**College of Engineering Guidelines**  
https://www.coe.utah.edu/semester-guidelines  
Summer Semester 2018

## 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/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

**Please read carefully:** All classes must be added within 10 calendar days of the beginning of the semester (deadline: Wednesday, May 23). After May 18, a permission code is needed to add a class. Contact the department offering the class for this permission code. Late adds will be allowed May 24-June 4, requiring only the instructor's signature. Any request to add a class after June 4th 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 June 4th.***

## 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 calendar days of the term (Wednesday, May 23rd).

### Withdrawal from Full Term Length Classes
Students may WITHDRAW from classes without professor’s permission until **Friday, June 22, 2018.**
Beginning May 24th until June 22nd, 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/summer2018.php](http://registrar.utah.edu/academic-calendars/summer2018.php)

Withdrawals after June 22nd 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. Petitions must be received before the last day of classes (August 1, 2018).

## 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.