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# IMPORTANT STUDENT INFORMATION

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Spring Semester 2020

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## Health Services

**University Confidential Resources:** Women's Resource Center, Annex Bldg. Rm 2180, 801-581-8030.  
Center for Student Wellness, Victim Advocacy, Student Services Bldg. Rm 330, 801-581-7779.  
Our advocates are trained to support survivors of sexual and relationship violence.

**University Counseling Center,** Student Services Bldg., Rm 426, 801-581-6826.

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. Other resources can be found at <https://registrar.utah.edu/handbook/>

Samantha Davis in the Student Epicenter, FASB room 104, and Dean, Darryl Butt, FASB room 205, are available resources for any questions or concerns you may have.

## Adding Classes-Full Term

All classes must be added within **10 academic days** of the beginning of the semester (deadline: Friday, January 17, 2020). Late adds will be allowed January 18<sup>th</sup> through 28<sup>th</sup>, requiring only the instructor's signature. Any request to add a class after January 28<sup>th</sup> will require signatures from the instructor, department, and Dean, and need to be accompanied by a petition letter to the Epicenter 104 FASB.

**A \$50 FEE WILL BE ASSESSED BY THE REGISTRAR'S OFFICE  
FOR ADDING CLASSES AFTER January 28th.**

**\*\*\*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

\*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 10 academic days** of the term (Friday, January 17<sup>th</sup>).

**Withdrawal from Full Term Length Classes** - Students may WITHDRAW from classes, with a petition, until **Friday, January 17, 2020**. Beginning January 18<sup>th</sup> on through 28<sup>th</sup>, a "W" will appear on the transcript AND **tuition will be charged**. Withdrawals after January 28<sup>th</sup> will only be granted due to compelling, nonacademic emergencies. Petitions and supporting documentation must be submitted to the Epicenter, 104 Frederick Albert Sutton Building (FASB). Petitions must be received before the last day of classes (**April 21, 2020**) <https://registrar.utah.edu/academic-calendars/fall2019.php>

## Repeating a Course

A course may be repeated up to three times. When a class is taken more than once, only the grade for the final attempt is counted. Grades of **W, I, or V** on the student's record count as having taken the class. Attempts of courses taken at transfer institutions count as one attempt. This means a student may take the course only two additional times at the University of Utah. Please work with your department advisor to determine the value of repeating courses.

## Appeals Procedures

See the Code of Student Rights and Responsibilities, located in the Class Schedule or on the University of Utah website 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. <https://regulations.utah.edu/academics/6-400.php>  
(See II Section D, Code of Student Rights and Responsibilities for details on Academic Appeals Committee hearings).

### Academic Advisors

Academic advisors are educators and problem solvers who advocate for students as they navigate their personal journeys through higher education and attain their academic goals. Through inclusion and connection, academic advisors open doors to new opportunities for self-awareness and growth, empowering students to define their roles as citizens within local and global communities.

The Director of Student Success is Samantha Davis. She can be found in the Student Epicenter in 104 FASB or she can be reached by phone at 801-581-4324 or at [Samantha.davis@utah.edu](mailto:Samantha.davis@utah.edu). Feel free to come and introduce yourself.

Michelle Tuitupou  
383 FASB | 801-581-6553  
[Michelle.Tuitupou@utah.edu](mailto:Michelle.Tuitupou@utah.edu)  
Geology & Geophysics  
Atmospheric Sciences

Brenda Wicks  
412 WBB | 801-581-6386  
[Brenda.Wicks@utah.edu](mailto:Brenda.Wicks@utah.edu)  
Materials Science & Engineering

Pam Hofmann  
313 WBB | 801-585-5176  
[Pam.Hofmann@utah.edu](mailto:Pam.Hofmann@utah.edu)  
Mining Engineering

### 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). Sign up for emergency alerts in CIS and 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> and <https://cmes.utah.edu/safety/index.php>.

### **On campus resources:**

Office of Equal Opportunity and Affirmative Action | Park Building, room 135 | 801-581-8365  
Office of the Dean of Students | Union Building, room 270 | 801-581-7066

The Office of the Dean of Students is dedicated to being a resource to students through support, advocacy, involvement, and accountability.

### 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, 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 Services.