

COLLEGE OF ENGINEERING GUIDELINES

<https://www.coe.utah.edu/semester-guidelines>

Spring Semester 2023

Appeals Procedures

See the Code of Student Rights and Responsibilities, located in the Class Schedule or on the UofU Web site for more details

Appeals of Grades and other Academic Actions

If a student believes that an academic action is arbitrary or capricious he/she should discuss the action with the involved faculty member and attempt to resolve. If unable to resolve, the student may appeal the action in accordance with the following procedure:

1. Appeal to Department Chair (in writing) within 40 business days; chair must notify student of a decision within 15 days. If faculty member or student disagrees with decision, then,
2. Appeal to Academic Appeals Committee (see <https://www.coe.utah.edu/students/academic-affairs/academics/> for members of committee). See II Section D, Code of Student Rights and Responsibilities for details on Academic Appeals Committee hearings.

Americans with Disabilities Act (ADA)

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you need accommodations in a class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, 162 Olpin Union, 581-5020 (V/TDD) to make arrangements for accommodations. All written information in a course can be made available in alternative format with prior notification to the Center for Disability Services.

Adding Classes-Full Term

Please read carefully: All classes must be added within **10 academic days** of the beginning of the semester (**deadline: Friday, January 20, 2023**). Late adds will be allowed January 21-29, requiring only the instructor's signature. Any request to add a class after January 30 will require signatures from the instructor, department, and Dean, and need to be accompanied by a petition letter to the Dean's office.

A \$50 FEE WILL BE ASSESSED BY THE REGISTRAR'S OFFICE FOR ADDING CLASSES AFTER January 29. ***

Before you elect to take a class CR/NC you should check with your Advisor. Core classes used to compute your Engineering GPA need letter grades. Dates for electing and reversing CR/NC option are online <https://registrar.utah.edu/academic-calendars/spring2023.php>

Withdrawal Procedures

See the Class Schedule or web for more details ** Please note the difference between the terms "drop" and "withdraw".

Drop implies that the student will not be held financially responsible and a "W" will not be listed on the transcript. Withdraw means that a "W" will appear on the student's transcript and tuition will be charged. **

Drop Period For Full Term Classes– No Penalty

Students may DROP any class without penalty or permission during the FIRST TEN academic days of the term (Friday, January 20, 2023).

Withdrawal from Full Term Length Classes

Students may WITHDRAW from classes without petition **until Friday, March 3, 2023**. Beginning January 21 until March 3, a "W" will appear on the transcript AND **tuition will be charged**. Refer to Class Schedule, Tuition and Fees for tuition information.

Drop/Withdrawal from Session I & Session II

See the web page for details:

<https://registrar.utah.edu/academiccalendars/spring2023.php>

Withdrawals for term length classes after March 3rd will only be granted due to compelling, nonacademic emergencies. Please contact coepetitions@utah.edu to schedule an appointment to discuss the petition process. Petitions must be received before the last day of classes (**April 25, 2023**).

Repeating Courses

When a College of Engineering class is taken more than once, only the grade for the second attempt is counted. Grades of **W, I, or V** on the student's record count as having taken the class. Departments enforce these guidelines for other courses as well (e.g., math, physics biology, chemistry). Attempts of courses taken at transfer institutions count as one attempt. This means a student may take the course only one time at the University of Utah. Courses taken at the University of Utah may not be taken a second time at another institution. If a second attempt is needed, it must be at the University of Utah. Please work with your department advisor to determine the value of repeating courses. Students should note that anyone who takes a required class twice and does not have a satisfactory grade the second time may not be able to graduate. It is the responsibility of the student to work with the department of their major to determine how this policy applies in extenuating circumstances.

Important Safety Information

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-581-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit <https://safeu.utah.edu>

If you are experiencing interpersonal violence, sexual assault, domestic violence, and/or stalking, please connect with one of the resources below:

Resource	Phone #	Hours	Affiliation
McCluskey Center for Violence Prevention Email checked daily: cvp@utah.edu	801-587-3982	NA	University
Center for Student Wellness, Victim Survivor Advocate:	801.581.7776	8-5	University
Office of Equal Opportunity	801.581.8365	9-5	University
University Department of Public Safety	801.585.2677	24 hrs	University
University of Utah Neuropsychiatric Institute	801.587.3000	24hrs	University
Utah Domestic Violence Coalition	800.897.5465	24hrs	State
Rape Recovery Center 24 Hour Crisis line	888.421.1100	24hrs	State
Domestic Violence Link Line	800.897.5465	24hrs	State
Stalking Helpline	800.621.4673	24hrs	State

Mandatory reporters are university employees, including students in paid leadership positions, who are required to report sexual misconduct to the Office of Equal Opportunity and Affirmative Action per University regulations. Examples of mandatory reporters include:

- Professors and other faculty
- Administration and staff (non-mental health)
- Resident Advisors
- Student employees
- Campus Police or Campus Security officials
- Athletic Coaches/Assistants