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# COLLEGE OF ENGINEERING GUIDELINES

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[http://www.coe.utah.edu/wp-content/uploads/pdf/faculty/semester\\_guidelines.pdf](http://www.coe.utah.edu/wp-content/uploads/pdf/faculty/semester_guidelines.pdf)

Fall Semester 2015

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## 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 <http://www.coe.utah.edu/current-undergrad/appeal.php> 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.

## 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. Some departments enforce these guidelines for other courses as well (e.g., calculus, physics). See an advisor or departmental handbook. 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.

## 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 – No Penalty

Students may DROP any class without penalty or permission during the FIRST TEN academic days of the term (Friday, September 4, 2015).

### Withdrawal from Full Term Length Classes

Students may WITHDRAW from classes without professor's permission until **Friday, October 23, 2015**. Between September 5 and October 23, a “W” will appear on the transcript AND tuition will be charged. Refer to Class Schedule, Tuition and Fees for tuition information.

### Withdrawal from Session I & Session II

See the web page for details:

<http://registrar.utah.edu/academic-calendars/fall2013.php>

Withdrawals **after October 23** will only be granted due to **compelling, nonacademic emergencies**. A petition and supporting documentation must be submitted to the Dean's Office, 1602 Warnock Engineering Building or University College (450 SSB) if you are a pre-major. Petitions must be received before the last day of classes (December 10, 2015).

## Adding Classes

**Please read carefully:** All classes must be added within two weeks of the beginning of the semester (deadline: Friday, September 4). Late adds will be allowed September 5-14, requiring only the instructor's signature. Any request to add a class after September 14th 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 September 14th.** \*\*\*