

# COLLEGE OF MINES AND EARTH SCIENCES GUIDELINES

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

Spring Semester 2021

**Health Services** University Confidential Resources: Women's Resource Center, A Ray. Olpin Union Bldg. Suite 411, 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., Room 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/>

Student code of Conduct: Students are expected to follow Student Code of Conduct policies that are published at <http://regulations.utah.edu/academics/6-400.php>

## 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 29, 2021). \* Late adds will be allowed January 30<sup>th</sup> -February 8th requiring only the instructor's signature. Any request to add a class after February 8th 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 February 8<sup>th</sup>.**

\*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

\*\* 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 full term classes without penalty or permission during the FIRST TEN academic days of the term (**Friday, January 29, 2021**).

**Withdrawal from Full Term Length Classes:** Students may WITHDRAW from full term classes with a petition **Friday, March 12, 2021**. Beginning January 30th until March 12, 2021, 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/academic-calendars/spring2021.php>

Withdrawals for term length classes after March 12th will only be granted due to compelling, nonacademic emergencies. A petition and supporting documentation must be submitted to the Dean's Office. Please email [anita.tromp@utah.edu](mailto:anita.tromp@utah.edu) for more info. Petitions must be received before the **last day of classes (April 27, 2021)**.

## Repeating Courses

When a College of Mines and Earth Sciences 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.

## 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 **Michelle Tuitupou**. She can be found in the Student Epicenter in 104 FASB or she can be reached by phone at 801-581-6553 or at [Michelle.Tuitupou@utah.edu](mailto:Michelle.Tuitupou@utah.edu). Feel free to call and introduce yourself.

#### **Michelle Tuitupou**

383 FASB | 801-581-6553

[Michelle.Tuitupou@utah.edu](mailto:Michelle.Tuitupou@utah.edu)

Geology & Geophysics

#### **Brenda Wicks**

304 CME | 801-581-6864

[Brenda.Wicks@utah.edu](mailto:Brenda.Wicks@utah.edu)

Materials Science & En.

#### **Pam Hofmann**

313 WBB | 801-585-5176

[Pam.Hofmann@utah.edu](mailto:Pam.Hofmann@utah.edu)

Mining Engineering

#### **Holly Moreno**

480 INSCC | 801 581-6136

[atmos-advising@lists.utah.edu](mailto:atmos-advising@lists.utah.edu)

Atmospheric Sciences

### 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, A Ray Olpin Union Building, Room 162, 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.

### 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>.

### Addressing Sexual Misconduct.

Title IX makes it clear that violence and harassment based on sex and gender (which Includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, Park Building, Room 135, 801-581-8365, or the Office of the Dean of Students, A. Ray Olpin Union Building, Room 270, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, SSB, Room 426, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

## COVID-19 Campus Guidelines

Students are required to self-report if they test positive for COVID-19. To report, please contact:

**COVID-19 Central @ The U**

801-213-2874 [coronavirus.utah.edu](https://coronavirus.utah.edu)

To reduce the spread of COVID-19 on campus, **face coverings/masks are required in all in-person classes for both students and faculty.** *Face shields are not substitutes for face coverings/masks and provide additional protection.*

Based on CDC guidelines, the University requires everyone to wear face coverings in shared public spaces on campus. **If you repeatedly fail to wear a face covering in class, you may be referred to the Dean of Students for a possible violation of the Student Code.**

**Some courses may require attendance due to hands-on coursework.** Please read the syllabus and attendance requirements for the course thoroughly.

**Some students may qualify for accommodations & exemptions from these guidelines through the Americans with Disabilities Act (ADA).** Accommodations should be obtained prior to the first day of class.

If you believe you meet these criteria, contact:

**Center for Disability & Access**

801-581-5020 <https://disability.utah.edu>

A. Ray Olpin Union Building, Room 162, 200 S. Central Campus Dr.  
Salt Lake City, UT 84112

## STUDENT SUPPORT SERVICES and OTHER ON CAMPUS RESOURCES

**Office of Equal Opportunity and Affirmative Action (OEOAA)** Park Building, Room 135 | 801-581-8365

**Office of the Dean of Students** | A. Ray Olpin 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.

Other important information to consider including:

**Accommodation Policy** (see Section Q): <http://regulations.utah.edu/academics/6-100.php>

**Undocumented Student Support:** See <https://www.cmes.utah.edu/Semester-Guidelines/UniversityPolicies> )

**Wellness Support** (see <https://www.cmes.utah.edu/Semester-Guidelines/UniversityPolicies> )

**Diverse Student Support** (see <https://www.cmes.utah.edu/Semester-Guidelines/UniversityPolicies> )

Student Support Services (TRIO)	American Indian Resource Center
Black Students	Students with Children
Center for Childcare & Family Resources	Students with Disabilities
Students of Ethnic Descent	English as a Second/Additional Language (ESL)
Students	Undocumented Students
LGBTQ+ Students	Veterans & Military Students
Women	Inclusivity at the U
Other Student Groups at the U	

*To learn more about some of the other resource groups available at the U, check out:*

<https://getinvolved.utah.edu/>

<https://studentsuccess.utah.edu/resources/student-support>

## Diversity and Inclusion & Non-discrimination Policy

The University of Utah and the College of Mines and Earth Sciences are committed to providing and fostering an environment that is safe, respectful, inclusive and free from prohibited discrimination on the basis of race, ethnicity, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or protected veteran's status ("protected class"), in the class room activities, employment, treatment, admission, access to educational programs and activities, or other University benefits or services. If you have any concerns, please contact the Dean's Office or OEOAA.