to investigate the different tiles to see what they do and how they work, as you will be using this page throughout your time as an ECS student.

Umail

All students have access to a University of Utah email address that can be accessed with your UID number (ex: u0123456) and CIS password at www.umail.utah.edu. Umail is the university's official means of communication with all students. Please see the University of Utah Umail Policy for more details. It is department policy that you use your umail for all correspondence.

Umail Log-in Page

A few further things to be aware of include:

- **FERPA Regulations**
- **The Campus Help Desk** supports students with umail specific issues

Ucard

Your Ucard is what identifies you as a University of Utah student and enables you to use many key campus services, such as The Marriott Library, Public Transit, and The Student Life Center. You can obtain your Ucard from the Ucard Office in room 158 of the Union Building.

For more details, please refer to the Ucard Office.

UConnect

The University of Utah provides three campus wireless networks: UConnect, a secure network for students, faculty, and staff; UGuest, an unsecured network for visitors; and ULink, a network for Internet of Things devices. In addition, the University of Utah is part of the eduroam network, and offers secure wireless access to visitors from other participating institutions.

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To connect to the network: Simply visit onboard.utah.edu, agree to the Terms & Conditions, and follow the on-screen instructions. For assistance connecting to the wireless network, contact the Campus Help Desk at 801-581-4000, option 1.

For the most up to date details, please see the New Student Guide to Digital Resources.

Campus Map

If you have never been on campus before, one of your best resources is the Campus Map. By utilizing the search feature, you can see where any building on campus is located.

Tuition Information

The University of Utah's Tuition Office, otherwise known as also known as Income Accounting, provides information on cost of attendance, payment plans, and loan options at the University of Utah. You will be able to see and pay your tuition bill from the **Tuition and Loans** tiles on your CIS homepage.

Tuition and Loans

Some other resources that may be of benefit to you include:

- **The Tuition Estimator** can help estimate your cost of attendance for a given semester
- **The Academic Calendar** will let you know when tuition payment is due (as seen below for **Fall 2020 Semester**)

General Calendar Dates

Event	Date
Class Schedule & Registration dates available	Monday, March 2
Registration dates begin	Monday, April 13
Deadline to apply for graduation	Friday, Sept 4
Open enrollment	Monday, July 27
House Bill 60 registration	Tuesday, August 18
Tuition payment due	Friday, September 4

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Commuter Services

Enrolled University of Utah students have access to UTAH public transit and TRAX (Light rail) during the semester they are enrolled. The Ucard is all that is needed to access these services. Some other useful resources through commuter services:

- The Campus Shuttle Tracker lets you see the location of campus shuttles (free for anyone to ride), along with their routes.
- Parking passes and pay lot locations can be found through the Commuter Services website if you are looking to park on campus.
- UTA Public Transit Schedules and Maps provide information on TRAX and bus schedules.

University of Utah Marriot Library

The University of Utah Marriot Library provides many useful campus services from articles and books, research support, and technology. A few of these resources can be seen below.

The Graduate Student Reading Room — A quiet study space available to any registered graduate student at the University of Utah.

Databases — The University of Utah offers many databases for students engaged in research. There are **research guides** and **subject specialists** who can help you with performing research.

Book Reserves — A resources to find books, journals, digital content and more using one search interface

Knowledge Commons — For technology assistance, computer labs, printing services, available software, and equipment check out.

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STUDENT SUPPORT

Your success at the University of Utah is important to all of us here! If you feel like you need extra support in academics, overcoming personal difficulties, or finding community, the U is here for you.

STUDENT AFFAIRS

Development & Community

Student Affairs is doing its part to create a sense of community and belonging, and strengthen the U's ability to educate the next generation of leaders.

Center for Community and Cultural Engagement

Provides cultural education, celebration activites, and awareness programs.

Center for Native Excellence & Tribal Engagement

Facilitates the social, academic, and cultural engagement of American Indian and Alaska Native students, staff, trainees, and faculty through cultural affirmation, academic and professional development, and post-graduation preparation for undergraduate students.

Center for Stuent Access & Resources

Assists students in scholarship cohort programs, offers additional cohort experiences open to all students, and connects them to essential resources to help navigate challenges.

Dream Center

Supports the holistic development of all students, including undocumented students and those systematically impacted by immigration.

Veterans Support Center

Supports military-connected students by cultivating a welcoming campus culture, enriching their educational experience, removing barriers, and unlocking their full academic, psychosocial, and career potential.

Health & Wellness

Student Affairs provides education, prevention and intervention to support student health and wellness. We create envrionments that promote a healthy lifestyle, which is tied to success both in and beyond college.

Campus Recreation Services

Campus Recreation Services is housed in the Student Life Center, located on the upper campus. Access to the Student Life Center is included in your tuition and fees. The facilities include a 13-foot bouldering wall and a 54-foot climbing wall, one of the largest collegiate outdoor rental centers in the country, over 15000 sq. ft. of strength and conditioning equipment, a 1/5 mile indoor track, three pools, four fields, and several indoor and outdoor courts.

Students can engage in programming such as group fitness classes, intramural sports, personal training, outdoor adventure trips, instructional climbing classes, climbing competitions, swim lessons, sports clubs, special events, and more

Center for Campus Wellness

Our mission is to support student well-being and success through holistic and comprehensive programs that center wellness, safety, and healing.

We provide several resources primarily for students but also offer certain programs for faculty and staff including educational workshops and our confidential Victim-Survivor Advocacy services.

Center for Disability and Access

The Center for Disability & Access is dedicated to students with disabilities by providing the opportunity for success and equal access at the University of Utah.

Financial Wellness Center

The Financial Wellness Center (FWC) is a free resource for all University of Utah students to assist them in making smart, informed decisions about their money. Whether students are struggling to make ends meet or whether their finances are in pretty good shape, there is always room to improve one's financial situation. The FWC was created to help students in a safe, competent and confidential atmosphere with one-hour consultations to address their financial concerns.

We are located in the Olpin Student Union Building Room 317. We are open Monday-Friday 8am-5pm.

Walk ins are welcome or book an in person or virtual appointment.

Our email address is financialwellness@sa.utah.edu and our phone number is 801-585-7379.

Student Health Center

All University of Utah students, their spouses, and dependents are eligible for care at the student health center. Eligible students pay a small student health fee as part of the University tuition fees that allows the center to discount certain services 30-60% over other community providers. All F1 and J1 visa holders who are part of the English Language Institute (ELI) courses are also eligible for services at the center while taking classes.

University Counseling Center

The University Counseling Center (UCC) offers opportunities for personal development that will lead to enhanced learning and contribution to the University. The Center helps students resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. Services address personal, career, and academic learning issues. Formats include individual and group counseling, classes, and workshops. Consultation and outreach services are also available to University organizations, departments, and staff. Please visit our services page for specifics on the services we provide.

Support & Engagement

Students develop leadership and transferable skills necessary to become civically engaged members of our society.

Associated Students of the University of Utah (ASUU)

As an enrolled student, you are automatically a member of the Associated Students of the University of Utah. ASUU is led and represented by students elected by you. We strive to provide much-needed resources and services to students, host events and programs, and advocate for students in our interactions with University administrators. We work to be a powerful, representative, and transparent voice for all students who call the University of Utah home.

Basic Needs Collective

The Basic Needs Collective is a coordinated resource referral hub. We educate and connect students to campus and community resources to help them meet their basic needs.
Our team is dedicated to supporting you. To get started, please schedule with us. During this session, we will carefully curate resources that cater to your unique needs. Each session lasts approximately 20 minutes, so we can fully address your needs.

Bennion Community Engagement Center

The Lowell Bennion Community Service Center was dedicated in 1987 by Chase Peterson, President of the University of Utah. He stated, "No university can rest merely with the transmission of old or the generation of new knowledge. It must also help students reach out to larger opportunities and responsibilities. That is what the Bennion Center is all about."

Students have been doing just that – directing projects designed to address an identified community need, usually in partnership with an existing public or private agency. Projects that served elderly people, youth, and special populations were among the first programs offered, and still provide the bulk of our volunteer opportunities.

Fraternity and Sorority Life

The Fraternity and Sorority community started at the University of Utah in the fall of 1909 when the first fraternity was chartered and established. The first sorority on campus was founded 4 years later in 1913.

Today, the University of Utah has 22 fraternities and sororities with nearly 2,000 members. In our community, we have 13 fraternities and 9 sororities. All of our organizations believe that the fraternal experience is an excellent opportunity to explore during their time in college.

The Office of Fraternity & Sorority Life oversees the 22 social fraternities and sororities at the University of Utah and exists to provide programming in the areas of personal and community development, health and wellness, risk management, and the promotion of leadership development. This is done through the engagement of student leaders, faculty, staff, advisors, and alumni.

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Office of the Dean of Students

The Office of the Dean of Students works to advocate, support, and develop students as they navigate their time at the University of Utah. We create and offer educational and leadership experiences that help students thrive in a communal environment. We actively engage in conversations that promote compassionate, welcoming, and safe campus communities. In working with students, we are responsive to their needs and assist them in their academic and personal endeavors. In addition to these core principles, the ODOS serves as an advocate for students facing challenges to their success as students and work to empower students to know and understand their rights and responsibilities as members of our community.

Student Engagement & Leadership

Student Leadership & Involvement (SLI) serves students by providing leadership and involvement opportunities within the department and by connecting students to these types of opportunities on campus. Whether students are interested in starting or joining a Recognized Student Organization (RSO) or participating in a Leadership Development program , SLI is here to facilitate these important connections. SLI is a department within the division of Student Affairs at the University of Utah and is located in the "Student Involvement Wing" of the Union Building - Union 235.

Places and Spaces

Student Affairs creates a community that complements the academic mission of the U by providing spaces across campus for social, cultural, and extracurricular activities.

Dining Services

House & Residential Education

Housing & Residential Education creates an engaging community where students live, learn, and thrive. We develop a sense of belonging, provide opportunities for personal growth, and foster a safe and supportive environment. Our team aims to make the University of Utah feel like home.

Student Parent Support Center

For Student-Parent Services:

Do you have questions about how to find child care? Where can I go for child care financial assistance? Where can I get help with my school-age children? A student parent support center consultant can help. Schedule a Student-Parent Support Consult by clicking the link above!

OR To schedule a virtual meeting or for diaper bank pick-up, please choose the above scheduling link. Don't have access to virtual meetings? Call (801) 585-5897 for an in-person appointment

For U of U Employee Services:

We believe that effectively managing family and work can be challenging for everyone. The services provided by the Childcare Strategy Facilitator in UHRM are designed to make it a little easier. If you are looking for support, information and referrals for childcare and school-age resources we want to assist you in finding the best fit for you and your family.

Contact the Childcare Strategy Facilitator in UHRM at bree.ann.murphy@utah.edu or 801-213-7334

Our mission is to support student well-being and success by removing barriers, creating inclusive, supportive environments, and empowering student-parents and their families.

Union

The **A. Ray Olpin Union** advances a sense of community, unifying the University of Utah by embracing all students, faculty, staff, alumni, and guests. We bolster the educational mission of the University of Utah and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities.

Student Union: It's the place where new friends meet. Where students learn to lead. Where parties and events draw thousands. Where lunch and a study break fit between classes. It's the place where academic and local communities come together at the University of Utah.

The Union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the **community life of the college**.

University Guest House

Welcome to the University Guest House & Conference Center.

We are excited to announce, on September 18th the entire University Guest House & Conference Center will once again be open to the public. Our Front Desk, breakfast and c-store will be brought back to the main lobby. Hotel rooms will be available in the main building.

The Guest House includes 170 rooms in our main building and 30 suites in our adjacent building. The Conference Center has approximately 30,000 sq. ft. of unique meeting space.

Graduate Writing Center — The University Graduate Writing Center provides writing consultations for graduate students. The Graduate Writing Center is ready to help graduate students in all disciplines with their writing projects. Our goal is to help you become a more confident writer.

International Student & Scholar Services — Supports International students with F-1 and J-1 visas navigation, maintaining status, family and dependents, and employment.

The Office of Equal Opportunity And Affirmative (OEO/AA) — Dedicated to providing a fair and equitable environment for all to pursue their academic and professional endeavors and to equally access University programs. Something about reporting discrimination

Office of the Registrar — Offers several methods to verify your student information, including official transcripts, enrollment verifications, anticipated graduation letters, and more.

Outdoor Adventures — Sponsors a variety of outdoor trip and offers equipment rentals.

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Sexual Assault Awareness & Response Support—This website seeks to provide accurate and comprehensive information regarding the reporting process and available resources for University of Utah students, faculty and staff.

Office of Software Licensing — The Office of Software Licensing provides Adobe Creative Cloud and Microsoft Office for free for students with special educational pricing for a variety of additional software.

Student Support Services (TRIO)-TRIO federal programs are targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities. Student Support Services (SSS) is a TRIO program for current or incoming undergraduate university students who are seeking their first bachelor's degree and need academic assistance and other services to be successful at the University of Utah. For more information about what support they provide, a list of ongoing events, contact them at ((8010581-7188 or view their website https://trio.utah.edu/

Student Organizations — Connecting people with similar interests and provide opportunities to explore one's growth as a leader.

Student Success Advocates (SSA) — Supporting students to explore their interests and goals, overcoming personal and academic challenges, and connect to campus resources. The SSA website also includes a fairly comprehensive list of tools for student success.

U Career Success — Your one stop shop for discovery and expanded awareness of the world of work. Currently offering personal coaching, resume reviews, networking secrets, internship connections, career fairs and a whole lot more. Don't wait until you're a senior to make the connection.

University Neighborhood Partners (UNP) — University and west side people and resources coming together in reciprocal learning, action, and benefit.

GRADUATE SCHOOL INFORMATION

The mission of the University of Utah Graduate School is to "foster excellence by providing administrative structure and leadership to maintain and enhance graduate education at the University of Utah. Our programs offer financial assistance, support innovative academic opportunities, and provide professional development to students, postdoctoral fellows, staff and faculty."

Graduate School Offices— Here you'll find information about the University's Graduate Tuition Benefit Program (TBP) and the Graduate Subsidized Health Insurance Program (GSHIP).

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. Here you will find the regulations, policies and instructions for completing your degree as a graduate student. If you are interested in reviewing your graduate degree progress, please see the Graduate Record Access Instructions.

Graduate School Diversity Office— The University of Utah Graduate School is dedicated to collaborating with university entities to create a campus climate that accommodates all members of the graduate community. The Graduate School Diversity Office partners with graduate academic departments to achieve these goals.

Office of Postdoctoral Affairs — The mission of the Office of Postdoctoral Affairs is to enhance, support, and promote postdoctoral training at the university, providing confidential advising, career counseling. career and professional development seminars and workshops, and Postdoc Travel Assistance Program

Thesis Office- Graduate School— Supports students to navigate The Graduate School's policies and procedures for preparing a thesis or dissertation**.** Some additional links from the Thesis Office that may be helpful include:

- **Thesis Office Calendar and Deadlines** — Important dates for thesis submission.

- **Thesis Submission Procedure** — A general outline for preparing a thesis or dissertation for approval by the student's department and The Graduate School

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- **Thesis/Dissertation Handbook** — The Thesis and Dissertation Handbook contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it reviewed by the Thesis Editor, and uploading it as a PDF for electronic publication, which is the final requirement for graduation.
  The *Handbook* includes an explanation of the University of Utah format, examples of pages and forms, and a discussion of copyright issues.

Other Graduate School Resources

Graduate School Travel Assistance — The Graduate School provides several travel awards to present research and attend academic workshops or training opportunities. For more details, please see https://gradschool.utah.edu/funding/travel-assistance/travel-assistance-award.php

Graduate School COVID-19 Resources — The graduate school has compiled a list of resources for graduate students amid the COVID-19 Outbreak. For more details, please see https://gradschool.utah.edu/_resources/documents/COVID-19-RESOURCE-GUIDE-4-3-20.pdf

TUITION BENEFIT AND FINANCIAL SUPPORT

The department supports several students as Teaching Assistants (TA) and Research Assistants (RA) through the University of Utah Tuition Benefit Program (TBP). In this section you fill find details on responsibilities, eligibility, and policy surrounding the University of Utah TBP, including the graduate student subsidized health insurance. For the most up to date information, please refer to Tuition Program Benefit Program Guidelines and Graduate Student Subsidized Health Insurance.

Categories of Supported Graduate Students

The four eligible classifications qualifying a student for TBP participation are:

- **Graduate Teaching Assistant (TA), (job code 9416, Exempt)**: A graduate student with instructional responsibilities as instructor of record, assistant to the instructor of record or tutor. Duties may include lecturing, holding discussion or problem sessions, conducting laboratory sections, conducting studio or performance work, online instruction, grading, tutoring, and holding office hours. International students must be cleared through the International Teaching Assistant Program before being placed in jobs coded 9416.
- **Graduate Research Assistant (RA), (job code 9314, Exempt)**: A graduate student assigned directly to an externally funded research grant (**5000 fund only**) and doing research for that project.
- **Graduate Assistant (GA), (job code 9330, Exempt)**: A graduate student assigned work related to their degree program and not covered in the previous two categories. A GA must be funded by their department and not supported by external 5000 funding. **If a student wishes to work as a GA outside their home department, prior approval must be granted by the Dean of The Graduate School**.
- **Graduate Fellow (GF)**: A graduate student on a fellowship, whose tuition is not paid by the award. TBP has right of first reversal if other sources of tuition funding are available,

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meaning if tuition money is included in the fellowship award, the student should not use tuition benefit. Fellowship payments may be distributed as a scholarship through the University's Scholarship Administration System, or in special cases as a monthly traineeship disbursement. Fellowship payments made through the Scholarship Administration must be paid from item types set up as fellowships in order to count toward the student's TBP-eligible income (with budget category code 66900). No employer-employee relationship exists in a fellowship. The University administers the award and a service expectation may or may not accompany it.

Registration Requirements

Students participating in the TBP must be:

- full-time, matriculated graduate students in good standing
- maintain cumulative GPA of 3.0 (Law School, 2.0). Students on academic probation are not eligible for a Graduate School tuition benefit.
- TBP full-time student status means registration for at least nine credit hours throughout the semester (Fall and Spring). This provision does not affect full-time definitions or requirements currently employed for the purpose of loan repayment, student insurance, or other reporting requirements.
- FTE cannot exceed .74. An FTE of .5 is the recommended maximum.

TBP covers:

- 9-12 graduate credit hours per semester during Fall and Spring, except for RAs whose tuition benefit is a minimum of nine and a maximum of 11 credit hours in Fall and Spring semesters and three credit hours in Summer semester.
- Non-resident tuition is covered in full, **except for in cases of RAs who have exceeded 84 cumulative credit hours. At that point, the benefit will only cover resident tuition for RAs. This condition will be implemented in the semester when cumulative registration exceeds 84 credit hours as a University of Utah graduate student**. Please ensure that students apply for state residency as soon as they are eligible. RA's who have finished their coursework may register for 9 thesis hours ONLY to avoid being charged nonresident tuition.
- Undergraduate, contract, and/or audited courses, repeated courses, and credit/noncredit courses count toward the required minimum nine credit hours **but do not qualify for a tuition benefit**. The benefit will not pay for those courses. A student registered for fewer than nine credit hours may make up the difference by registering for 6970, 6980, 7970, 7980, or other appropriate graduate credit. Students may register for a maximum 16 semester hours but are responsible for tuition for hours exceeding 12 credits.

IMPORTANT: Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.

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Service Requirements

Graduate students receiving a tuition benefit are expected to fulfill the responsibilities appropriate to their specific assignments. No student is required to work more than 20 hours a week (0.50 FTE) in order to receive a tuition benefit. Faculty may expect up to 20 hours of work a week (0.50 FTE) from students receiving a 100% tuition benefit, 15 hours a week (0.375 FTE) from students receiving a 75% tuition benefit, and 10 hours a week (0.25 FTE) from students receiving a 50% tuition benefit. Students working one or more on-campus jobs with a combined FTE greater than a 0.74 FTE are ineligible to participate in the Graduate Tuition Benefit Program.

Residency Status

As approved by the University of Utah president and according to Utah law and the Board of Regents' policy, out-of-state TBP students are exempt from paying nonresident tuition. Their graduate tuition benefit is at the in-state rate for the appropriate TBP level (100%, 75%, or 50%). Tuition and fees not covered by the TBP are the student's responsibility. Out-of-state, non-international graduate students receiving a tuition benefit must apply for Utah residency upon fulfilling 40 semester credit hours at a regionally accredited Utah institution of higher education. Comprehensive and aggressive action should be taken by departments to ensure that U.S. citizens apply for Utah residency once 40 graduate credit hours are reached. A student's ability to establish residency will not affect receipt of a tuition benefit. (Go to http://admissions.utah.edu/apply/residency/ for details on how to apply and qualify for residency reclassification).

Restrictions

A graduate tuition benefit is available only to graduate students compensated through the University of Utah. The TBP covers general graduate tuition and mandatory fees. Differential tuition charged by various university graduate and professional programs is the responsibility of the graduate student, department, and/or college. Students may participate in the TBP for a limited number of semesters, which need not be sequential. Time limits for participation in the TBP are as follows:

1. Students in a master's program are limited to two years (four semesters) of tuition benefit support.
2. Students in a doctoral program who entered with a bachelor's degree are limited to five years (10 semesters) of tuition benefit support.
3. Students in a doctoral program who also received a master's degree at the University of Utah are limited to five years of tuition benefit support (two years for a master's + three additional years for a doctorate).
4. Students entering a doctoral program with a master's degree from another university are eligible for four years (eight semesters) of tuition benefit support.

Doctoral students who fall under categories 2 and 3 above and who have served a minimum of four semesters as full-time TAs (0.50 FTE or 20 hrs/ week) may receive an additional year (two semesters) of tuition benefit support beyond the limits described above. In order for the student

to receive this time extension, departments must send a written request to The Graduate School that includes the student's name and uNID. These restrictions do not limit the number of years or semesters a program, department, or college may choose to support a student in addition to the TBP. Established time limits for completion of graduate programs still apply.

The student and department are responsible for maintaining an accurate count of the semesters of tuition benefit support a student has received. A student who receives more terms of tuition benefit than he or she is eligible for may be retroactively billed for the tuition of the ineligible semester(s).

Tuition benefit support is only available for Research Assistants during summer semester. To qualify, a student must be paid as an RA during either Fall or Spring semester, then paid again as an RA during Summer term. All other requirements remain in place. Summer TBP covers only 3 credit hours and students must register for 3 credits to be eligible. Summer semester does not count against the total number of semesters that a student is eligible for.

Administration of the Tuition Benefit Program

The Graduate School administers the Graduate Tuition Benefit Program. Verification of a student's TBP eligibility is the department's responsibility. Note: If a graduate student received a conditional tuition credit for the semester but (a) withdrew from courses, dropping below the minimum nine credit hours; (b) received less than the minimal financial support; or (c) in any way did not meet all requirements or restrictions associated with any of the TBP graduate student components or Graduate School policy, the tuition credit will be rescinded. The student will be billed for tuition and fees at the full, relevant rate for that semester. Department administrators should diagnose TBP problems using their Graduate Tuition Benefit Report, and escalate issues to the Graduate School when necessary.

Students are not eligible to receive a tuition benefit after a semester has ended if they were not entered on the Web prior to the date the 'state's registration census' (15th day of classes) is taken. It is a department's responsibility to enter eligible students on the TBP Web page in a timely manner prior to the 15th day of the semester the student expects to receive the benefit. No retroactive benefits are awarded.

Petitions for Exception to Tuition Benefit Policy

With a petition from the student's department chair to the dean of The Graduate School, exceptions will be considered for personal emergencies such as illness or family emergency. Petitions related to tuition benefit should be formatted as a letter printed on letterhead. While a student may submit a petition on their own behalf, typically the student's faculty advisor or Department Chair writes the petition. Petitions should be submitted to the Graduate School's Office of Fellowships & Benefits, where they are routed to the Dean for review.

Please follow the below guidelines before submitting a petition:

The Tuition Benefits Program (TBP) has been designed to cover most of the cost of the graduate student tuition, but it was never intended to guarantee 100% tuition coverage for all students. In

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cases where a graduate student exhausts their TBP allotment before completing their degree, there are several options:

1) The student may register for the minimum credit hours necessary to maintain continuous registration (1 credit hour) and pay directly. In some cases, visa and/or student loan or health insurance issues require the student to register for 3 credit hours of dissertation in order to maintain full-time student status. For example, the University's student health plan currently requires 3 credit hours enrollment.

2) In many cases, the student is appointed as an RA and their stipend is paid for by a research grant. Under most circumstances, the PI of the grant can pay the tuition directly from their grant funds. In this case, the student does not have to register for the full 9 credit hours necessary for TBP. The grant can be charged the minimum necessary (1 or 3 credit hours of dissertation) in order to maintain continuous registration/full time student status, respectively. The Office of Sponsored Projects has posted guidelines for [paying tuition from grant funds](#).

3) It is also allowable for the PI to pay the 1-3 credit hours of tuition directly out of their startup account fund, or out of a departmental funds.

4) The PI may petition the Dean of the Graduate School for an exception to TBP policy. TBP exception petitions are appropriate for issues beyond the student's control, such as loss of a semester due to a personal illness or illness of a family member. The fact that the student has exhausted their allotment of TBP is not sufficient to merit a waiver of TBP policy.

   To be eligible for a TBP exception, a student must be in good standing in their program, and this status must be documented in the student's Graduate Tracking. For example, an advanced student who has not formed a supervisory committee, or has not passed the departmental milestones such as the qualifying exam is ineligible for a TBP exception. TBP petitions in these cases will be denied.

   Before filing a petition, the Dean of the Graduate School, the PI should explore all options 1-3 above. The petition request should include a discussion regarding why the PI cannot charge the tuition to the same grant or account that is supporting the student stipend, or a different University account. The petition should demonstrate the feasibility of the student completing their degree within the request for TBP extension. Petitions lacking documentation regarding these issues will be returned to the petitioner unreviewed.

5) The Dean of the Graduate School reserves the right to explore alternate paths to paying the student tuition in difficult cases with particular merit. This may include a collaborative solution involving cost sharing among the various stakeholders in the discussion. The emphasis behind this type of agreement is providing a mechanism to enable speedy degree completion. Multi-semester or ongoing TBP exceptions for the same student are generally appropriate only under unusual circumstances.

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Graduate Subsidized Health Insurance Program

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same Student Health Insurance policy offered to all U of U students, as well as dental and vision insurance provided through Educators Mutual Insurance. Coverage for dependents is not subsidized. Rates and brochures are available at www.uhcsr.com/utah and https://emihealth.com/groupplans/refid/ugrads.

Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. The Graduate School is then reimbursed via employer payroll deduction from the TA benefit pool or RA benefit allotment. For this reason, RA's must be paid from a grant (5000 fund) that has a benefit allotment for each student researcher. If there is no benefit pool on the grant that the student is paid from, they should be coded as a GA and not included on the subsidized health insurance. Rates and brochures for the health insurance policy are available online at www.uhcsr.com/utah.

Click to access the EMI Dental/Vision brochure: University of Utah – Subsidized Graduate Students E-Booklet 2017.

Students who are not eligible for the subsidized program, but would like to enroll in the program at their own cost, should contact:

Student Health Services
Madsen Health Center Level 1
555 Foothill Blvd.
Salt Lake City, UT, 84112
Additional information is available from Student Health Services
(http://www.studenthealth.utah.edu/)

ADDITIONAL FINANCIAL ASSISTANCE

There are many financial resources available in terms of scholarships, grants and loans at the University of Utah. In this included we have included a non-extensive list of financial resources available to you as students. If you are interested in calculating your cost of attendance, please refer to the Income Accounting Office (Tuition Office) and the University of Utah Tuition Estimator

Scholarship Opportunities

Here you will find a list of several University of Utah scholarship opportunities. This list is by no means extensive, but does highlight several scholarship options at the university.

University of Utah Scholarships — On the following page, you will find the central site for University of Utah scholarships: https://utah.academicworks.com/

College of Education Scholarships — A list of College of Education scholarships that can be found on the following page: https://education.utah.edu/students/scholarship-guide.php

Foreign Language Area Studies (FLAS) — Foreign Language and Area Studies (FLAS) Fellowships are federally funded awards. They provide funding for undergraduate and graduate students who study modern foreign languages and related area studies. Please see the FLAS for Latin America Languages or FLAS for Asian Languages pages for more details

George Floyd Memorial Fund — The creation of the George Floyd Memorial Fund in the Black Cultural Center will directly support students and programs committed to advancing the interests of the next generation of aspiring black leaders. For more details, please see https://attheu.utah.edu/home-page/u-creates-george-floyd-memorial-fund/.

Union Student Leader Scholarship — The purpose of the Union Scholarship Fund is to support the academic achievement of students representing a wide array of backgrounds and experiences; these students are currently attending or plan to attend the University of Utah. The fund promotes the retention and completion of students who demonstrate financial need and a commitment to the mission of the Union. Through this fund, the Union and its scholarship partners recognize students who are committed to bettering the communities they serve. For more details, please see https://union.utah.edu/union-scholarships/union-scholarships/.

External Scholarships — https://financialaid.utah.edu/types-of-aid/scholarships/other-resources.php

Graduate Fellowship Opportunities

The University of Utah offers several graduate fellowship opportunities. For more details, please see https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/.

Undocumented Student Financial Resources
Dream Center Scholarships List — The University of Utah Dream Center has a broad listing of funding opportunities for undocumented students, both with and without DACA.

Federal Student Aid
Federal Application for Federal Student Aid (FAFSA) — By completing FAFSA, you will see your eligibility for grants, need-based aid, work study, and loans though the federal government. For information on eligibility and the application process, please see https://financialaid.utah.edu/types-of-aid/fafsa.php

Emergency Loans
COVID-19 Emergency Fund — The University of Utah has created and Emergency Fund to support students facing costs due to the COVID-19 crises. If you need support, this fund can cover tuition, fees, room and board, textbooks, required supplies or materials for classes, transportation, child care, and unexpected medical expenses, COVID-19 related expenses.

ASUU Emergency Loan — The University of Utah student government offers an Emergency Loan for students for up to $500 Dollars. For more details, please reach out to info@asuu.utah.edu.

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LGBT Resource Center Emergency Loan — The LGBT Resource Center provides emergency funding to students (undergraduate or graduate) for critical, one-time expenses up to $300 that could not have been planned for in advance. For more details please see the Emergency Funding page on the LGBT Resource center website.

University of Utah and Community Jobs

If you are looking for local job opportunities, consider investigating the following links for local Higher Education, Non-Profit, and Government Jobs.

- **University of Utah Jobs —** https://employment.utah.edu/jobs/

- **Salt Lake Community College Jobs** (Local Community College)— https://i.slcc.edu/culture/hr/index.aspx

- **Westminster College Jobs** (Local Private University)— https://westminstercollege.peopleadmin.com/postings/search

- **Utah Government Jobs —** https://www.governmentjobs.com/careers/utah

- **SLC Government Jobs —** https://www.slc.gov/hr/home/job-center/

- **Utah Nonprofit Jobs —** https://members.utahnonprofits.org/job-board

Additional Resources

Financial Wellness Center — The Financial Wellness Center provides a competent and confidential atmosphere where students can have access to accredited counseling services, quality financial education and appropriate tools to achieve lifelong successful financial outcomes. https://financialwellness.utah.edu/

Pivot — Pivot is a comprehensive global database of sponsored funding announcements and scholar profiles that is available to all University of Utah faculty, staff and students. Pivot uses a powerful search engine to find funding opportunities and collaborators that match your profile and search queries. https://osp.utah.edu/news/pivot.php

Feed U Pantry — The University of Utah food pantry aims to minimize hunger among our students, their families, and faculty and staff by providing free, accessible, and nutritious food. We strive to empower those in need to obtain food resources so they may focus on being healthy, happy, and successful at the University of Utah without the barrier of fighting hunger. https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us/

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INTERNATIONAL STUDENT RESOURCES

International Graduate Admissions — Resources for applying to an ECS graduate program as international student can be found at [International Graduate Admissions](#) Additionally, information on I-20 forms can be found on the admissions website using the following link:

- **I-20 Information:** https://admissions.utah.edu/apply/international/i-20-information/

International Student & Scholar Services (ISSS) — "The International Student & Scholar Services office serves as the primary campus contact for international students, scholars, and alumni." ISSS supports international students by helping with "information for international students on F-1 and J-1 visas, Visa Issues, Family and Dependents, Maintaining Status, Changing Status, and Employment."

For more details, please see https://isss.utah.edu/.

International Teaching Assistant (ITA) Program — Graduate School policy requires all graduate students who are non-native speakers of North American English to be cleared by the ITA Program in order to be eligible for benefits awarded to Teaching Assistants. The two requirements, ITAP Spoken English Proficiency and ITA Training, are designed to prepare students for their TA roles, which consist primarily of running lab and discussion sections, grading, and holding office hours. Spoken English classes, ITA Seminars, and classroom observations help ITAs refine their skills.

For more details, please see https://gradschool.utah.edu/ita/.

LOCAL HOUSING

The University of Utah provides several housing options for graduate students and their families. In this section you will find details on finding local housing.

University of Utah Graduate Housing Options — The University of Utah has several options for both on- and off-campus housing for graduate students. Please consult the following link on the University of Utah's housing webpage for more details:
https://www.housing.utah.edu/housing-options/undergraduate-housing/

University of Utah Off Campus Housing — The University of Utah has a page for looking for housing off campus. For more details, please see https://www.offcampushousing.utah.edu/

Local Housing Options — Some non-University of Utah resources you may consider include:

- https://www.rentler.com/places-for-rent/ut/salt-lake-city/
- https://www.apartments.com/salt-lake-city-ut/

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Graduate School Safety Statement

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 for 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

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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

See the following website for additional resources: https://safeu.utah.edu/