
To: Legislative History

From: Allyson Hicks, Director, University Regulations; Jason Ramirez, Dean of Students, and Robert Payne, Deputy General Counsel

Date: June 13, 2023

Re: Revisions to Policy 6-400: Student Rights and Responsibilities and Related Regulations

Introduction and Background

Policy 6-400: Code of Student Rights and Responsibilities is the University's policy for many policy topics related to students including student rights (Section II), standards of student behavior (Section III), standards of academic performance (Section IV), student academic conduct (Section V), student professional and ethical conduct (Section VI), and student records (Section VII).

The revisions make substantive and structural changes to the sections of Policy 6-400 that address student behavior and violations of the student behavior standards (Section II: Student Bill of Rights and Section III: Student Behavior). In addition, the revisions make minor substantive changes to the other sections of Policy 6-400 (Sections IV through VII) to reflect University practice and align with the substantive changes related to student behavior. Finally, to improve usability of the policy, narrow the scope of Policy 6-400 to student rights and student behavior, and better align the policy with the University's regulation structure, the changes move Sections IV through VII out of Policy 6-400 into existing or new University policies. We expect to review these other sections with the units across the University that oversee them and will potentially propose substantive changes to these sections in the next couple of years.

This memo describes the revisions to Policy 6-400. It is not intended to cover every change; for the complete policies, see the regulation drafts. Click the hyperlinks below to review specific sections of this memo:

1. [Substantive Changes to Section II: Student Bill of Rights and Section III: Student Behavior](#)
 - a. [Section II: Student Bill of Rights](#)
 - b. [Section III: Student Behavior](#)
 - c. [Organizational Changes](#)
 - d. [Process for Revising Sections II and III](#)
2. [Changes Other Sections Currently in Policy 6-400 \(Changes in existing Policy 6-100 and new policies 6-410 and 6-411\)](#)
 - a. [Structural and Organizational Changes](#)
 - b. [Substantive Changes](#)
3. [Changes to Other Policies to Correspond with Changes in Policy 6-400](#)
4. Appendices
 - a. [Appendix A: Changes to Student Bill of Rights in Context](#)

Policy 6-400 was completely rewritten, so there is not a redline version of that policy showing the changes in context. Redline versions of new policies Policy 6-410 and Policy 6-411 and change to existing policy 6-100 are included at the end of this document.

1. Changes to Section II: Student Bill of Rights and Section III: Student Behavior

a. Section II: Student Bill of Rights (See Policy 6-400)

The Student Bill of Rights describes the rights that University of Utah students have such as the right to privacy and confidentiality, the right to freedom of expression, and the right to participate in student government and prohibits the University from disciplining a student for exercising the student's rights.

Addition of Student Responsibilities Section

The revised policy includes a new section describing student responsibilities (Section III.B). These responsibilities include respecting the learning environment; obeying all applicable University regulations and all local, state, and federal laws; and monitoring their own Umail accounts. For a full list of the student responsibilities see Policy 6-400 Section III.B.

Student Bill of Rights

The revisions include the following substantive changes to the student rights:

- Changes the specific details related to the right to evaluate faculty members (Section III.A.3)
- Changes a student's "right to be heard" to the "right to the opportunity to be heard" (Section III.A.4)
- Provides an exception for when a faculty member, staff member, or other University administrator may reveal information that a student shares in confidence as permitted under the Family Educational Rights and Privacy Act (Section III.A.7).

b. Section III: Student Behavior (See Policy 6-400 and Procedure P6-400A)

The student behavior section describes the specific behaviors for which a student may be subject to a sanction, and the process through which the University addresses the violations of behavior standards. The Office of the Dean of Students administers this section of the policy.

Changes to Terminology

The revisions adds the following behaviors to the list:

- Engaging in multiple or egregious acts of academic misconduct (Section III.D.1.d)
- Failing to comply with the directives of a University employee who is acting within the course and scope of the employee's University duties (Section III.D.5)
- Knowingly violating the terms of a sanction imposed for a prior violation of a University regulation or temporary administrative suspension (Section III.D.7)
- Making excessive or unwarranted demands to University employees for services or assistance that substantially interfere with carrying out University activities after the University has issued a final decision(s) about an issue or request (Section III.D.8)
- Repeatedly violating Commuter Services policies and procedures (Section III.D.11)
- Retaliating against any person who has reported a behavior standards violation or academic misconduct or professional misconduct described in Policy 6-410 to a University official, or against

any person who has participated in the process of investigation and adjudication of a report of a behavior standards violation (Section III.D.12)

- Using University equipment or resources to carry out unauthorized distribution of copywritten material, including unauthorized peer-to-peer file sharing (Section III.D.15)
- Using, possessing, or distributing alcoholic beverages during an off-campus University activity, such as a field trip or a study abroad, if a University official responsible for the activity informs participants that such use, possession, or distribution of alcoholic beverages is prohibited during the off-campus activity (Section III.D.17)
- Violating a federal, state, or local civil or criminal law (Section III.D.21)
- Violating community standards established by Housing and Residential Education (Section III.D.23)

The changes also revise existing behavior standards:

- Revises the disruption of teaching as follows: ~~Intentional~~ Disruption or obstruction of teaching, research, [patient care](#), administration, disciplinary proceedings or other University activities (Section III.D.4)
- Defines “hazing” and creates a new guideline to further clarify the actions that constitute hazing (Section III.D.6)
- Adds violating the tobacco-free campus rule as a behavior standards violation. This behavior, though not explicitly stated, was already prohibited by the standard related to violations of published university policies, rules, or regulations (Section III.D.18)

Office of the Dean of Students Jurisdiction to Address Behavior as a Behavior Standards Violation

The revised policy specifies that the Office of the Dean of Students may address behaviors as a behavior standards violation in the following cases:

- if the student engaged in the behavior on University premises or against a member of the University community, regardless of where the violation occurs. (Section III.C)
- if the behavior is a criminal act, regardless of where the student commits the act and against whom the student directs the behavior, that undermines the security of the University community or the integrity of the educational process or poses a serious threat to others (Section III.C)

The revised policy also specifies that the behaviors that constitute behavior standards violations are behavior standards violations if a student engages in them after applying to the University, after being admitted to the University, or while a student at the University. The revised version also adds that the University may rescind admission for a student who engages in a behavior standards violation. (Section III.D).

Amnesty for Seeking Medical Attention or Reporting Violent Act

The threat of a student code violation for drug or alcohol use may deter a student from seeing necessary help in an emergency. The revised policy creates a new section that establishes amnesty, with certain limitations, for drug or alcohol related behavior standards violations for a student who reports a violent act or seeks medical attention for the student or someone else (Section III.E).

Responsibilities of Office of the Dean of Student and Housing and Residential Education Related to Student Behavior Violations

Behavior standards violations often occur in student housing overseen by the Office of Housing and Residential Education. The revised policy clarifies roles and responsibilities of the Office of the Dean of Students and the Office of Housing and Residential Education as they related to behaviors standards violations that occur in University student housing (throughout, primarily Sections III.H through L).

Creation of an Informal Resolution Process to Resolve Behavior Violations through a Restorative Process (Section III. J)

Policy 6-400 describes an informal resolution process and a formal resolution process; however, the current informal resolution process still results in a student disciplinary record for the student and does not provide an opportunity to engage in restorative practices. The revised policy establishes a true informal resolution process that may include alternative dispute resolution, facilitated dialogue, and other processes intended to repair harm and restore the community. To address a violation of the student behavior standards through informal resolution, the Office of the Dean of Students must determine that informal resolution is appropriate for addressing the behavior, and all parties must agree to engage in informal resolution. Informal resolution is never appropriate for a violation that may result in suspension or dismissal from the University or revocation of a degree or certificate. If the parties fail to agree to an informal resolution agreement, or the student who engaged in the behavior fails to meet the requirements of the informal resolution agreement, the Office of the Dean of Students may pursue formal resolution.

Changes to Formal Resolution Process – Roles of the Office of the Dean of Students Staff and Student Behavior Committee and Appeal Process

Under the current policy, any alleged behavior standards violation that results in a hearing is addressed by the Student Behavior Committee. The Student Behavior Committee then makes a recommendation to the Vice President for Student Affairs for a final decision. The student can then appeal the Vice President for Student Affairs' determination to the University president. The revised policy makes the following changes to this process:

- Establishes a formal resolution process without a hearing for violations that cannot result in a suspension or dismissal from the University or revocation of a degree or certificate. Under this process, the student accountability officer meets with the student and based on the preponderance of evidence standard, determines whether the student violated the behavior standards. If so, the student accountability officer may assign a sanction, which goes on the student's disciplinary record. The sanction is subject to review by the Dean of Students or designee, and the student may appeal the sanction to the Student Behavior Committee, which makes the final determination. (Sections III.J and N)
- Establishes a formal resolution process with a hearing for violations that could result in a suspension or dismissal from the University or revocation of a degree or certificate. Through this process, the student accountability officer serves as an investigator, and another Office of the Dean of Students staff member serves as the hearing officer and may impose a sanction. A student may appeal a sanction imposed by the hearing officer to the Student Behavior Committee. If the Student Behavior Committee imposes a sanction of suspension, dismissal, or revocation of a degree or certificate, the student may appeal the sanction to the vice president for student affairs, who makes the final determination. (Sections III.K, N, and O)
- Changes the Student Behavior Committee to a pool of committee members, with a panel from the pool hearing each appeal. (Section III.N)

- Eliminates the option for the parties to appeal the vice president for student affairs' decision to the president.

c. Organizational Changes

In addition to the substantive changes, we are proposing structural and organizational changes to the Student Bill of Rights and Student Behavior. These changes include:

- Moving Policy 6-400 to the current regulations template. This means that the Student Bill of Rights is moving from what is currently Section II in Policy 6-400 to Section III.A. and Section III: Student Behavior is moving to Section III.C through P.
- Moving the procedural details about the process for addressing behavior standards violations out of the policy and into a new Procedure P6-400A: Procedures for Addressing Violations of Student Behavior Standards.
- Creating a new Guideline G6-400A: Hazing Guideline (See G6-400A).
- Incorporating the requirements in Interim Rule R6-400A: Student Civil Liberties Clarifications into Policy 6-400 and repealing the Interim Rule.

These sections have been rewritten, so the policy drafts replace existing Policy 6-400. For the most part, the revisions are too extensive to show in context using a typical "redline" document. However, [Appendix A](#) shows the changes to the Student Bill of Rights in context.

d. Process for Revising Sections II and III

The Office of the Dean of Students worked with the Office of General Counsel and the director of University regulations to develop the revisions. These revisions were shared with a writing committee that included students, faculty, and staff representing various parts of the University, including the Academic Senate, ASUU, Housing and Residential Education, Safety, Office for Equal Opportunity, Office for Faculty, Office for Faculty Health Sciences, Undergraduate Studies, the Graduate School, and others. A draft incorporating the writing committee's feedback was shared widely, including with the branches of ASUU and the Senate Advisory Committee on Academic Policy before being presented to the Academic Senate.

2. Changes to Other Sections in Policy 6-400

In addition to the student behavior standards and how the University addresses behavior standards violations, Policy 6-400 also includes:

- The processes for addressing appeals of academic actions (i.e., when a student believes a course grade is arbitrary and capricious and they are unable to resolve the issue with the faculty member who issued the grade)
- student academic conduct and the process for addressing allegations of academic misconduct
- student professional and ethical conduct and the process for addressing allegations of professional misconduct
- student records

There are minor substantive changes to these policies, primarily to better align these sections with existing University regulations and practices and to coordinate with the substantive changes to Policy 6-400. We also reorganized these sections into new and existing University policies (Policy 6-100, Policy 6-410, and Policy 6-411) so that they are easier for the University community to use and understand.

a. Structural and Organizational Changes to Other Sections of Policy 6-400

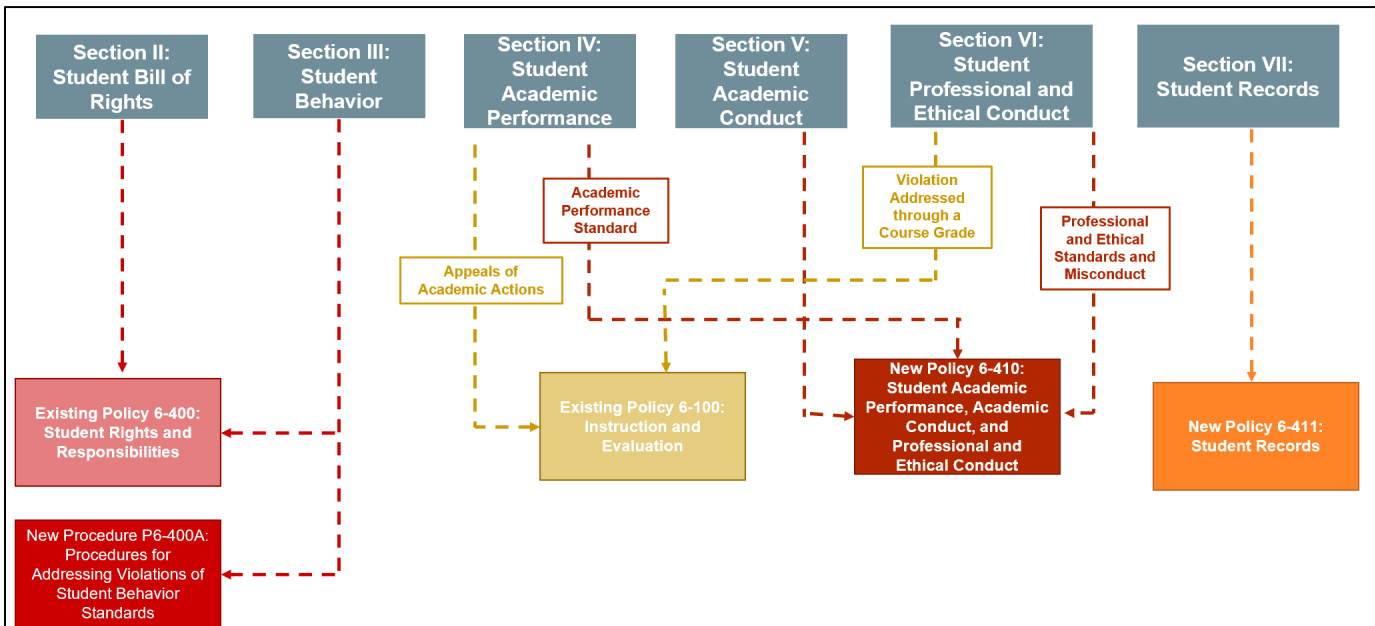
In order to keep Policy 6-400 focused on student rights and student behavior, we moved Section IV through VII out of Policy 6-400 and into new and existing University policies as part of the substantive changes to Policy 6-400. Specifically, we created the following new policies:

- **Policy 6-410:** Student Academic Performance, Academic Conduct, and Professional and Ethical Conduct
 - This policy will include student academic performance standards (currently in Policy 6-400 Section IV), all requirements related to academic conduct and academic misconduct (currently in Policy 6-400 Section V), and requirements related to professional and ethical standards and professional misconduct (currently in Policy 6-400 Section VI).
- **Policy 6-411:** Student Records
 - This policy will address student records (currently in Policy 6-400 Section VII).

We are also proposing revisions to one existing policy:

- **Policy 6-100:** Instruction and Evaluation.
 - This policy will address appeals of academic actions (currently in Policy 6-400 Section IV).

The graphic below shows the reorganization of Policy 6-400. The student code sections are listed along the top, and the dotted lines show the new and existing policies to which these sections are being moved.



b. Substantive Changes in Policy 6-100, 6-410, and 6-411

For the most part, the sections of Policy 6-400 were moved word for word into Policy 6-410, into Policy 6-100, and 6-411. The substantive changes to these sections include:

Policy 6-410: Student Academic Performance, Academic Conduct, and Professional and Ethical Conduct

- Adds meeting the applicable professional and ethical standards to the standards of academic performance and clarifying that professional misconduct is generally addressed through a course grade, unless the misconduct is so egregious as to demonstrate the student's unfitness for the profession for which they are preparing. This is current University practice. (see Policy 6-410 Section III.A.1.c)
- Clarifies the existing practice that the University addresses egregious violations of professional and ethical standards (professional misconduct) through the process described in Policy 6-410 and addresses less serious violations through academic actions (See Policy 6-410 Section III.H.2).
- Expanding the definition of "arbitrary and capricious: "Arbitrary or Capricious" means ~~that there was no~~ without a principled basis ~~for the academic action or sanction~~ or in a manner that substantially deviates from applicable policies. This is the definition that is in Policy 6-011: Functions and Procedures of the Senate Consolidated Hearing Committee and is generally used across the University (See Policy 6-410 Section II.D.).
- Adds that correspondence to a Umail address is considered notification for purposes of these policies to align with the revised student responsibilities in Policy 6-400. (See Policy 6-100 Section III.J.1 and Policy 6-410 Section II.H.)
- Lists the membership and hearing requirements for Academic Appeals Committees just once and references them from the three processes that use Academic Appeals Committees. Currently these requirements are listed three times in Policy 6-400 (See Policy 6-410 Section III.P)
- Defines "Preponderance of Evidence Standard" for purposes of determining if a student engages in academic misconduct or professional misconduct to align with other University policies. This term is not defined in the currently defined in Policy 6-400 (See Policy 6-410 Section II.I)
- Changes the definition of student to replace the word "matriculated" with "admitted to" to for purposes of addressing academic misconduct or professional misconduct to align with the changes to Policy 6-400 (See Policy 6-410 Section II.L).

Policy 6-100: Instruction and Evaluation (Appeals of Academic Actions)

- Expanding the definition of "arbitrary and capricious: "Arbitrary or Capricious" means ~~that there was no~~ without a principled basis ~~for the academic action or sanction~~ or in a manner that substantially deviates from applicable policies. This is the definition that is in Policy 6-011: Functions and Procedures of the Senate Consolidated Hearing Committee and is generally used across the University (See Policy 6-100 Section II.C.).
- Adds that correspondence to a Umail address is considered notification for purposes of these policies to align with the revised student responsibilities in Policy 6-400. (See Policy 6-100 Section III.J.1).

Policy 6-411: Student Records

- Specifies that students who have a complaint, inquiry, or request related to a record should contact the registrar (the current policy suggests contacting the Vice President for Student Affairs) to reflect the University’s current organizational structure (See Policy 6-411 Section III. A.2).
- Revises the definition of student to delete the term “or was at the time of the offense.” (See Policy 6-411 Section II. E).
- Changes references to “campus security agency” to University Police Department to align with current University structure (See Policy 6-411 Section III. A.4).
- Adds two circumstances under which the University may disclose a student’s education record as permitted by the Family Education Rights and Privacy Act (FERPA):
 - In the case of a health or safety emergency involving a student, the University may provide access to the student’s records to law enforcement, parents or others whose assistance, in the view of the University, is necessary to resolve the health or safety emergency.
 - The University may disclose a student’s education records to a subsequent institution where the student intends to enroll or has enrolled. (See Policy 6-411 Sections III. E.1.e and f)
- Provides that a student who receives a sanction of a suspension for a behavior standards violation receives a note of the suspension on the student’s transcript
- Provides that a note of a suspension on a student’s transcript remains on the student’s transcript until the student is reinstated or fulfills the conditions of the suspension.

3. Changes to Other University Policies to Align with Changes in Policy 6-400

Other University policies reference Policy 6-400, and therefore the substantive changes in Policy 6-400 necessitate changes to these other policies. The following are policies with substantive changes.

Policy 1-007: University Speech Policy

- Replaces a provision that an instructor may refer a disruptive student to the student behavior committee with a provision that the instructor may refer the student to the Office of the Dean Of Students as described in Policy 6-400 (Section III.E.1).

Policy 3-231: Control of Animals on Campus

- Replaces a provision that failure to settle violation notice fees may result in reference to the Student Behavior Committee for appropriate disciplinary action with a provision that failure to settle violation notice fees may result in disciplinary action under Policy 6-400 (Section III.B.5).

Policy 3-232: Operating Regulations for Bicycles, Skateboards, Rollerskates, and Scooters (Non-motorized Riding Devices)

- Replaces a provision that chronic or flagrant student violators may be referred to the student behavior committee with a provision that the violator may be referred to the the Office of the Dean Of Students for appropriate disciplinary action as described in Policy 6-400 (Section III.B.4).

Policy 6-404: Undergraduate Admission

- Replaces terminology refereeing to behavioral misconduct and adds references to the correct policy numbers for academic misconduct and professional misconduct (Section III.B.4.e, Section III.B.5 and Section III.F.2.d,)

Appendix A: Changes to Student Rights in Context

Section II: Student Bill of Rights

Students have ~~certain~~ rights as members of the University community in addition to those constitutional and statutory rights and privileges inherent from the State of Utah and the United States of America. Nothing in this ~~document~~ policy or related regulations shall be construed so as to limit or abridge ~~students~~ Students' constitutional rights. Students have the ~~responsibility not to deny these rights to other members of the University community. Students have the~~ additional legal rights and privileges described below and they will not be subject to discipline by the University for the exercise of ~~such~~ these rights and privileges.

0. ~~A.~~ Learning Environment. Students have a right to support and assistance from the University in maintaining a climate conducive to thinking and learning. University teaching should reflect consideration for the dignity of students and their rights as persons. Students are entitled to academic freedom and autonomy in their intellectual pursuits and development. Students have a right to be treated with courtesy and respect.
1. ~~B.~~ Rights in the Classroom. Students have a right to reasonable ~~notice~~ Notice of the general content of the course, what will be required of them, and the criteria upon which their performance will be evaluated. Students have a right to have their performance evaluated promptly, conscientiously, without prejudice or favoritism, and consistently with the criteria stated at the beginning of the course. Requirements related to evaluation are described in Policy 6-100.
2. ~~C. Role in~~ University Governance ~~of the University.~~ Students have a right to participate in the formulation and application of University ~~policy~~ regulations affecting academic and student affairs through clearly defined means, including membership on appropriate committees and administrative bodies. Students have a right to ~~perform student evaluations of faculty members, to examine and publish the numerical results of those evaluations, and to have those evaluations considered in the retention, promotion, tenure and post-tenure reviews of faculty members.~~ provide feedback to be used in conjunction with other sources of information to evaluate curricular offerings and evaluate the teaching performance of Faculty Members and other instructional personnel, as governed by University regulations.
3. ~~D.~~ Due Process. Students have a right to due process in any proceeding involving the possibility of substantial ~~sanctions~~ Sanctions. This includes a right to the opportunity be heard, a right to decision and review by an impartial ~~persons or bodies~~ decision-maker or committee, and a right to adequate ~~notice~~ Notice.
4. ~~E.~~ Freedom from Discrimination and Sexual Harassment. Students have a right to be free from ~~illegal~~ discrimination and sexual harassment: that violates University ~~policy prohibits~~ discrimination, harassment or prejudicial treatment of a student because of the student's race, ethnicity, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, pregnancy, pregnancy-related conditions, genetic information, or status as an individual with a

~~disability, or as a protected veteran.~~ [regulations or is illegal under federal or state laws. Policy 1-012 is the University non-discrimination policy.](#)

5. ~~F.~~ Freedom of Expression. Students have a right to examine and communicate ideas by any lawful means. ~~Students will not be subject to academic or behavioral sanctions because of their~~ [The University may not impose a Sanction described in this policy or any other University regulation because the Student exercised](#) constitutionally protected ~~exercise of~~ freedom of association, assembly, expression ~~and, or~~ the press. [Policy 1-007 is the University speech policy.](#)
6. ~~G.~~ Privacy and Confidentiality. Students have a right to privacy and confidentiality subject to ~~reasonable~~ [applicable laws and](#) University ~~rules and~~ regulations. ~~Matters shared~~ [A Faculty Member, Staff Member, or the University administration may not reveal information that a Student shares in confidence \(including, but not limited to, such as information about a student's](#) ~~a student's~~ [the Student's](#) views, beliefs ~~and, or~~ political associations) ~~must not be revealed by faculty members or University administrators except to persons,~~ [except as required to protect the health and safety of the student or other members of the University community or to people](#) entitled to ~~such~~ [the](#) information by law or University ~~policies~~ [regulations](#). Students have a right to be free from unreasonable search and ~~seizures~~ [seizure](#).
7. ~~H.~~ Student Records. Students have a right to protection against unauthorized disclosures of ~~confidential~~ information contained in their educational records. Students have a right to examine, [correct, or amend](#) ~~and challenge~~ information contained in their educational records. For detailed information regarding confidentiality of educational records, ~~and student access to records,~~ ~~students~~ [Students](#) should refer to ~~Part VII, Student Records~~ [Policy 6-411](#).
8. ~~I.~~ Student Government and Student Organizations. Students have a right to participate in elections for the Associated Students of the University of Utah ([ASUU](#)). Students have a right to form student organizations for any lawful purpose [as described in Policy 6-401](#).

Policy 6-410: Student Academic Performance, Academic Conduct, and Professional and Ethical Conduct

Revision #0. Effective date: August 15, 2023

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I. Purpose and Scope

A. Purpose.

[This policy establishes Student academic performance standards, standards of academic conduct, and standards of professional or ethical conduct for Students. This policy also establishes academic appeals committees, creates the process by which the University investigates and resolves allegations of Academic Misconduct and Professional Misconduct, and authorizes sanctions for Students who engage in Academic Misconduct or Professional Misconduct.](#)

B. Scope.

[This policy applies to all University Students and academic units. This policy does not address violations of the standards of Student behavior, which are described in Policy 6-400. In addition, for research misconduct, Students may be subject to Policy 7-001.](#)

II. Definitions [Policy 6-400 Section I.B.]

[The following definitions apply for the limited purposes of this policy and any associated regulations.](#)

- A. [“Academic Action” means an Academic Action as defined in Policy 6-100.](#)
- B. “Academic Misconduct” includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating Academic Misconduct by intentionally helping or attempting to help another to commit an act of Academic Misconduct.
 1. “Cheating” involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another Student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or Program.
 2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both Faculty Members.
 3. “Plagiarism” means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for

academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

4. "Fabrication" or "falsification" includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.
- C. "Academic Sanction" means a sanction imposed on a Student for engaging in Academic or Professional Misconduct. It may include, but is not limited to, requiring a Student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from a Program or the University, or revocation of a Student's degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the Student is preparing.
- D. "Arbitrary and Capricious" means ~~that there was no principled basis for the Academic Action or sanction~~ without a principled basis or in a manner that substantially deviates from applicable policies.
- E. "Business Day" is every day that the University is open for business, excluding weekends and University-recognized holidays. The official calendar is maintained by the University registrar's office.
- F. "Department" means an academic unit, Program, Department, division, college or school, whichever is the appropriate academic unit of organization.

- G. "Faculty" or "Faculty Member" refers to an individual who teaches or conducts research at or under the auspices of the University and [for purposes of this policy only](#). includes Students with teaching responsibilities and other instructional personnel. It also refers to the chair of a Faculty committee that has assessed an Academic Action.
- H. "Notice" or "Notification" refers to the date of delivery if Notification is delivered personally or ten (10) Business Days after the time of postmark if the Notification is mailed by U.S. mail. ~~In the case of grades, Notification refers to the date the grades are available on the World Wide Web.~~ [Correspondence to a Umail address is considered Notification for purposes of this policy.](#)
- I. ["Preponderance of the Evidence means that more likely than not, or more than 50 percent in favor."](#)
- J. "Professional Misconduct" means the violation of professional or ethical standards for the profession or discipline for which a Student is preparing as adopted or recognized as authoritative by the relevant academic Program. ~~The term also includes specific misconduct~~ that demonstrates the Student's unfitness for such profession or discipline.
- K. "Program" refers to any set of courses that may be a degree, major, minor, certificate, or related course of study.
- L. "Student" refers to a person who is currently, or was at the time of the offense, ~~matriculated and/or~~ [admitted to or](#) registered in any class or Program of instruction or training offered by the University at any level, whether or not for credit.
- M. "University" means the University of Utah and all of its undergraduate, graduate and professional schools, divisions and Programs.

III. Policy

- A. Standards of Academic Performance [\[Policy 6-400 Section IV.A\]](#)

1. In order to ensure that the highest standards of academic performance are promoted and supported at the University, Students must:
 - a. meet the academic requirements of a course;
 - b. meet the academic requirements of the relevant discipline or Program;
and
 - c. [if applicable to the Student's Program, meet the applicable Professional and Ethical Standards.](#)
2. [Evaluation of a Student's academic performance, including appeals of Academic Actions, is described in Policy 6-100 Section III.J.](#)
3. Faculty Members are qualified as professionals to observe and judge all aspects of a Student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum. An Academic Action, as defined in [Section I.B. Policy 6-100](#), may be overturned on appeal only if the Academic Action was Arbitrary or Capricious.

B. Standards of Academic Conduct [\[Policy 6-400 Section V.A\]](#)

In order to ensure that the highest standards of academic conduct are promoted and supported at the University, Students must adhere to generally accepted standards of academic honesty, including but not limited to refraining from cheating, plagiarizing, research misconduct misrepresenting one's work, and/or inappropriately collaborating.

1. Claims of ~~misconduct in sponsored research~~ [research misconduct](#) will be handled in accordance with Policy ~~and Procedures~~ 7-001. In addition, such claims may also be considered under this ~~code~~ [policy](#).

C. Academic Misconduct [\[Policy 6-400 Section V.B\]](#)

A Student who engages in Academic Misconduct ~~as defined in Part I.B.~~ may be subject to Academic Sanctions including but not limited to a grade reduction,

failing grade, probation, suspension or dismissal from the Program or the University, or revocation of the Student's degree or certificate. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the Student is preparing.

1. Any person who observes or discovers Academic Misconduct by a Student should file a written complaint with the Faculty Member responsible for the pertinent academic activity within thirty (30) Business Days of the date of discovery of the alleged violation.
2. A Faculty Member who discovers or receives a complaint of misconduct relating to an academic activity for which the Faculty Member is responsible shall take action under this code and impose an appropriate sanction for the misconduct.
3. Upon receipt of a complaint or discovery of Academic Misconduct, the Faculty Member shall make reasonable efforts to discuss the alleged Academic Misconduct with the accused Student no later than twenty (20) Business Days after receipt of the complaint, and give the Student an opportunity to respond. Within ten (10) Business Days thereafter, the Faculty Member shall give the Student written Notice of the Academic Sanction, if any, to be taken and the Student's right to appeal the Academic Sanction to the Academic Appeals Committee for the college offering the course. Such sanctions may include requiring the Student to rewrite a paper(s) or retake an exam(s), a grade reduction, a failing grade for the exercise, or a failing grade for the course. In no event shall the Academic Sanction imposed by the Faculty Member be more severe than a failing grade for the course.
 - a. If a Student attempts to withdraw from a course after engaging in Academic Misconduct, withdrawal may be denied by the University whether or not the attempt is made before the official withdrawal date and a failing grade may be imposed for the course.

4. If the Faculty Member imposes the sanction of a failing grade for the course, the Faculty Member shall, within ten (10) Business Days of imposing the sanction, notify in writing, the chair of the Student's home Department and the senior vice president for academic affairs or senior vice president for health sciences, as appropriate, of the Academic Misconduct and the circumstances which the Faculty Member believes support the imposition of a failing grade. If the sanction imposed by the Faculty Member is less than a failing grade for the course, the Faculty Member should report the misconduct to the dean or chair of the Student's home Department or college. Each college shall develop a policy specifying the dean and/or the chair as the appropriate person to receive Notice of sanctions less than a failing grade for the course.
 - a. In colleges without Departments, the Faculty Member shall notify the dean of the college.
 - b. If the Student's home Department is unknown or undecided, the Faculty Member should report the Academic Misconduct to the senior vice president for academic affairs or the senior vice president for health sciences and the associate dean for advising, Academic Advising Center.
5. A Student who believes that the Academic Sanction given by the Faculty Member is Arbitrary or Capricious should discuss the Academic Sanction with the Faculty Member and attempt to resolve the disagreement. If the Student and Faculty Member are unable to resolve the disagreement, the Student may appeal the Academic Sanction to the Academic Appeals Committee for the college offering the course within fifteen (15) Business Days of receiving written Notice of the Academic Sanction.
6. If the Faculty Member, chair or vice president believes that the Student's Academic Misconduct warrants an Academic Sanction of probation, suspension or dismissal from a Program, suspension or dismissal from the University, or revocation of a Student's degree or certificate, the Faculty Member, chair, or vice president may, within thirty (30) Business Days of

receiving Notice of the misconduct, prepare a complaint with recommendations, refer the matter to the chair or dean's designee of the Student's home Department or college and notify the Student of the complaint and recommendation. If the Student's home college is unknown or undecided, the person pursuing the complaint should report the Academic Misconduct to the senior vice president for academic affairs, or the senior vice president for health sciences. The action for misconduct may then be pursued through the Academic Appeals Committee of the college offering the course. The chair and/or dean's designee of the home Department/college may undertake an investigation of the allegations and recommendations set forth in the complaint. Within ten (10) Business Days of receipt of the complaint, the chair and/or dean's designee shall forward the complaint and recommendation to the Academic Appeals Committee of the home college for proceedings in accordance with Section C, below, and so notify the Student in writing. The chair and/or dean may accompany the complaint with their own recommendation supporting or opposing the sanction sought in the complaint. The person initiating the original complaint continues as the complainant in the case unless that person and the chair/dean's designee both agree that the latter shall become the complainant. If the Student has appealed the Academic Sanction imposed by the Faculty Member, the time periods set forth in this paragraph may be extended until ten (10) Business Days after the resolution of the Student's appeal.

7. If a Department chair, the dean, the senior vice president for academic affairs and/or the senior vice president for health sciences, become aware of multiple acts of Academic Misconduct by a Student, they or their designees may, within thirty (30) Business Days after receiving Notice of the last act of misconduct, prepare a complaint with recommendations for probation, suspension or dismissal from a Program, suspension or dismissal from the University, or revocation of a degree or certificate, and refer the matter to the Academic Appeals Committee of the Student's home college for proceedings in accordance with Section C, below, and so notify the Student in writing.

- a. If the Student appeals a failing grade or other lesser sanction imposed for the last act of misconduct, the dean or vice president for the Student's home college may delay action under this section until ten (10) Business Days following Notice of the determination on the Student's appeal.
 - b. If the Student's home college is unknown or undecided, proceedings for misconduct should be pursued through the Academic Appeals Committee of the college in which the last act of misconduct occurred.
- D. [Academic Misconduct](#) - Proceedings Before Academic Appeals Committees and Review and Decision by Dean or Designee [Policy 6-400 Section VI.C.1,2, 7.j, 7.m, and D.]
1. [When addressing Academic Misconduct, an Academic Appeals Committees shall include the membership and follow the procedures described in Section III.O. In addition, Academic Appeals Committees shall follow the specific requirements related to Academic Misconduct described in this section.](#)
 2. Written Complaint and Recommendations or Appeal. The written complaint and recommendations or the written appeal shall be delivered to the chair of the Committee, with a copy to the other party.
 3. Response to Complaint and Recommendations or Appeal. The person responding to the complaint and recommendations or the appeal may deliver their response to the chair of the Academic Appeals Committee, with a copy to the other party, no later than five (5) Business Days after receipt of the complaint and recommendations.
 4. In the hearing, the Committee must determine, by a preponderance of the evidence, whether the Student engaged in the alleged Academic Misconduct. If the Committee answers this question in the affirmative, the Committee may then recommend any Academic Sanction it deems appropriate under the entire circumstances of the case, including but not limited to suspension or dismissal from the Program or the University, or revocation of a Student's degree or certificate.

5. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the dean of the college, or designee, within ten (10) Business Days after the conclusion of the hearing. A report that recommends sanctions no more serious than a failing grade, shall be presented to the dean of the college offering the course. Reports recommending sanctions greater than a failing grade (e.g. suspension or dismissal) shall be presented to the dean of the Student's home college.
 - a. If the Student's home Department is unknown or undecided, the Faculty Member should report the Academic Misconduct to the senior vice president for academic affairs or the senior vice president for health sciences and the associate dean for Advising, Academic Advising Center.
6. The dean of the college, or designee, shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in making a decision. Based upon such review, and without conducting further hearings, the dean of the college, or designee, shall, within ten (10) Business Days, take one of the following actions:
 - a. For any recommendation other than dismissal or suspension from the University or revocation of a degree or certificate, accept the Committee's findings and recommendations and impose the recommended sanctions;
 - b. For a recommendation of dismissal or suspension from the University or revocation of a degree or certificate, concur with the Committee's findings and recommendations and refer the matter with a confirming recommendation to the cognizant vice president for a decision;
 - c. Return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the dean of the college, or designee, a second report of its findings and recommendations relating to the specific matters referred by the dean of the college, or designee, for further consideration. (If a report to the dean recommends sanctions greater than a failing grade and has

originated from a Committee outside of the dean's college, the dean may refer the matter to the chair of their college Academic Appeals Committee for further review and recommendations); or

- d. Reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken therefore. The dean may impose (or recommend to the cognizant vice president) a greater or lesser sanction than recommended by the Committee.
7. Written Notification of the dean's, or designee's, decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the cognizant senior vice president within ten (10) Business Days of receipt of the Committee's findings and recommendations.
8. The dean's, or designee's, decision, [or for Sanctions of dismissal or suspension from the University or revocation of a degree or certificate, the cognizant senior vice president's decision](#), is final unless appealed ~~to the cognizant senior vice president within ten (10) Business Days~~ [as described in Section III.E.](#)
- E. [Academic Misconduct – Appeals of Dean's or Senior Vice President's Decision](#)
[\[Policy 6-400 Section V.C and E\]](#)
 1. [For a decision issued by the dean or dean's designee](#), within ten (10) Business Days of receipt of the ~~dean's, or designee's,~~ decision, any party may appeal the decision by filing a written Notice of appeal with the senior vice president for academic affairs or the senior vice president for health sciences, as appropriate, and delivering a copy to the other party. The other party may file a response to the appeal with the vice president within five (5) Business Days of receipt of the appeal.
 2. In the case of an appeal, the [cognizant senior](#) vice president shall consider the appeal and response to the appeal and may solicit whatever counsel and advice the [cognizant senior](#) vice president deems appropriate to arrive at a final decision. The [cognizant senior](#) vice president may also convene an ad

hoc committee composed of Students and Faculty Members from outside the college or Department to determine if there were substantial defects that denied basic fairness and due process. After receiving the appeal, the [cognizant senior](#) vice president shall, within ten (10) Business Days, or within twenty (20) Business Days if an ad hoc committee is formed, take one of the following actions:

- a. Accept the decision of the dean of the college or designee;
 - b. Return the report to the dean of the college, or designee, requesting clarification on specific matters, materials and issues, and forward to the vice president a second report of the dean or designee decision relating to the specific matters referred by the vice president for further explanation; or
 - c. Reject all or parts of the dean's, or designee's, decision, stating reasons and actions for imposing a greater or lesser sanction than determined by the dean.
3. Written Notification of the [cognizant senior](#) vice president's decision and the basis for that decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the dean within ten (10) Business Days after receipt of the appeal, or within twenty (20) Business Days after receipt of the appeal if an ad hoc committee is formed.
 4. The decision of the [cognizant senior](#) vice president is final.
 5. ~~In cases where the dean recommends~~ [For a sanction](#) of suspension or dismissal from the University or revocation of a degree or certificate, ~~which sanction is implemented~~ [imposed](#) by the cognizant [senior](#) vice president, the appeal shall be made directly to the president of the University, [who shall make a final decision on the appeal](#).
- F. Academic Misconduct – Implementation of Sanction **[Policy 6-400 Section V.I]**

1. At the conclusion of the appeals process, the chair of the Department or dean of the college considering the Academic Misconduct shall take appropriate action to implement the final decision. If the Student is found responsible for Academic Misconduct, the chair or dean shall notify, in writing, the Student's Department or Program of study of the violation, the proceedings, and the final decision.
 2. If the sanction involves suspension or dismissal from a Program or from the University or revocation of a degree or certificate, the chair or dean shall also convey the decision to the Office of the Registrar for notation on the transcript [as described in Policy 6-411](#). ~~[See Procedure 6-400-Sec.VII #1]~~
 3. [See Section III.O provides further information about Sanctions of suspension, dismissal, or revocation of a degree or certificate.](#)
- G. [Academic Misconduct – Other General Requirements](#) [Policy 6-400 Section V.H and G]
1. In cases where a Program does not report directly to an academic dean, the Program director will serve as Department chair, and the cognizant associate vice president will serve as dean for purposes of these proceedings. Any ambiguity concerning procedures set forth in this policy for courses offered in a Program (e.g. determination of the relevant Academic Appeals Committee) shall be resolved by the Program director, in consultation with the cognizant associate vice president, and in a manner that preserves the spirit and intent of this policy.
 2. During the appeals process and at the time they are submitted, the following documents should be copied to the chair of the Department considering the Academic Misconduct: the first written complaint and recommendations, the first written appeal, all subsequent appeals, all responsive documents, and all written recommendations or decisions made at each level of the appeal.
- H. Student Professional and Ethical Conduct – Standards of Professional Conduct [Policy 6-400 Section VI.A]

1. In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at the University, Students must adhere to the prescribed professional and ethical standards of the profession or discipline for which the Student is preparing, as adopted or recognized as authoritative by the relevant academic Program.
 2. If a Student fails to learn and apply the applicable professional and ethical standards, an academic unit may impose an academic consequence on the Student. These academic consequences are considered Academic Actions, and the academic unit imposes these consequences through the academic unit's general process for imposing the Academic Actions. If a Student's violation of the professional and ethical standards is so egregious that it demonstrates the Student's unfitness for the discipline or profession for which the Student is preparing, the academic unit shall consider the violation Professional Misconduct, address it through the process described in this policy, and may impose a sanction described in this policy.
- I. Professional Misconduct **[Policy 6-400 Section VI.B]**

A Student who engages in Professional Misconduct (~~see Section I.B.~~) may be subject to Academic Sanctions including but not limited to a grade reduction, failing grade, probation, suspension or dismissal from the Program or the University, revocation of a Student's degree or certificate, or comparable professional credentialing sanctions. Sanctions may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the Student is preparing.

1. Any person who observes or discovers that a Student has engaged in Professional Misconduct should file a written complaint with the office of the dean of the college within forty-five (45) Business Days of the date of discovery of the alleged violation.

2. Upon receipt of the complaint, the dean of the college shall notify the Department chair or Program director, and within a reasonable time discuss the alleged misconduct with the accused Student and give the Student an opportunity to respond. The dean of the college may interview the complaining party and any other persons believed to have pertinent factual knowledge of the allegations. The dean of the college may also review any other relevant evidence, including documentary evidence. The dean may delegate the above responsibilities to a designee, who will report their findings to the dean.
3. The dean of the college shall determine whether there is a reasonable basis to believe that the Student engaged in Professional Misconduct.
4. If the dean of the college determines that there is no reasonable basis to believe that the Student engaged in Professional Misconduct, the dean of the college, or designee, shall, within twenty (20) Business Days of receipt of the complaint, notify the Student and the matter will be dismissed.
5. If the dean of the college determines that there is a reasonable basis for believing that the Student engaged in Professional Misconduct, the dean shall determine whether efforts at informal resolution are appropriate and, if so, shall take whatever steps are useful to that end within twenty (20) Business Days of receipt of the complaint. If an informal resolution is reached and the responding Student complies with the terms and conditions of the resolution, no further action against the Student will be taken and the matter will be closed.
6. If informal resolution is inappropriate, or if efforts at informal resolution are not successful, the dean of the college shall, within twenty (20) Business Days of receipt of the complaint, refer the complaint, including the dean's recommendation for Academic Sanctions, to the Academic Appeals Committee for proceedings in accordance with Section ~~C~~, below [III.J](#), and so notify the Student in writing.

J. Professional Misconduct – Academic Appeals Committees

1. [When addressing Professional Misconduct, an academic appeals committee shall include the membership and follow the procedures described in Section III.O. In addition, the Academic Appeals Committee shall follow the specific requirements related to Professional Misconduct described in this section.](#)
2. Written Complaint and Recommendations. The written complaint and recommendations shall be delivered to the chair of the Committee, with a copy to the Student.
3. Response to Complaint and Recommendations. The Student responding to the complaint and recommendations may deliver their response to the chair of the Academic Appeals Committee, with a copy to the dean, no later than five (5) Business Days after receipt of the complaint and recommendations.
4. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the cognizant senior vice president within ten (10) Business Days after the conclusion of the hearing.
5. When necessary to comply with accreditation or licensing standards, a Department may establish a Departmental Academic Appeals Committee in lieu of the college Academic Appeals Committee to hear allegations of Professional Misconduct. The Departmental committee shall be composed of two Faculty Members and two Students from the Department (or professional Program within the Department) and one Faculty Member from outside the Department. Hearings by the Departmental committee shall be conducted in accordance with the procedures established in ~~Part VI.C~~ [Section III.O](#), for the college Academic Appeals Committee.

K. [Professional Misconduct](#) – Review and Decision by Cognizant Senior Vice President **[Policy 6-400 Section VI.D]**

1. The [cognizant senior](#) vice president shall consider the documentation submitted to the Committee and the findings and recommendations of the

Committee in making a decision. Based upon such review, and without conducting further hearings, the vice president shall, within ten (10) Business Days, take one of the following actions:

- a. Accept the Committee's findings and recommendations;
 - b. Return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the vice president a second report of its findings and recommendations relating to the specific matters referred by the vice president for further consideration; or
 - c. Reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken therefore. The [cognizant senior](#) vice president may impose greater or lesser sanctions than recommended by the Committee.
2. Written Notification of the [cognizant senior](#) vice president's decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the president within ten (10) Business Days of receipt of the Committee's findings and recommendations.
 3. The [cognizant senior](#) vice president's decision is final unless appealed to the president within ten (10) Business Days of receipt of the decision.
- L. [Professional Misconduct](#) – Appeal to President **[Policy 6-400 Section VI.E]**
1. Within ten (10) Business Days of receipt of the [cognizant senior](#) vice president's decision, any party may appeal the decision by filing a written Notice of appeal with the president and delivering a copy to the other party. The other party may file a response to the appeal with the president within five (5) Business Days of receipt of the appeal. In the case of an appeal:
 2. The president shall consider the appeal and response to the appeal and may solicit whatever counsel and advice the president deems appropriate to arrive at a final decision. The president may also convene an ad hoc

committee composed of Students and Faculty Members from outside the college or Department to determine if there were substantial defects that denied basic fairness and due process. After considering the appeal, the president shall, within ten (10) Business Days, or within twenty (20) Business Days if an ad hoc committee is formed, take one of the following actions:

- a. Accept the decision of the [cognizant senior](#) vice president;
 - b. Return the report to the [cognizant senior](#) vice president, requesting clarification on specific matters, materials, and issues, and forward to the president a second report of the vice president's decision relating to the specific matters referred by the president for further explanation; or
 - c. Reject all or parts of the vice president's decision, stating reasons and actions for imposing a greater or lesser sanction than determined by the vice president.
3. Written Notification of the president's decision and the basis for that decision shall be communicated to the Student, to the academic dean or dean's designee, to the vice president, and to the chair of the Academic Appeals Committee within ten (10) Business Days after receipt of the appeal, or within twenty (20) Business Days after receipt of the appeal if an ad hoc committee is formed.
 4. The decision of the president is final.
- M. Internal Reporting of Professional Misconduct **[Policy 6-400 Section VI.G]**
1. The dean shall take appropriate action to implement the final decision. If the Student is found responsible for Professional Misconduct, the dean shall notify, in writing, the Student's Department or Program of study of the violation, the proceedings, and the final decision. If the sanction involves suspension or dismissal from a Program or from the University or revocation of a degree or certificate, the dean shall also convey the decision to the

Office of the Registrar for notation on the transcript [as described in Policy 6-411](#). [~~See Procedure 6-400-Sec.VII #1~~]

- N. Professional Misconduct – Administrative Suspension to Protect the University Community or the Public [Policy 6-400 Section VI.H]
1. The senior vice president for academic affairs (or designee) or the senior vice president for health sciences (or designee) may suspend a Student from the University [who is the subject of a complaint of Professional Misconduct](#) prior to an initial inquiry and hearing before the Academic Appeals Committee if such action appears necessary to protect the health or well-being of any member of the University community, any member of the public or to prevent serious disruption of the academic process. Prior to, contemporaneous with, or immediately after the suspension, the [cognizant senior](#) vice president shall give the Student written Notice of the suspension specifying the alleged misconduct and setting forth briefly the relevant facts and supporting evidence. The [cognizant senior](#) vice president shall then provide the Student with an opportunity to meet with and present the Student's views and object to the suspension. This meeting shall take place prior to the suspension taking effect or as soon as possible thereafter. The [cognizant senior](#) vice president shall thereafter immediately refer the complaint to the appropriate University administrator for proceedings under the code, and the suspension will be in effect pending a final determination of the matter. The [cognizant senior](#) vice president shall notify other University administrators of the suspension as appropriate.
- O. [Sanctions of](#) Suspension or Dismissal from a Program or from the University, or Revocation of a Degree or Certificate [for Academic Misconduct or Professional Misconduct](#) [Policy 6-400 Section V.F and VI.F]
1. The sanctions of suspension, ~~and~~ dismissal, and revocation ~~for Academic Misconduct~~ may be imposed:
 - a. [for Academic Misconduct](#):

- i. if recommended by the Academic Appeals Committee to the dean;
 - ii. if deemed appropriate by the dean notwithstanding the recommendation from the committee; or
 - iii. by the cognizant vice president notwithstanding the decision (or recommendation) of the dean.
 - b. [for Professional Misconduct](#)
 - i. if agreed upon in informal resolution between the responding Student and the dean of the college;
 - ii. if recommended by the Academic Appeals Committee to the cognizant [senior](#) vice president;
 - iii. by the [cognizant senior](#) vice president notwithstanding the recommendation from the committee; or
 - iv. by the president notwithstanding the decision of the [cognizant senior](#) vice president.
2. A Student who has been suspended or dismissed from the University shall be denied all privileges accorded to a Student.
3. Suspension from a Program or from the University.
 - a. Suspension shall be for a minimum time of one semester following the semester the Student is found responsible for Academic Misconduct or Professional Misconduct.
 - b. The dean of the relevant college shall notify the Student in writing of the suspension, conditions for reinstatement, and of the obligation of the Student to petition for reinstatement.
 - c. Petitions for reinstatement shall be submitted to the relevant dean and shall explain how the conditions for reinstatement have been met.

- d. The relevant dean shall consider the petition and shall issue a decision regarding the Student's reinstatement within fifteen (15) Business Days of receipt of the petition.
 - e. The relevant dean may grant conditional reinstatement contingent upon the Student meeting written requirements specified in the original sanction (e.g., minimum grade point average requirement, ineligibility to participate in specified Student activities or on specified Student committees).
 - f. The Notice of the dates for which the Student is suspended will remain on their transcript ~~until the Student has been reinstated to the Program or to the University, as described in Policy 6-411, for five (5) years if the Student is not reinstated to the Program or to the University. [See Procedure 6-400-Sec.VII #1]~~
4. Dismissal from a Program or from the University.
 - a. Dismissals from a Program or from the University are final. A Student dismissed from a Program or from the University for Academic Misconduct or Professional Misconduct may not petition for reinstatement.
 - b. Permanent records of dismissal shall be kept in the Office of the Registrar.
 - c. The dismissed Student's transcript will reflect the dismissal. ~~[See Procedure 6-400-Sec.VII #1]~~
 - d. Dismissal should be reserved for only the most egregious of offenses.
 5. Revocation of a Degree or Certificate.
 - a. Decisions to revoke a degree or certificate are final.
 - b. Permanent records concerning the revocation of a degree or certificate shall be kept in the office of the registrar.

- c. The revocation of a degree or certificate shall be noted on the Student's transcript. ~~[See Procedure 6-400-Sec.VII #1]~~
 - d. Revocation of a degree or certificate should be reserved for only the most egregious of offenses.
- P. [Academic Appeals Committees Membership and Procedures](#) [Policy 6-400 Section IV.C, V.C, and VI.C]
1. [The general requirements described in this section apply to all academic appeals committee responsibilities, including those related to appeals of Academic Actions and those related to Academic Misconduct and Professional Misconduct.](#)
 2. Makeup of the Committee. The dean of each college shall ensure that an Academic Appeals Committee is constituted according to college procedures, subject to the following parameters. Two Faculty Members shall come from the college. The Personnel and Elections Committee of the Academic Senate shall appoint one Faculty Member from outside the college. The Faculty Members shall be appointed to the Committee for staggered three-year terms. The dean shall appoint two undergraduate Student Members and two graduate Student Members who are either from the relevant Student Advisory Committee or listed as a major within the college. Undergraduate Student and graduate Student Members will be appointed for staggered two-year terms. Colleges or Departments offering only graduate Programs may appoint only graduate Student Members. No more than one Faculty Member and two Committee Members in total may come from the same Department in a multi-Department college. The Members of the Committee who shall hear the case are the three Faculty Members and the two Students from the peer group of the Student who [appeals an Academic Action or is](#) accused of Academic Misconduct [or Professional Misconduct](#) (i.e., undergraduates or graduates). The dean shall designate one of the Faculty Members to serve as chair of the Committee.

The Committee shall establish internal procedures consistent with ~~the~~ [Student Code](#) [this policy](#).

3. Conflicts of Interest. Upon written request of one of the parties or Committee Members, the dean may excuse any Member of the Committee if the dean determines that the Member has a conflict of interest. The dean shall select an appropriate replacement for the excused Member (i.e., Student or Faculty Member).
4. Scheduling Hearings Before the Committees. When a complaint and recommendations or an appeal, together with a response, are filed in a timely manner, the Committee chair shall schedule a hearing date if:
 - a. The documents raise material issues of disputed fact;
 - b. The Committee chair determines that a hearing is necessary or otherwise desirable to aid in the resolution of the issues;
 - c. [For an appeal of an Academic Action](#), the Academic Action included dismissal from a Program; or
 - d. [For responsibilities related to Academic Misconduct or professional and ethical misconduct](#), the possible sanctions against the Student may include dismissal from the University, dismissal from a Program, suspension from either for longer than ten (10) Business Days, or revocation of the Student's degree or certificate.

If the Committee chair determines that no circumstances exist that require a hearing, as provided above, the chair shall within a reasonable time notify the Student and the Faculty Member (the parties), [or for responsibilities related to Professional Misconduct](#), the Student and the dean of the college, in writing of this determination and convene a closed meeting of the Committee to consider the documentation submitted by the parties. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the dean of the college, or designee, [or](#)

[for responsibilities related to Professional Misconduct](#) the cognizant senior vice president, within ten (10) Business Days after the Committee meeting.

5. Notice of Hearings Before Committees. If the Committee chair determines that a hearing is required, the chair shall schedule a hearing date and notify the parties in writing of the date of the hearing, the names of the Committee Members, and the procedures outlined below at least fifteen (15) Business Days prior to the hearing.
6. Hearing Procedures. Hearings shall be conducted according to the following procedures:
 - a. Hearings shall be conducted within a reasonable time after the Committee's receipt of the written complaint and recommendations or the written appeal, and the response.
 - b. At least five (5) Business Days prior to the date of the hearing, the parties shall make available to each other and to the Committee a list of their witnesses and a list of the documents to be offered at the hearing. In exceptional circumstances, the Committee may allow a party to call witnesses not listed or submit additional documents at the hearing.
 - c. The parties have a right to be accompanied by any person as advisor, including legal counsel, ~~who~~. For a hearing for Professional Misconduct in which the alleged misconduct could result in imposition of a sanction of dismissal or a suspension greater than ten (10) days the Student may have their advisor participate in and advocate on their behalf during the hearing. [For all other Academic Appeals Committees proceedings and parties, an](#) advisor will be permitted to attend, but not directly participate in, the proceedings. [Rule 6-400A Section III.B]
 - d. Hearings shall be closed to the public.

- e. All hearings, except Committee deliberations and voting, shall be recorded and a copy made available to any party upon request. Committee deliberations and voting shall take place in closed sessions.
- f. The Committee must have a quorum present to hold a hearing. A quorum consists of three (3) Members, including at least one (1) Student and the Faculty Member from outside the college. If there is more than one hearing in a matter, or if the hearing continues over more than one session, the same three Members must be present for all sessions. All findings and recommendations of the Committee shall require a majority vote of the Committee Members present at the hearing.
- g. At the hearing, the parties shall have the right to present questions to witnesses through the Committee chair, to present evidence and to call witnesses in their own behalf, in accordance with the Committee's established internal procedures.
- h. The Committee shall not be bound by strict rules of legal evidence or procedure and may consider any evidence it deems relevant.
- i. University legal counsel shall serve as a resource to the Committee and may be present at the hearing to provide guidance on substantive law and procedural matters.
- j. The Committee shall make its findings and recommendations based only on evidence and testimony presented by the parties at the hearing. Committee Members shall not conduct their own investigations, rely on prior knowledge of the facts or develop their own evidence.
- k. If either party presenting to the Academic Appeals Committee fails to attend the hearing without good cause, the Committee may proceed with the hearing and take testimony and evidence and report its findings and recommendations ~~to the dean of the college, or designee,~~ on the basis of such testimony and evidence.

Q. Other General Requirements Related to Academic Misconduct and Professional and Ethical Misconduct

1. If the filing of a complaint or an appeal relating to Academic Misconduct or Professional Misconduct ~~under the Student Code~~ raises other issues concerning ~~behavioral~~ [a behavior standards violation described in Policy 6-400](#) or ~~Academic Misconduct~~ [another type of misconduct described in this policy](#), the cognizant senior vice president, or designee, the dean of Students, and the involved University administrator shall determine the appropriate procedure(s) for processing the complaint or the appeal. [Policy 6-400 Section V.K, and VI.J]
 2. No University employee shall provide information to a person or entity concerning a Student's Academic Misconduct or Professional Misconduct without fully complying with The Family Educational Rights and Privacy Act (20 U.S.C.A. § 1232g) and the Government Records Access and Management Act (Utah Code Title 63G - Chapter 2). In most circumstances, such as requests from a licensing body or an employer, information may only be provided with the prior written consent of the Student. In some circumstances, however, such as requests from other institutions where the Student seeks or intends to enroll, information may be provided without the consent of the Student but only after following appropriate procedures outlined in the statutes. [Policy 6-400 Section V.J, and VI.I]
 3. Records of proceedings ~~under the Student Code~~ [described in this policy](#) shall be confidential to the extent permitted by law. Records of Academic Misconduct and Professional Misconduct shall be kept in the office of the registrar, and a copy may be maintained in other academic Departments as appropriate. [Policy 6-400 Section V.K, and VI.K]
-

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [*reserved*]
- B. Procedures, Guidelines, and Forms. [*reserved*]
- C. Other Related Resources. [*reserved*]

V. References

- A. Policy 6-400: Student Rights and Responsibilities
- B. Policy 7-001: Policy for Research Misconduct
- C. Utah Code Section 53B-27-302
- D. Utah Administrative Rule R780-800
- E. Utah Administrative Rule R780-900

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Office for Faculty and Office for Faculty Health Sciences
- B. Policy Officer(s): Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0.

1. Approved by -- Academic Senate [**date**], and Board of Trustees [**date**], with effective date of [**date**].
 2. Legislative History
 3. Editorial Revisions
- B. Previous versions.
1. Revision [##]. Effective Date.
 - a. Legislative History for Revision [[##]].
 2. Revision [##]. Effective Date.
 - a. Legislative History for Revision [[##]].
- C. Renumbering
1. The contents of this policy were moved from Policy 6-400 Sections V and VI effective [date]

Policy 6-411: Student Records

Revision 0. Effective date: Planned August 15, 2023

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I. Purpose and Scope

A. Purpose.

[This policy establishes rights and requirements related to Student records.](#)

B. Scope.

[This policy applies to all University Students and Student records.](#)

II. Definitions [Policy 6-400 Section I.B]

The following definitions apply for the limited purposes of this policy and any associated regulations.

- A. "Academic Misconduct" means "Academic Misconduct" as defined in Policy 6-410.
- B. "Behavior Standards Violation" or "Violation of the Behavior Standards" means "Behavior Standards Violation" as defined in Policy 6-400.
- C. "Professional Misconduct" means "Professional Misconduct" as defined in Policy 6-410.
- D. "Sanction" means a ~~sanction~~[Sanction](#) imposed upon a ~~student~~[Student](#) for a violation of the student behavior standards described in Policy 6-400, ~~academic misconduct, or professional misconduct~~[Academic Misconduct, or Professional Misconduct](#).
- E. "Student" refers to a person who is ~~currently, or was at the time of the offense, matriculated~~[currently matriculated](#) and/or registered in any class or program of instruction or training offered by the University at any level, whether or not for credit.

III. Policy [Policy 6-400 Section VII]

A. General

1. The privacy and confidentiality of all ~~student~~[Student](#) records shall be preserved as outlined in relevant federal and local laws (~~i.e. The Family Educational Rights and Privacy Act (including (20 U.S.C.A. § 1232g) and, The Family Educational Rights and Privacy Act (FERPA) and Utah Code Title 63G, Chapter 2,~~ the Government Records Access Management Act (~~Utah Code Title 63G – Chapter 2).~~ University interpretation of the Family Educational Rights and Privacy Act as it pertains to University of Utah students is available from the office of the vice president for student affairs. [\(GRAMA\)](#)).

2. University interpretation of FERPA as it pertains to University of Utah Students is available from the Office of the Registrar.

~~2.~~ Official ~~student~~Student records shall be maintained only by members of the University staff employed for that purpose. Separate record files may be maintained under the following categories: ~~(i)~~

a. academic, academic counseling, financial aid, and placement; ~~(ii)~~
~~disciplinary; (iii)~~

b. disciplinary;

c. medical, psychiatric, and health counseling.

3. When justified by legitimate law enforcement needs, the ~~campus security agency~~University Police Department may maintain confidential records relating primarily to its investigative function.

B. Access and Challenge of Accuracy of Records

1. Access to the ~~student's~~Student's official records and files is guaranteed every ~~student~~Student subject to the limitations ~~set forth~~established in relevant federal and local laws ~~(i.e. The Family Educational Rights and Privacy Act (20 U.S.C.A. § 1232g) and the Government Records Access and Management Act (Utah Code Title 63G – Chapter~~ including FERPA and GRAMA.

2. ~~2).~~ Students with complaints, inquiries, or requests for review of official records ~~are directed to the vice president for student affairs~~should contact the Office of the Registrar.

C. Matters Prohibited in Official Records

1. Except as required by law or governmental regulations or as authorized by written consent of the ~~student~~Student involved, official ~~student~~Student records will not contain information regarding a ~~student's~~Student's race, religion, disability, political opinions, social opinions, or membership in any organizations other than honorary and professional organizations directly related to the educational process. Except as required by law or applicable governmental or University regulations, information regarding marital status shall not be included in the official ~~student~~Student records of any

~~student~~Student who has filed a written objection to the inclusion of that information in the ~~student's~~Student's records and has not filed a subsequent written revocation thereof.

D. Official Disciplinary Records

1. No notation of Sanctions shall be entered or made on the Student's academic transcripts except in the following circumstances:

- a. when the Student is suspended from a program or from the University for a Behavior Standard Violation or for Academic Misconduct or Professional Misconduct;
- b. when the Student is dismissed from a program or from the University for a Behavior Standards Violation or for Academic or Professional Misconduct; or
- c. when the Student's degree or certificate has been revoked.

~~1. Records of behavioral or academic sanctions imposed by the Student Behavior Committee, by the Academic Appeals Committee, or by any authorized official of the University shall be maintained in the office of the dean of students and/or the office of the registrar. Records of behavioral, academic or professional misconduct may also be maintained in the official files of a department or program, and by the senior vice president for academic affairs or senior vice president for health sciences. No notation of behavioral or academic sanctions shall be entered or made on the student's academic transcripts except in the following circumstances: 1) when the student is suspended from a program or from the University for academic or professional misconduct; 2) when the student is dismissed from a program or from the University for behavioral, academic or professional misconduct; or 3) when the student's degree or certificate has been revoked.~~ In a case of dismissal, suspension, or revocation, the entry on the transcripts of the ~~student~~Student shall merely state: "Dismissed from the University for ~~Behavioral Misconduct~~" or "A Behavior Standards Violation" or "Dismissed/Suspended from the [program]/University for a Behavior Standards Violation/Academic/Professional Misconduct" or "Degree/Certificate Revoked for Academic/Professional Misconduct" and the date of such action.

2. Notices of dismissal or revocation shall not be removed from the ~~student's~~Student's academic transcripts.
 3. Notices of suspension shall be entirely removed from the ~~student's~~Student's academic transcripts after the ~~student~~Student is reinstated in the program or at the University or fulfills the conditions of the suspension. If the ~~student~~Student is not reinstated ~~due to failure~~or fails to fulfill the conditions of the suspension, the notice of suspension shall not be removed ~~five (5) years after the suspension is first imposed. [See Procedure 6-400-Sec.VII #1]~~from the Student's academic transcript.
- E. Confidential Character of Student Records
1. The University must conform to the requirements of the statutes referred to in Subsection A "General" and Subsection B "Access to and Challenge of Accuracy of Records" forbidding the release of personally identifiable ~~student~~Student education records or files, or personal information contained therein, without the written consent of the ~~student~~Student. Subject to applicable legal requirements, it is the policy of the University that:
 - a. Members of the administration and the instructional staff will have access to ~~student~~Student records for legitimate purposes such as ~~student~~Student advising, administrative planning, University law enforcement purposes, and statistical reporting.
 - b. Directory information, such as the ~~student's~~Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the ~~student~~Student, current semester class schedule, and other similar information may be disclosed to an inquirer unless the ~~student~~Student specifically withholds permission to do so.
 - c. Authorized representatives of federal and state governments may have access to ~~student~~Student records to the extent necessary for audit and evaluation of federally supported education programs or of compliance

with federal legal requirements relating to such programs, and subject to the limitation that personally identifiable data shall not be disclosed except to the extent specifically authorized by federal law.

d. The right of access to a ~~student's~~Student's records without the consent of the ~~student~~Student is not extended to the parents of the ~~student~~Student unless the ~~student~~Student has been established as a "dependent" as defined in Section 152 of the Internal Revenue Code of 1954.

e. In connection with a health or safety emergency involving a Student, the University may provide access to the Student's records to law enforcement, the Student's parent or guardian, or others whose assistance is necessary to resolve the health or safety emergency, if in the view of the University, the knowledge or information is necessary to protect the health or safety of the Student or other individuals.

f. The University may disclose a Student's education records to another institution of higher education in which the Student intends to enroll or has enrolled.

g. e.—Records created or maintained by a physician, psychologist, or other recognized professional or para-professional acting in that capacity, which are created, maintained, and used only in connection with treatment of a ~~student~~Student are not available for review except by an appropriate professional of the ~~student's~~Student's choice, or in compliance with an order from a court of competent jurisdiction.

F. Treatment of Official Records Following Graduation or Withdrawal

1. Upon graduation or withdrawal from the University, the official records of former ~~students~~Students shall continue to be subject to the provisions of this ~~code~~policy.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules.
- B. Procedures, Guidelines, and Forms.
 - 1. [Procedure P6-411A: Procedures for Recording Suspensions, Dismissals, or Revocations of Degrees and Certificates on a Student's Academic Record.](#)
- C. Other Related Resources. [*reserved*]

V. References

- A. [Policy 6-400: Student Rights and Responsibilities](#)
- B. [Policy 6-410: Student Academic Conduct and Professional and Ethical Conduct](#)
- C. [The Family Education Rights and Privacy Act, 20 U.S.C. Section 1232g.](#)
- D. ["Utah Code Title 63G, Chapter 2, Government Records Access Management Act.](#)

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): University Registrar
- B. Policy Officer(s): Senior Vice President for Academic Affairs

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

Revision History.

- A. Current version. Revision 0.
 - 1. Approved by -- Academic Senate April 11, 2023, and Board of Trustees June 13, 2023, with effective date of April 15, 2023.

2. Legislative History

3. Editorial Revisions

B. Renumbering

1. [Renumbered from Policy 6-400: Student Rights and Responsibilities.](#)

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Style name: Default Style	
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Original filename: Attachment 7 6-411.r0 Student Records old.docx	
Modified filename: Attachment 7 6-411.r0 Student Records new.docx	
Changes:	
<u>Add</u>	93
Delete	52
Move From	0
<u>Move To</u>	0
<u>Table Insert</u>	0
Table Delete	0
<u>Table moves to</u>	0
Table moves from	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	145

Policy 6-100: Instruction and Evaluation.

Revision ~~2526~~. Effective date: ~~July 1, 2017~~ August 15, 2023

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I. Purpose and Scope

A. Purpose.

This Policy governs University courses, including how courses shall be offered and approved, what units within the University may offer courses, who may teach University courses, when final examinations are conducted, what the standards are for course credit (i.e., credit hours), when essential course information is made available to students, how courses are assessed and feedback is provided to instructors, what attendance requirements are, and how instructors may accommodate students' scheduling conflicts and accommodate students' objections to the substantive content of particular courses. These policies bear upon the responsibilities of individual instructors, students, course-offering units and the University administration. This Policy applies to all course-offering units [\[See Section III.R, Note i\]](#).

B. Scope.

[reserved]

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

- A. "Academic action" means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term "academic action" does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct. [Policy 6-400 Section I.B]
- B. "Academic Appeals Committee" means a committee established in Policy 6-410. [Policy 6-400 Section I.B]
- C. "Arbitrary or Capricious" means without a principled basis or in a manner that substantially deviates from applicable policies. [Policy 6-400 Section I.B]
- D. "Course-offering unit" -- is an academic unit authorized to offer credit-bearing courses and bearing primary responsibility for the content, instruction and evaluation of such courses.
- E. Credits and Admissions Committee-- is the committee established by and described in Policy 6-404-III-A.
- F. Academic Advising Center -- is the academic administration unit established by and with functions described in Policy 6-101-III-B.
- G. University Curriculum Policy Review Board-- is the board established by and with functions described in Policy 6-500-III-B-2.

III. Policy

- A. The Academic Year

1. The academic year shall be divided into a Fall and Spring semester of approximately fifteen weeks each and a Summer term of approximately twelve weeks. A semester may be subdivided into two sessions of approximately eight weeks each and the Summer term may be subdivided into two sessions of approximately six weeks each.
- B. The Credit Hour
1. A University credit hour shall represent approximately three clock hours of the student's time a week for one semester.
- C. Standards for Undergraduate Credit-Bearing Courses [[See Section III.R](#) Note ii]
1. Courses are developed by course-offering units and academic administration in compliance with University Regulations and any applicable regulations of the State Board of Regents. In keeping with the principles of faculty shared governance Policy 6-500 and Policy 6-001-III-A, courses shall be approved by the faculty members of course-offering units before being submitted for higher-level approval. While faculty must play a major role, comparability of credits across the University should be maintained. The methods of instruction, time taught, or sites should make no difference in the integrity of the credit hour.
 2. Credit should be given only to those courses which apply toward completion of requirements for a certificate or degree at the University. Consistent with Regent's Policy R470, the University does not offer credit for courses defined as remedial. No credit should be assigned to any course whose purpose is only to qualify students for financial aid.
 3. Courses should be appropriately rigorous, complex and numbered at comparable levels as determined by the course-offering unit, college curriculum committee, and University review processes. "Credit awarded for successful educational performance should reflect comparable quality and be uniformly defined within an institution, regardless of the methods of

instruction used, the time when the course is taught" [[See Section III.R Note iii](#)] or the site.

4. Courses may be offered only by the teaching staff and with the approval of academic administration. Courses should be taught, evaluated, or directly supervised by an instructor approved by the course-offering unit, whose teaching qualifications meet the criteria adopted by the course-offering unit in furtherance of the University's commitment to excellence in teaching. See Policy 6-303 (qualifications of tenure-line faculty teachers) and Policy 6-310 (qualifications of other faculty and non-faculty teachers).
5. Essential course information shall be made available to enable students to make informed decisions in choosing among courses and setting schedules. It shall be made available at least one week before the first day of class in any semester or session in which the course is offered, if an instructor has been assigned to the course three or more weeks before that first day, and otherwise as early as is practical. The essential course information may be made available as part of the course syllabus or separately, and should include (a) the goals and objectives of the course, (b) the course expectations, including the activities essential for earning credit and those on which grading is based, and (c) if applicable a preliminary schedule for the major examinations and assignments.
6. Credit hours and student workload per credit hour should be comparable across courses and course-offering units, taking into account special requirements of accrediting agencies. Catalog, curriculum guide, and syllabi should accurately reflect the work load and the work load should be commensurate with the credit hours awarded. It is generally expected throughout the University that there is at least one hour in class and two hours outside of class per week or the equivalent combination connected to every credit hour for the appropriately prepared student. In laboratories it is expected that at least 2 to 3 hours are spent in class and approximately the same amount outside for each credit hour awarded. Where these minimums

are exceeded, the approximate workload should be made clear in catalog descriptions, advising materials, and course syllabi.

7. Courses of one hour or less are usually graded as credit/no credit.
8. The learning outcomes and requirements must be assessed appropriately.
9. Credit-bearing courses must be recorded on the student's permanent academic record (transcript).
10. The faculty and academic administration need to provide policies for allowing students to repeat courses. These should be clearly communicated and coordinated across course-offering units.
11. Acceptance of transfer credits depends upon quality of instruction from the sending institution, comparability of the nature, content, and level of credit earned, and appropriateness and applicability of credit to the University and the student's educational goals.
12. Rules regarding the acceptance of transfer credits are approved by the Academic Senate, based upon recommendations made by the Credits and Admissions Committee (See Policy 6-404-III-3)

D. Class Meetings

1. Classrooms and hours shall not be changed without the consent of the director of scheduling.
2. Classes shall begin promptly, be dismissed promptly, and take precedence over any special examination or exercise not a part of the official University calendar unless such examination or exercise is authorized by the Academic Senate.

E. Course Numbers

1. Courses of instruction shall be classified and numbered in the publications and records of the University in accordance with the rules developed by the

University Curriculum Policy Review Board and approved by the Executive Committee of the Academic Senate. See Policy 6-003-Sec. ~~2-B-3~~ [III.B.3](#).

F. Final Examinations

1. Final examinations shall be given under regulations as determined by the Academic Senate. When they are required, in-class final examinations must be given at times officially set. A schedule for such examinations shall be prepared by the Scheduling Office and published by the University.

G. Grades

1. General Grading Criteria

- a. Student work in University courses shall generally be reported in terms of the following grades: "A," "A-," excellent performance, superior achievement; "B+," "B," "B-," good performance, substantial achievement; "C+," "C," "C-," standard performance and achievement; "D+," "D," "D-," substandard performance, marginal achievement; "E," unsatisfactory performance and achievement. Grade point averages will be computed as follows: "A" = 4.0, "A-" = 3.7, "B+" = 3.3, "B" = 3.0, "B-" = 2.7, "C+" = 2.3, "C" = 2.0, "C-" = 1.7, "D+" = 1.3, "D" = 1.0, "D-" = 0.7, "E" = 0.0.
- b. The criteria for grading students shall be performance in examinations, papers, or assignments, participation in class discussion and activities, and other evaluative processes necessary in determining the students' achievement levels. All of these Procedures may be part of the total evaluation, as adapted by the individual course instructor to fit the needs of the particular course and student.
- c. Grading of individual student performance shall be performed consistent with the University's fundamental principles prohibiting discrimination on improper grounds and requiring that academic activities be performed without prejudice or favoritism based on family, romantic, or sexual relationships, or financial interests. See Policy 1-012 University Non-

discrimination Policy, Policy 6-316- Sections 4-A & B(Faculty Code--- prohibitions on discrimination, prejudice, or favoritism in grading); Policy 6-400, ~~Section II-E (Student Code~~ (rights against discrimination and sexual harassment); Policy ~~5-105~~1-020 (~~Nepotism~~---defining “immediate family” relationships in which favoritism is presumed to exist); ~~Policy 5-407~~ (and Sexual Harassment and Consensual Relationships---prohibiting exercising of grading authority when a romantic or sexual relationship exists); and ~~Policy 1-006-Sec.VI (A)(3)~~Rule R1-006D (prohibiting evaluation of students based on participation in outside business activities in which evaluator has significant financial interest). These principles apply to any person engaged in grading activities, including course instructors and their assistants. Course instructors and course-offering units shall take appropriate steps to ensure the application of these principles, including providing for alternative grading methods or assignment of grading responsibilities to another person, as appropriate to the circumstances.

2. Incompletes

- a. The mark "I" (incomplete) shall be given and reported for work incomplete because of circumstances beyond the student's control. The grade of "I" should be used only for a student who is passing the course and who needs to complete 20% or less of the course. An "I" should not be used in a way that will permit a student to retake the course without paying tuition. If the student attends the course during a subsequent semester as part of the effort required to complete the course, the student must be registered (either as a regular student or for audit) in the semester in which the student attends.
- b. If a student has not finished incomplete work within one calendar year after the "I" was given, the "I" will be changed to an "E" by the Registrar's office. If the student graduates within one calendar year after receiving the "I," but before completing the work, the "I" will remain in the record,

but will not contribute to credit toward graduation or the grade point average. An instructor may override the automatic change from an "I" to an "E" by submitting a grade change form (see Sec. I, "Change of Grade," below).

3. Non-Attendance and Non-Performance

- a. The grade of "EU"(Unofficial Withdrawal) is given when a student's name appears on the registrar's final grade report but there is no record of attendance or other evidence of participation in the course. The "EU" grade is treated as an "E" in calculating the student's GPA. When no grade is entered for any person listed in a final grade report, the Registrar shall record an "EU" for that person. The grade "EU" shall be treated as an "E" in calculating grade point averages, but it shall be disregarded in calculating "section mean grade."
- b. Upon the recommendation of the course instructor and the dean of the course-offering unit (or equivalent), the Registrar may withdraw a student from a course for nonattendance or nonperformance of assigned course work. The student shall then receive the grade of "E." Before this grade is recorded under these circumstances, the Registrar shall send written notification to the student and advise the student of the right to appeal to the dean.

4. In-Progress Courses

- a. The mark "T" may be given for thesis or other independent work in progress, but not for regular courses. The mark "T" shall remain on the student record until the work is completed and a letter grade is reported to the Registrar's office. The mark "T" does not contribute credit toward graduation nor will it be used in the computation of the grade point average. There is no time limit governing the removal of the "T" grade.

5. Adding, Dropping and Withdrawing From Courses

- a. Students may add or drop any course in a regular 15-week University semester without penalty for a period extending through the second Friday after the first day of the term. Beginning the following day and continuing through Friday of the first full week beyond the midpoint of the term (as determined by the Registrar), students may withdraw from a course or from the University without permission, but a "W" will be recorded on the academic record and applicable tuition and fees will be assessed for each course. The latter date is the final day on which a student may withdraw from a course or from the University.
- b. Deadline for courses less than a 15-week semester will be pro-rated based upon full-semester rules, including terms, workshops, short-sessions, inter- sessions, or non-credit courses.
- c. Students may withdraw from workshops, short term courses, or non-credit courses following the drop deadline for such courses only up to the midpoint in the course (as determined by the Registrar). Any withdrawal after the initial drop period will cause a "W" to be recoded on the academic record and applicable tuition and fees will be assessed for the course.
- d. Students taking regular term courses may appeal the deadline for withdrawal in the case of compelling, non-academic emergencies by submitting a petition and supporting documentation to the office of the dean of their major college. Undeclared, non-matriculated and premajor students apply to the Academic Advising Center. Students in workshops, short term courses, or non-credit courses shall appeal to the Academic Outreach and Continuing Education. Appeals must be submitted to the appropriate dean's office by the last day of regular course instruction preceding the final exam period.
- e. Colleges must respond to an appeal from a student within seven calendar days of receiving the petition.

- f. For extraordinary reasons, approved by the student's dean and the Registrar, the grade of "W" may be given after the end of the term. Such requests must be submitted within three years of the affected term(s) or prior to graduation from the University, whichever comes first.

6. Repeating Courses

- a. Students may repeat any course they have previously taken at the University as long as it is still offered. However, students may earn credit hours for a given course for graduation only once unless the course has been designated as repeatable for credit. The last grade received is used to compute the student's grade point average (and grades from previous instances of the same course are not considered in computing the GPA, but are shown on the record for the term the course was taken). The grades of I, NC, W, V, or T may neither be removed by repeating the course, nor may they be used to replace a grade in a previous course that has been repeated. All repeated courses are identified as such on the student's academic record.
 - i. An undergraduate student shall ordinarily be limited to three attempts at taking any particular course (the initial taking, and subsequent retaking twice). An "attempt" for this purpose is defined as the receipt of any letter grade for the course (including A through D, or I, E, EU, NC, W, V). A student must meet with their academic advisor before attempting a course for the third time.
 - ii. An exception allowing further retaking beyond the three-attempt limit may be granted only as follows: The student must meet with their academic advisor, who shall make a recommendation as to whether the student should be permitted any further attempt. The dean (or equivalent) of the course-offering unit, after considering that recommendation and other relevant facts, shall make the final decision to allow or not allow the further attempt, and shall communicate that decision to the student and the University Registrar. The dean's

decision is the final decision of the University (is not an academic action appealable under [the Student Code, Policy 6-400 Section III.J](#)).

7. Credit/No Credit Option

- a. In courses in which activity or attendance is the controlling factor in the determination of grades, the grade "CR" (credit) shall be substituted for the grades "A" through "C-" and the grade "NC" (no credit) shall be substituted for the grades "D+" through "E."
- b. Under Rules approved by the Academic Senate, students may elect a limited number of courses in which they will receive the grade "CR" in place of grades "A" through "C-" or the grade of "NC" in the place of "D+," "D," "D-," "E" and "EU". The "CR" grade shall carry credit toward graduation, but neither the "CR" nor "NC" grades will be included in computing grade point averages.
- c. A graduate student is granted the option, subject to the approval of the administrator of the course-offering unit and the cognizant dean (or equivalent) of the student's major department and review by the graduate dean, to enroll in some courses in which the graduate student will be graded on a CR/NC basis, rather than on a letter basis.
- d. Courses which produce one hour or less of academic credit should be graded exclusively on a CR/NC basis. Instructors wishing to assign a letter grade to such courses, or to grade other kinds of courses, solely on a Credit/No Credit basis must obtain permission to do so from the relevant college's curriculum committee.

8. Course Credit Reduction

- a. A reduction in course credit may be used in "studio-type" or in independent study courses only. Individual departments may determine which of their courses should use this option. No foundation courses, or courses used to satisfy either General Education or Bachelor Degree

requirements, courses for which completion of the full semester's work is essential for a graduation requirement may be involved. The intent of this policy provision on course credit reduction is to let the grade reflect the quality of work--and the credit earned reflect the quantity of work completed in this type of course. If a student fails to complete the volume of work they contracted to do for such a course, the instructor and student may agree to reduce the credit earned and the student is graded on the quality of work completed. The deadline for making the adjustment corresponds with the last day of classes prior to final exams.

9. Auditing a Course

- a. An audit grade can be elected in credit courses when no grade is desired. A student may audit a course if it is not available to be taken as non-credit, and/or if the student wants to attend the course for their own personal benefit. Students auditing a course are not held responsible for completing course work or taking examinations during the course. An audited course will show on a student's transcript with a 'V' grade and '0.00' as the awarded number of credit hours. Audited courses are not included in the student's GPA calculation.

H. Reports of Grades

1. Instructors shall report the academic standing of each student in their courses at such times and in such form as the Registrar may direct, subject to the approval of the Academic Senate. At the end of each semester, the Registrar shall report the grades of each student to the student. Students shall not receive credit for work done in a course in which they have not been regularly registered or receive credit greater in amount than that for which they are duly registered.

I. Change of Grades

1. A final grade, after it has been formally reported to the Registrar's office, cannot be changed unless the instructor who awarded the grade requests a

change on a form provided for this purpose by the Registrar, and unless that request is approved by the course-offering unit. A grade can be changed without the instructor's request or approval in accordance with the [Procedures of ~~\[Policy 6-400, Section IV\]~~ appeal process described in Section III.J.](#)

J. Appeals of Academic Actions ~~[Policy 6-400 Section IV.B-G]~~

1. [For purposes of this section,](#) "Notice" or "Notification" refers to the date of delivery if notification is delivered personally or ten (10) business days after the time of postmark if the notification is mailed by U.S. mail. In the case of grades, notification refers to the date the grades are available on the World Wide Web. [Correspondence to a Umail address is considered Notification for purposes of this policy.](#)
2. A student who believes that an academic action ~~taken in connection with Subsection A above~~ is arbitrary or capricious should, within twenty (20) business days of notification of the academic action, discuss the academic action with the involved faculty member and attempt to resolve the disagreement. If the academic action results from the decision of a committee, the chair of the committee is the involved faculty member for purposes of this policy. If the faculty member does not respond within ten (10) business days, if the student and faculty member are unable to resolve the disagreement, or if the faculty member fails to take the agreed upon action within ten (10) business days, the student may appeal the academic action in accordance with the following procedures. It is understood that all appeals and proceedings regarding academic actions will initiate with the faculty and administrators in the college or program offering the course in question. If the course is cross-listed, appeals and proceedings shall take place with the faculty and administrators offering the section for which the student is registered.
3. Appeal to Chair of the Department or Dean's Designee. Within forty (40) business days of notification of the academic action, the student shall appeal

the academic action in writing to, and consult with, the chair of the relevant department regarding such academic action. Within fifteen (15) business days of consulting with the student, the chair shall notify the student and faculty member, in writing, of the determination of whether the academic action was arbitrary or capricious and of the basis for that decision. If the chair determines that the academic action was arbitrary or capricious, the chair shall take appropriate action to implement their decision unless the faculty member appeals the decision. If the chair fails to respond in fifteen (15) business days, the student may appeal to the Academic Appeals Committee.

a. In colleges without departments, the Student shall appeal in writing to the dean of the college. The dean of the college shall appoint one or more faculty members from the college to serve as chair for purposes of these procedures. In cases where the appeal occurs in a program that does not report directly to an academic dean, but rather to an associate vice president, the cognizant program director shall serve as department chair, and the cognizant associate vice president shall serve as dean for purposes of these procedures.

4. Appeal to Academic Appeals Committee. If either party disagrees with the chair's decision, that party may appeal to the college's Academic Appeals Committee [of the college that offered the course](#) within fifteen (15) business days of notification of the chair's decision in accordance with the procedures set forth in [Subsection III.J.5, Subsection C below](#).

5. Proceedings Before the Academic Appeals Committee

a. [The Academic Appeals Committee shall follow the committee composition and proceedings established in Policy 6-410.](#)

[NOTE: The procedures for Academic Appeals Committees related to appeals of academic actions were previously duplicated in this section of the Policy, the Academic Misconduct Section, and the Professional and Ethical Misconduct Section. They are now included just once, in Policy 6-410.]

- b. To overturn the original Academic Action, the Committee must find that the Academic Action was arbitrary or capricious
 - c. The Committee chair shall prepare a written report of the Committee's findings and recommendations and present it to the dean of the college, or designee, within ten (10) business days after the conclusion of the hearing.
6. Review and Decision by the Dean or Designee
- a. The dean of the college, or designee, shall consider the documentation submitted to the Committee and the findings and recommendations of the Committee in making a decision. Based upon such review, and without conducting further hearings, the dean of the college, or designee, shall, within ten (10) business days, take one of the following actions:
 - i. accept the Academic Appeals Committee's findings and recommendations;
 - ii. return the report to the Committee chair, requesting that the Committee reconvene to reconsider or clarify specific matters, materials, and issues, and forward to the dean of the college, or designee, a second report of its findings and recommendations relating to the specific matters referred by the dean of the college, or designee, for further consideration; or
 - iii. reject all or parts of the Committee's findings and recommendations, stating reasons and actions to be taken therefore.
 - b. Written notification of the dean's, or designee's, decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the cognizant senior vice president within ten (10) business days after receipt of the recommendation.
 - c. The dean's, or designee's, decision is final unless appealed to the cognizant senior vice president within ten (10) business days after receipt of the decision.
7. Appeal to Cognizant Senior Vice President

- a. Within ten (10) business days of receipt of the dean's, or designee's, decision, any party may appeal the decision by filing a written notice of appeal with the senior vice president for academic affairs or the senior vice president for health sciences, as appropriate, and delivering a copy to the other party. The other party may file a response to the appeal with the senior vice president within five (5) business days of receipt of the notice of appeal. In the case of an appeal:
- b. The vice president shall consider the appeal and response to the appeal, and may solicit whatever counsel and advice the vice president deems appropriate to arrive at a final decision. The vice president may also convene an ad hoc committee composed of students and faculty members from outside the college or department to determine if there were substantial defects that denied basic fairness and due process. After receiving the appeal, the vice president shall within ten (10) business days, or within twenty (20) business days if an ad hoc committee is formed, take one of the following actions:
 - i. accept the decision of the dean of the college or designee;
 - ii. return the report to the dean of the college, or designee, requesting clarification on specific matters, materials, and issues, and forward to the vice president a second report of the dean or designee decision relating to the specific matters referred by the vice president for further explanation; or
 - iii. reject all or parts of the dean's, or designee's, decision, stating reasons and actions to be taken therefore.
- c. Written notification of the vice president's decision and the basis for that decision shall be communicated to the parties, to the chair of the Academic Appeals Committee and to the dean within ten (10) business days after receipt of the appeal, or within twenty (20) business days after receipt of the appeal if an ad hoc committee is formed.
- d. The decision of the vice president is final. At the conclusion of the appeals process, the chair of the department or dean of the college

considering the academic appeal shall take appropriate action to implement the final decision.

8. Copies of Documents to Department Chair. During the appeals process and at the time they are submitted, the following documents should be copied to the chair of the department considering the academic appeal: the first written appeal, all subsequent appeals, all responsive documents, and all written recommendations or decisions made at each level of the appeal.
9. Programs That Do Not Report to Academic Deans. In cases where a program does not report directly to an academic dean, the program director will serve as department chair, and the cognizant associate vice president will serve as dean for purposes of these proceedings. Any ambiguity concerning appeal procedures for courses offered in a program (e.g., determination of the relevant Academic Appeals Committee) shall be resolved by the program director, in consultation with the cognizant associate vice president, and in a manner that preserves the spirit and intent of this policy.

~~J. Academic Evaluation and Standards Committee~~

~~[USER NOTE: The Academic Evaluation and Standards Committee is eliminated, effective July 1, 2014, by revision 22 of Policy 6-100. The Committee's former functions have been assigned to various other committees and offices within the University. For further information, contact the office of Undergraduate Studies.]~~

K. Academic Standards for Undergraduates

The Undergraduate Council shall have jurisdiction over the academic standards for undergraduates and shall delegate to Academic Advising Center the responsibility for administering the academic standards policy.

1. Dean's List Recognition for Superior Academic Performance. A student who earns a grade point average of 3.5 or higher in at least 12 graded hours during any one term shall be placed on the Dean's List.

2. Minimum Required Cumulative GPA and Academic Non-Performance. In order to remain in the status of good academic standing at the University each enrolled undergraduate student is required to maintain a cumulative grade point average of not less than 2.0. The cumulative grade point average of a student who has transferred to the University is computed on the work taken at the University of Utah only. Any student whose cumulative GPA falls below that minimum level shall be subject to the status changes as described below (academic warning, academic probation, academic suspension, or academic dismissal). These status changes governed by this Policy are based on grounds of academic non-performance, and are distinct from and administered through processes separate from the status changes of probation, suspension or dismissal ~~based on misconduct (academic, behavioral, or professional) which are described in and governed by Policy 6-400 (Code of Student Rights and Responsibilities) due to a Sanction for a violation of the student behavior standards described in Policy 6-400 or academic misconduct or professional misconduct described in Policy 6-410.~~ [due to a Sanction for a violation of the student behavior standards described in Policy 6-400 or academic misconduct or professional misconduct described in Policy 6-410.](#)
3. Academic Warning and Academic Probation. A student who fails to maintain a cumulative grade point average of 2.0 or above shall be placed on academic warning and have a hold placed on their course registration. To clear this hold, the student must contact Academic Advising Center to determine the conditions under which the student will be allowed to register. A student already on academic warning whose cumulative grade point average and also most recent semester grade point average are below 2.0 will be placed on academic probation, will have a hold placed on course registration, and will be required to meet with and satisfy conditions determined by Academic Advising Center to be allowed to register.
4. Academic Suspension: A student whose cumulative grade point average and semester grade point average have been below a 2.0 for three consecutive semesters is subject to academic suspension. A registration hold will be placed on the student's record and will prevent the student from registering

for courses at the University during the academic suspension period. The academic suspension period will be for a minimum of three (3) semesters, and after completing the suspension period, if the student wishes to return to the University, the student must apply for readmission per Section III.K.6 below.

5. Appeal of Academic Suspension (and Reinstatement to Probation Status). A student who has been suspended per Section III.K.4 and has not yet completed the full period of suspension may appeal the academic suspension, based on extenuating circumstances, to the Academic Standards Committee of Academic Advising Center. If the Committee finds extenuating circumstances and revokes the academic suspension, the student will be reinstated with the status of academic probation and permitted to register for courses. The student must maintain a grade point average of at least 2.0 during each subsequent semester until the student's cumulative grade point average reaches 2.0 and comply with such further conditions as the Committee determines necessary during probationary status, consistent with Section III.K.1.c above. A student who does not meet these conditions will be returned to the status of suspension for the prescribed period.
6. Readmission after Academic Suspension. A student who has been academically suspended per Section III.K.4, served the full period of suspension, and wishes to subsequently return to the University, must first obtain a favorable recommendation from the Academic Standards Committee of Academic Advising Center, and then apply for readmission to the University pursuant to Policy 6-404. The student will initiate the process by first submitting to Academic Advising Center a request for a review and recommendation by the Academic Standards Committee. The Committee will issue a recommendation in favor of readmission for the student if there seems a reasonable likelihood of academic success, and may include recommendations as to appropriate conditions for readmission. If the Committee issues a favorable recommendation, the student may then apply

to the University's Office of Admissions for readmission to the University, as governed by Policy 6-404-III-F. If the student is readmitted, the student must maintain a grade point average of at least 2.0 each subsequent semester until the student's cumulative grade point average reaches 2.0, and comply with any other conditions imposed in the readmission process. A student who does not meet these conditions of readmission is subject to academic dismissal.

7. Academic Dismissal. A student who has been academically dismissed due to the provisions described above will not be eligible to register for courses, cannot regain such eligibility except through the process of readmission to the University, and will not be so readmitted unless the student is found qualified for academic renewal (as described in Section III-M below). An academically dismissed student wishing to return to the University must first petition Academic Advising Center for a finding that the student is qualified for academic renewal and a recommendation in favor of readmission. If Academic Advising Center makes such a finding and favorable recommendation (which may include recommendations of conditions for readmission), the student may then apply to the Office of Admissions for readmission to the University, as governed by Policy 6-404-III-F.

L. Honors for Undergraduates

1. Honors shall be awarded at graduation to those students who complete with distinction at least 90 credit hours at the University. The basis, terms, and degrees of distinction shall be determined by the Academic Senate. Names of students attaining honors shall be published in the commencement program and elsewhere as the president may direct.

M. Academic Renewal

1. A currently enrolled undergraduate student may petition Academic Advising Center for academic renewal. This is a Procedure which allows the student to request that their academic record be reviewed for the purpose of

discounting, University of Utah courses with a D+ or lower grade on the student's academic record. The courses must have been taken seven or more calendar years prior to the request. If approved, the discounted courses will remain on the student's academic record (and the grades received for the courses will be shown), but the discounted courses and grades received for them will not count towards total hours, cumulative grade point computation, or graduation requirements.

2. The renewal option can be used only once during a student's undergraduate career. This Procedure does not apply to graduate students or to students pursuing a second undergraduate degree.
3. Responsibility for administration of this Procedure rests with the Office of the Vice President for Academic Affairs.

N. Course Assessment and Feedback (course evaluations)

The University will assess its courses and instruction in multiple ways, including by soliciting students' feedback. Student feedback has several uses: it provides information of interest to students planning their programs of study, it is useful in making improvements in instruction and curricula, and it provides a student perspective on teaching for evaluations of course instructors. See also Policy 6-400-II-C (~~Student Code~~, students' rights regarding evaluations of faculty members).

1. Senate Advisory Committee on Student Course Feedback, structure and functions.
 - a. The Senate Advisory Committee on Student Course Feedback (SACSCF) is a standing committee of the Academic Senate, established by Policy 6-002-III-D, with membership and leadership as there described.
 - b. The Committee's primary function shall be to evaluate and provide input and oversight for the development and revision (as necessary) of standardized "Student Course Feedback Instrument(s), "and

standardized "Course Feedback Report(s)." The instrument(s) and report forms shall be designed to be suitable for use in all credit-bearing courses, of both undergraduate and graduate levels. The Committee shall also develop appropriate procedures for the administration of instrument(s) and report forms (and other appropriate publication of the resulting data). In evaluating, developing, and periodically revising instrument(s) and report forms and procedures, the Committee shall solicit and consider input from the chairpersons of all course-offering units. The Committee shall confer with the Senate Faculty Review Standards Committee and relevant administrators regarding the use of course feedback results in conjunction with reviews of teaching performance of faculty members and non-faculty instructional personnel (Policies 6-303 and 6-310). The instrument(s), report form(s) and procedures shall be presented to the Academic Senate for approval. The instrument(s), report form(s), and procedures will be continuously evaluated by the Committee. Reports on the evolution of the instrument(s), report form(s), and procedures, as well as any proposed revisions, shall be presented to the Academic Senate every four years.

2. The approved Course Feedback Instrument(s) and Report forms shall be made available for use by all course-offering academic units. All credit-bearing courses shall be assessed every term they are offered using approved Instrument(s). Chairpersons of each course-offering unit have the responsibility of seeing that assessments are conducted according to regulations, working with the Student Course Feedback Program Manager. For non-credit courses, assessments may be conducted as determined in the discretion of the course-offering unit.
3. Uses of feedback.
 - a. Course feedback for individual courses, including all collected data, shall be made available to course instructors, and appropriate administrators of the course-offering unit after grades for the course are filed.

- b. An appropriate set of data for a given course shall be made available to any University student, as determined appropriate in the standard Report form and Procedures approved as described above.
- c. The Student Advisory Committee of the course-offering unit, after meeting pertinent training requirements, shall be provided with an appropriate set of feedback data for individual courses for specified purposes of carrying out approved functions of such Advisory Committees, as determined appropriate in the Procedures approved as described above.

O. Attendance Requirements

1. The University expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing on or before the first class meeting. Students are responsible for acquainting themselves with and satisfying the entire range of academic objectives and requirements as defined by the instructor.
2. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics), or government obligations (e.g., military duty), or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations. The University expects its departments and programs that take students away from class meetings to schedule such events in a way that will minimize hindrance of the student's orderly completion of course requirements. Such units must provide a written statement to the students describing the activity and stating as precisely as possible the dates of the required absence. The involved students must deliver this documentation to their instructors, before the absence.
3. Except in cases of sudden illness or emergency, students shall in advance of the absence arrange with the instructor to make up assignments.
4. Unexpected University facility closures due to weather, emergency or disaster may occur from time to time. Students may be required to complete

coursework missed due to these or other class cancellations; however, instructors requiring mandatory make-up sessions may not penalize students if they are unable to attend due to time conflicts, etc.

P. Noncredit Courses

1. Course development procedures for noncredit courses should be academically sound and as rigorous, though perhaps different, as those applying to credit courses.
2. The national standard for Continuing Education Units (CEU) is "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." The CEU may be the appropriate unit of measurement for qualifying noncredit courses.
3. For purposes of this subsection, a noncredit course:
 - a. is one for which credit is not awarded, registration is required and payment changes hands;
 - b. meets criteria established by the offering unit;
 - c. incorporates content, teaching methods and attendance requirements appropriate to the students eligible to enroll;
 - d. is taught or supervised by an instructor who has met institutional qualifications established by the offering unit; and
 - e. recognizes participation of students appropriately.
4. Units offering noncredit courses must report the nature and extent of those activities to the Senior Vice President for Academic Affairs (or designee) annually.

Q. Accommodations (Section Q is in effect starting Fall semester 2005)

1. Introduction

- a. The values held most strongly by the University of Utah community are those of academic freedom and integrity as they are expressed collectively by the colleges and departments as well as individually through research and teaching and as they exist within the wider context of advanced study as commonly understood by all universities. The community also values diversity and respect, without which there can be no collegiality among faculty and students. In addition, the University community values individual rights and freedoms, including the right of each community member to adhere to individual systems of conscience, religion, and ethics. Finally, the University recognizes that with all rights come responsibilities. The University works to uphold its collective values by fostering free speech, broadening fields of inquiry, and encouraging generation of new knowledge that challenges, shapes, and enriches our collective and individual understandings. This Section addresses course content accommodations.
- b. Regardless of any accommodation that may be granted, students are responsible for satisfying all academic objectives, requirements and prerequisites as defined by the instructor and by the University. Because the burdens and appropriate criteria are different for scheduling accommodations and content accommodations, granting of one type of accommodation has no bearing on the granting of the other type.

2. Definitions

- a. Scheduling Accommodations permit students to be absent from class meetings or to arrange to fulfill assignments on days other than their scheduled dates. Such accommodations are addressed above in Section O.
- b. Content Accommodations are modifications of otherwise generally applicable reading, writing, viewing, listening, or performing requirements.

- c. Legislated Accommodations are modifications made in accordance with the Americans with Disabilities Act and other State and Federal statutes and are not included in this policy.

3. Content Accommodations

- a. Consistent with principles of academic freedom, the faculty, individually and collectively, has the responsibility for determining the content of the curriculum.
- b. Students are expected to take courses that will challenge them intellectually and personally. Students must understand and be able to articulate the ideas and theories that are important to the discourse within and among academic disciplines. Personal disagreement with these ideas and theories or their implications is not sufficient grounds for requesting an accommodation. Accommodations requested on such grounds will not be granted. The University recognizes that students' sincerely-held core beliefs may make it difficult for students to fulfill some requirements of some courses or majors. The University assumes no obligation to ensure that all students are able to complete any major.
- c. It is the student's obligation to determine, before the last day to drop courses without penalty, when course requirements conflict with the student's sincerely-held core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a content accommodation from the instructor. Though the University provides, through this policy, a process by which a student may make such a request, the policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing, and the student must deliver a copy of the request to the office of the department Chair or, in the case of a single-department college, to the office of the Dean. The student's request must articulate the burden the requirement would place on the student's beliefs.

- d. The instructor must respond to any accommodation request within two school days of receiving it. The response must be made in writing and a copy must be delivered to the office of the department Chair or, in the case of a single-department college, to the office of the Dean. In the event that the class does not meet on the day by which the Instructor must respond, the student must make arrangements to receive the response in a timely manner. Instructors are not required to grant content accommodations, as long as the subject course requirement has a reasonable relationship to a legitimate pedagogical goal, but they may do so, only if a reasonable alternative means of satisfying the curricular requirement is available and only if that alternative is fully appropriate for meeting the academic objectives of the course, after considering the following:
 - i. the difficulty of administering an accommodation;
 - ii. the burden on the student's sincerely-held core belief;
 - iii. the importance of the particular requirement to the course.

In considering whether or not to make an accommodation, the faculty member may evaluate the sincerity but not the validity of the student's belief. If an instructor in a course makes content accommodations for any reason other than those covered under Section 2-c (Legislated Accommodations) of this policy, the instructor must similarly consider requests made during the same semester for the same course for accommodations based on conflicts with sincerely-held core beliefs.

Requests will be individually evaluated in relation to the above considerations; the granting of one such request will not guarantee that all requests will be granted. Because the criteria and requirements discussed above will apply differently to each instructor and to each course, accommodations granted by an instructor in one course will not

affect decisions by the same instructor in other courses or by other instructors in the same or other courses.

- e. If an instructor does not grant a content accommodation request, the student may appeal that denial in writing to the Dean of the college. If the Dean is the Instructor of the course, the student may appeal the denial to the cognizant Vice President.
- f. The Dean (or Designee) will, in consultation with the faculty member and the department Chair (or Designee), act within two school days. The Dean (or Designee) will uphold the denial unless the Dean finds that the denial was arbitrary and capricious or illegal. In the case of single-department colleges, the decision will rest with the Dean alone. The Dean's determination shall be final as it pertains to the specific accommodation request. Faculty challenges to the appropriateness of this decision should follow established channels. The student may but is not required to participate in these further reviews.
- g. If the instructor disagrees with the dean's decision that the instructor's denial of the student's request was arbitrary and capricious or illegal, the instructor may not be compelled against the instructor's professional judgment to administer the requested content accommodation for the student. If the faculty instructor disagrees with the dean's decision that the instructor's denial of the student's request was arbitrary and capricious or illegal, the faculty instructor may not be compelled against the instructor's professional judgment to administer the requested content accommodation for the student. If the faculty instructor declines to administer the accommodation, it will be the responsibility of the dean in consultation with the department chair to design and administer the alternative academic requirement for the student in order to satisfy the student's content accommodation request. The dean (or dean's appropriate designee) will determine the student's grade on that specific alternative assignment and will report that grade to the course instructor,

who will incorporate that grade for the assignment into the total grade for the course. The final grade in the course will be determined by the faculty instructor and will be calculated in the same way as the final grade is determined for all other students in the course.

- h. If a student determines, after the last day to drop courses without penalty, that course requirements may conflict with the student's sincerely-held core beliefs, and the instructor has denied the student's written accommodation request, the student may seek permission in writing from the Dean to withdraw without receiving a W on their transcript and to receive a refund of tuition for that class. In making this request the student must demonstrate the following:
 - i. that the student is in good standing in the course as defined by the department.
 - ii. that the student could not have made this determination prior to the last day to drop courses without penalty.
4. The Dean's determination shall be final.
- a. Decisions on accommodation requests may not be considered adversely to a faculty member in faculty code, Retention, Promotion and Tenure, or other proceedings as long as those decisions are made in good faith. Faculty may not take adverse **academic** action against students who make accommodation requests. The Dean or Department Chair may not take any adverse action against an instructor based on the instructor's decision to make or not make a content accommodation for a student.
 - b. Instructors who believe that course materials may conflict with students' deeply held core beliefs may include a statement in the syllabus for the course that advises students that some of the writings, lectures, films or presentations, or other requirements in the course include materials that may present such conflicts. However, this policy recognizes that Faculty

will not always be able to predict in advance which if any materials may conflict with the beliefs of a given student or group of students.

~~c. The Academic Senate will evaluate this policy in January 2007.~~

R. Notes

1. The college of law, the school of medicine, and other academic units offering professional degrees, may be permitted to vary from the specific terms of this Policy for their professional degree curriculum when such variations are determined to be appropriate for compliance with accreditation requirements and principles applicable to such professional degree curriculum. Such variations shall be described in a supplemental rule (see Policy 1-001-II-F) adopted pursuant to this Policy, which shall be approved by the faculty (and, if applicable, chairperson) of the academic unit, the cognizant college council and dean, and the cognizant senior vice president, and shall be published in a form accessible to the affected students and course instructors.
2. These standards are all based on a report of the American Council on Education adopted September 27, 1983 by ACE and November 1, 1983 by the Board of Directors, National University Continuing Education Association. Any changes reflect adaptation to our governance model. Some language is identical to the ACE recommendations; any additions specific to the University of Utah are the work of the Task Force. All other language is intended simply to translate the ACE and Task Force recommendations.
3. ACE report, "Procedural Guidelines", p. 3.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

A. Policies/ Rules

1. R6-100A: Election of CR/NC Grading for Undergraduate Studies
- B. Procedures, Guidelines, and Forms. [*reserved*]
- C. Other Related Resources.
 1. G6-100: Accommodating Absences for Explicitly Listed and Other Compelling Reasons

V. References

- A. Policy 6-001: Academic Units and Academic Governance - Roles of Faculties, Committees, Councils, and Academic Senate
- B. Policy 6-003: College Councils and University Curriculum Policy Review Board
- C. Policy 6-303: Review of Tenure-Line Faculty Members
- D. Policy 6-310: Reviews of Career-line, Adjunct, and Visiting Faculty Members, and Other Instructional Personnel (Standards and Procedures)
- E. Policy 6-316: Code of Faculty Rights and Responsibilities
- F. Policy 6-400: Code of Student Rights and Responsibilities (“Student Code”)
- G. Policy 6-404: Undergraduate Admission
- H. Policy 1-020: Required Professional Boundaries in Relationships
- I. Utah Board of Higher Education Policy R470: General Education, Common Course Numbering, Lower-Division Pre-Major Requirements, Transfer of Credits, and Credit by Examination
- J. Utah Board of Higher Education Policy R510: Tuition

VI. Contacts

The designated contact officials for this Regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Senior Associate Vice President for Undergraduate Studies

- B. Policy Officer(s): Senior Vice President for Academic Affairs and Senior Vice President for Health Sciences

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

- A. Current version. Revision ~~25~~ 26.

- 1. Approved by -- Academic Senate ~~April 3, 2017~~, and Board of Trustees ~~April 11, 2017~~, with effective date of July 1, 2017.

- 2. Legislative History

- 3. Editorial Revisions

- ~~a. Editorially revised [date] to remove move to current regulations template~~

- ~~b. Editorially revised [date] to replace references to the State Board of Regents with references to the Utah Board of Higher Education~~

- ~~c. Editorially revised April 22, 2022 to remove gender-specific pronouns~~

- B. Previous versions.

- 1. Revision 25. Effective Date. July 1, 2017.

- a. Legislative History for Revision 25

- 2. Revision 24. Effective Date. June 30, 2016.

- a. Legislative History for Revision 24.

- 3. Revision 23. Effective Date. December 8, 2015.

- 4. Revision 22. Effective Date. July 1, 2014.

- 5. Revision 21. Effective Date February 12, 2013.

- a. Legislative History Revision 21

- 6. Revision 20. Effective Date July 1, 2011

- a. Legislative History Revision 20
 - 7. Revision 19. Effective Date March 21, 2005
 - a. Legislative History Revision 19
 - 8. Revision 18. Effective Date July 7, 2004
 - 9. Revision 17. Effective Date May 15, 2000.
 - 10. Revision 16. Effective Date January 10, 2000
 - 11. Revision 15. Effective Date December 27, 1999
 - 12. Revision 14. Effective Date, January 12, 1998
- C. Renumbering
- 1. Renumbered from PPM9-7 and Faculty Regulations Chapter VII. [Section III.J. Appeals of Academic Actions was renumbered from Policy 6-400 Section IV.](#)