

PRICE COLLEGE OF ENGINEERING GUIDELINES

<https://www.price.utah.edu/students/current/semester-guidelines>

Appeals Procedures

See the [Code of Student Rights and Responsibilities](#)

Appeals of Grades and other Academic Actions

If a student believes that an academic action is arbitrary or capricious, they 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.price.utah.edu/academic-appeals> for members of committee). See [III Section N](#), 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 & Access](#). The CDA office is in the Student Services Building, Room 350. Call 801-581-5020 (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 & Access.

Adding Classes-Full Term

All classes must be added by the [published add/drop deadline](#), found in the [academic calendar](#). [Late adds](#) from the 14th calendar day for Fall/Spring, the 10th calendar day for Summer, through to the [census deadline](#) require instructor consent and signature. Any request after the [census deadline](#) 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

****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.

Withdrawal Procedures

For more, see the [Withdrawal Policy](#) and information on [Drop Deadlines](#) provided by the Office of the Registrar ** 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 up until the [published add/drop deadline](#).

Withdrawal from Full Term Length Classes

Students may WITHDRAW from classes without petition after the add/drop deadline up to the [published last day to withdraw](#). If a student withdraws within this timeframe, a "W" will appear on the transcript AND **tuition will be charged**. Refer to Class Schedule, Tuition and Fees for tuition information.

Visit the Academic Calendar for all

Published Dates and Deadlines: including half semester course deadlines, holidays, and exam periods.

Withdrawals after the [published withdrawal deadline](#) will only be granted for compelling, nonacademic emergencies. A petition and supporting documentation must be submitted via email to the Dean's Office at coepetitions@utah.edu. Petitions must be received by the [last day of classes](#), prior to [Reading Day](#).

Repeating Courses

When a Price 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 801-585-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 a mental health crisis, 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 Campus 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	801.581.7200	9-5	University
University Police	801.585.2677	24hrs	University
Crime Victim Advocate (ask to speak to the on-call Victim Advocate) For less urgent matters, email checked M-F 9-5: crimevictimsadvocates@utah.edu	801.585.2677	24hrs	University
Huntsman Mental Health Institute	801.583.2500	7-6	U of U Health
Utah Crisis Line	988 or 801.587.3000	24hrs	State
Utah Domestic Violence Coalition	800.897.5465	24hrs	State
Rape Recovery Center	801.467.7282	(M-Th) 9-5	State
Utah Coalition Against Sexual Assault 24 hour crisis line	801.736.4356	24hrs	State
Stalking Helpline	800.621.4673	24hrs	National

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
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