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# THE UNIVERSITY OF UTAH



## Mission Statement

The mission of the University of Utah is to serve the people of Utah and the world through the discovery, creation and application of knowledge; through the dissemination

of knowledge by teaching, publication, artistic presentation and technology transfer; and through community engagement. As a preeminent research and teaching university with national and global reach, the University cultivates an academic environment in which the highest standards of intellectual integrity and scholarship are practiced. Students at the University learn from and collaborate with faculty who are at the forefront of their disciplines. The University faculty and staff are committed to helping students excel. We zealously preserve academic freedom, promote diversity and equal opportunity, and respect individual beliefs. We advance rigorous interdisciplinary inquiry, international involvement, and social responsibility.

## Ethical Standards & Code of Conduct

<https://www.hr.utah.edu/ethicalstandards/introduction.php>

The University of Utah is an institution with a remarkable history of world-class achievements brought about by the shared vision of many talented individuals. Our successes are well known and acknowledged, providing a solid foundation for future growth as we build on our potential.

As the flagship institution of the Utah State System of Higher Education, we are committed to the highest professional standards in teaching, research, and community service. It is our collective efforts and stewardship that will allow us to move the University forward.

As we move forward, the values and standards embedded in our organizational

missions will be subject to scrutiny and challenge. If we are to effectively meet the challenges that await us, it is essential we individually, and collectively, understand the responsibilities each of us has in making a positive contribution to the success of the University of Utah. A key component in acting responsibly is an understanding of ethical practices and what they mean at the University of Utah.

The Ethical Standards and Code of Conduct handbook has been developed as a guide for all employees at the University of Utah to support us in our different stewardship roles. The Handbook is not intended to be exhaustive but to provide direction to appropriate resources to assist us in acting responsibly and doing the right things as we navigate our way through the many different and complex situations we encounter.

Acting responsibly and doing the right thing are central to our future success at the University of Utah and I look forward to working together, and demonstrating to each other and our many partners, our shared commitment to making collective stewardship and ethical behavior part of our everyday activity.

## **University Wide Learning Goals**

### Teaching



In its role as teaching institution, the University of Utah offers instruction in baccalaureate, masters, and doctoral degree programs. Its colleges, graduate, and professional schools include architecture, business, education, engineering, fine arts, health, humanities, law, medicine, mines and earth sciences, nursing, pharmacy, science, social and behavioral science, and social work. The University commits itself to providing challenging instruction for all its students, from both Utah and other states and nations, and encourages interdisciplinary work and the integration of instruction and research opportunities. It expects and rewards superior teaching and academic excellence among its faculty. It seeks the broad and liberal education of all its students and their familiarity with a changing world.

### Research



In its role as a research university, the University of Utah fosters the discovery and humane use of knowledge and artistic creation in all areas of academic, professional, and clinical study. In both basic and applied research, the University measures achievement against national and

international standards. Rigorous assessment and review are central to advancing its research programs and creative activities, as are participation and leadership in national and international academic disciplines. The University also cooperates in research and creative activities with other agencies and institutions of higher education, with the community, and with private enterprise.

### Public Life



In its role as contributor to public life, the University of Utah fosters reflection on the values and goals of society. The University augments its own programs and enriches the larger community with its libraries, hospitals, museums, botanical gardens, broadcast stations, public lectures, continuing education programs, alumni programs, athletics, recreational opportunities, music, theater, film, dance, and other cultural events. The University facilitates the application of research findings to the health and well-being of Utah's citizens through programs and services available to the community. The University's faculty, staff, and students are encouraged to contribute time and expertise to community and professional service, to national and international affairs and governance, and to matters of civic dialogue.

## GETTING STARTED

### University of Utah I.D.

The University of Utah ID cards are known as the UCard. There are two UCard offices on campus, one at the A. Ray Olpin Student Union and one at the University Hospital Cafeteria. Students, faculty and employees may have their picture taken and obtain their UCard at either location. University Hospital employees are requested to go to the Hospital UCard Office. For more information, please visit our website or call 801-581-card (2273).

**Put your cash on UCard:** Students, faculty and staff may deposit money on their UCard to use at the Campus Store (Bookstore), Chartwells Dining, the Point Dining, library copy centers, computer lab printing and at designated off-campus merchants. UCard has partnered with the Associated Students of the University of Utah (ASUU) to offer the off-campus merchant program. The Campus Store offers a 5% discount on purchases made with the UCard; the discount applies to textbooks, but not computers or electronics.

**Alarm and Access Systems:** For access to F&MAD Department Buildings and Lab with your UCard please contact Justin Chouinard (801-585-7324 or

justin.chouinard@utah.edu).

**U-Card Services:** 801-581-CARD(2273) (Phone) 801-585-7949 (Fax, Heritage Office)

## **University Network ID – uNID**

**University Network ID (uNID)** is a piece of information that uniquely identifies you to on the University of Utah network for various computing services. Your uNID is created by substituting a lower case "u" for the first zero in your University (student, employee) ID. A University Network ID is also known as a uNID, NID, username, login name or User ID. All students, faculty, and staff at the University of Utah receive an uNID.

Your uNID doesn't work alone. You'll have to create a secure password that works with it. You do this the first time you log into the Campus Information Services via the U homepage: [utah.edu](http://utah.edu). To log in the first time, use your uNID and your default password: your birthday in mmddyy format. Follow the instructions to create two security questions for future identification if you forget your password, and to create your secure 8-character uNID password. For more information, see the CIS and UIT Passwords see, [it.utah.edu/services/connected/passwords.html](http://it.utah.edu/services/connected/passwords.html).

Your University Network ID with its corresponding password gives you access to the campus network and computer-related services (UIT services).

## **Campus Information Services CIS**

[cis.utah.edu](http://cis.utah.edu)

Here students, faculty, and staff can sign in once to access a wealth of resources: from Student Services (grades, schedules, registration, DARS) to Payroll, Human Resources, Financial Systems – and more!

When using the Campus Information System for the first time you will log in using your uNID and a default password.

The first time you sign in, you will use your default password, which is your birthdate in the format mmddyy or mmdd. If the 6 digit format does not work, try the 4 digit format. As soon as you enter your password and click the "Go" button, you should see the "Change Password" screen.

Your password must be at least 8 characters or more. Your new password may not match the first 8 characters of your previous 6 passwords.

For security purposes, your password is required to have three of these four elements in the first 8 characters:

- a number
- a symbol, such as \$, &, @, %, \_, \*
- a lowercase letter
- a capital letter

Your password **may not** contain slashes (/).

A good way to create a strong password is to think of a sentence that will be easy for YOU to remember -- but hard for others to guess. Here are some examples:

- I spent 2 weeks at Laguna Beach           Is2wk@LB
- I'm 100% Californian                       100%Cal!
- My three brothers are Dan, Alan & Jason   3Bro=DAJ

### Security Guidelines

Do **NOT** include these items in your password:

- A date or combination of characters that look like a date, such as birthdays or anniversaries
- Personal information such as name or Social Security Number
- License plate number or a combination of characters resembling a plate number
- Repeated patterns: ababab, 123123
- Reversed patterns: abcccba, 987654
- Keyboard sequences: asdfasdf, ;lk;lk
- A function key (Sun-style fn keys)

**Why So Complex?** A strong password keeps others from accessing your personal data and safeguards the information you may be entrusted to protect.

## University Umail System

Everyone at the University of Utah receives a UMail email address from the '@utah.edu' domain. This email account is free. Staff and faculty receive 500 MB of space. This account should be used for University-associated emails only.

The default address format is your **uNID@utah.edu**. You **must** create a more personalized alias, such as **firstname.lastname@utah.edu**.

You are encouraged to use this address to stay informed of important information and events at the University of Utah, and so that campus departments may contact you with approved communication (no spam). **Students are required to use this address for all official University communication.**

To activate your UMail account:

- Login to *CiS* using your secure password.
- From the “My UMail” group, select UMail Settings. (Alternatively, you can also go directly to the uNIDAccount Tools page by logging in at [unid.utah.edu](http://unid.utah.edu).)
- By default, UMail accounts are [your uNID]@utah.edu. To display your name, rather than your uNID, for your email account, follow the instructions to Create a New Alias ([it.utah.edu/services/umail/unidtools.html](http://it.utah.edu/services/umail/unidtools.html).)
- Optionally, you may set up email forwarding, specify your inclusion in the UMail Address Book, and Compute/view your UMail usage from the uNID Account Tools page at any time. (For more information, see UMail Settings [it.utah.edu/services/umail/unidtools.html](http://it.utah.edu/services/umail/unidtools.html))
- To complete the activation of your UMail account, login via the UMail Web Interface at [umail.utah.edu](http://umail.utah.edu)

## Parking

<http://commuterservices.test.utah.edu/permit-types/faculty-staff.php>

Parking is a scarce commodity on campus. We encourage everyone to commute to campus through other means than a single occupant vehicle. Individuals who bring vehicles to campus must pay to park. Except for short term loading areas, and parking reserved for clinical patients, there is no free parking at the University of Utah.

Pay parking is possible but not guaranteed at parking meters, in pay lots and in permit lots. Except for pay lots and parking meters, all vehicles must display a parking permit to park on the university campus.

Parking areas are designated by signs specifying the type of parking allowed and the hours of enforcement. Unless otherwise stated, permit lots are enforced year round, from 7:00 a.m. until 6:00 p.m. Monday through Friday. Some lots require permits until 10:00 p.m. and some individual spaces are reserved all day every day. A parking permit is not a guarantee of a parking space in a specific lot. Parking is available on a first come, first served basis. Lot designations change and availability is often impacted by a variety of events.

For pass guide and purchasing info see above address.

## Free Campus Shuttle

<http://commuterservices.test.utah.edu/mass-transit/shuttles/index.php>

The Campus Shuttle department is dedicated to serving the Campus community through accessible routes and schedules. Live Shuttle Tracking and Text Message route locators have enhanced the service. Shuttle operations begin

Monday through Friday as early as 6:00 a.m. and continue until 11:30 p.m. depending on the route. There is no regular weekend service. Live shuttle map can be found at: [www.uofubus.com](http://www.uofubus.com)

## **UTA and U – Transportation by TRAX or Bus**

Ride Free with Your U-Card

- Tap your proximity enabled UCard on the card reader located on UTA buses and train platforms as you enter and exit to ride for free. The U-Pass is not valid on PC/SLC Connect, Ski Service, and Paratransit service.
- Get your UCard at any UCard office.

Riders using the UCard will be subject to random spot checks to ensure they have used the reader in order to ride.

For more info see, [commuterservices.utah.edu/transportation/index.html](http://commuterservices.utah.edu/transportation/index.html)

## **Bike to the U**

<http://commuterservices.utah.edu/alternative-transit/bike.php>

Bicycling is convenient, healthy, and a sustainable alternative to driving to campus. It's virtually cost-free and allows much closer access to your destination than vehicle parking lots. Cycling to the University of Utah can be a fun, practical, and productive way of making exercise a regular part of your life. This page is intended as commuting resource for students, faculty, staff and visitors.

## **Campus Recreation Services**

<http://campusrec.utah.edu/>

When class is out, when the workday is done, U need Campus Recreation. We provide everything needed for a healthy mind and body — from treadmills to river rafts, intramural sports to yoga classes. And we do it at locations across campus. We'll help you get healthy and happy, with plenty of encouragement along the way. So, read on, then come out and play!

## **University Police and Security**

<http://dps.utah.edu/>

The Department of Public Safety provides all police-related services needed on the University of Utah campus, which spans over 1800 acres. Our officers patrol the campus 24 hours a day, 7 days a week to help safeguard the U community of close to 50,000 people.

Police officers on campus are backed up by a security staff of over 60 people to

help assure the physical safety of all university buildings and occupants. The security team monitors and responds to alarms, provides secure building access, patrols work spaces and parking areas, and provides after-dark security escorts on request.

Many other services are available by contacting our community policing number, 801-585-1162. Immediate police or security response is available by calling the **main dispatch number, 801-585-2677**.

## **Contract and Paychecks**

<https://www.hr.utah.edu/payroll/>

Paycheck Information

<https://www.hr.utah.edu//payroll/paycheck.php>

Pay Schedule/Deadlines

<https://www.hr.utah.edu//payroll/schedule.php>

Direct Deposit

<https://www.hr.utah.edu//payroll/deposit.php>

Payroll Deductions

<http://regulations.utah.edu/human-resources/5-402.php>

## **MANAGING YOUR CLASSES**

<http://cis.utah.edu>

You can manage your classes by logging into Campus Information Services, *CIS*, through the link on the main page of the University Website. These are just a few of the links and information found under the *Academics* section:

- Class roll
- Class rosters
- Email class list
- Manage class links
- Records maintenance
- Academic reports
- Feedback

## **Academic Calendar**

[registrar.utah.edu/academic-calendars/index.php](http://registrar.utah.edu/academic-calendars/index.php)

The Academic Calendar contains the following important dates:

- Registration Deadlines
- Add/Drop Deadlines

- Holidays/Breaks
- Final Exam Schedule

Please Note: Final exams must be held during the scheduled time. This **MAY NOT** be your regularly scheduled class time. Please review the final exam schedule carefully and identify your scheduled exam period.

## Syllabus

[utah.instructure.com/courses/148446/wiki/syllabus-design](http://utah.instructure.com/courses/148446/wiki/syllabus-design)

The syllabus serves as a “contract” with your students and a guideline for the course. The general content and layout of the syllabus is up to the faculty member. There are a couple of items, however, that must be included and several other items that students will appreciate.

### Purpose of the Syllabus

The syllabus is known to have many purposes. At the most basic level, a syllabus serves to provide a road map for a course - both for the instructor and the students. It lays out the trajectory of topics, readings, assignments, activities and assessments for meeting the course objectives. However, a syllabus is much more complicated than this, and yet many of us rush the syllabus design process and in some cases, blindly adopt the syllabus of prior instructors with minimal adjustments to reflect our personal information and relevant dates.

There have been numerous articles and studies published about course syllabi and their impact on courses, students and instructors. Some op-ed style articles cry out: Death to the Syllabus! (see, [aacu.org/liberaleducation/lefa07/documents/le\\_fa07\\_DeathSyllabus.pdf](http://aacu.org/liberaleducation/lefa07/documents/le_fa07_DeathSyllabus.pdf)) This article echoes the sentiments of education scholars (e.g, Maryellen Weimer, 2002, see, [utah.instructure.com/courses/148446/wiki/references](http://utah.instructure.com/courses/148446/wiki/references)) who advocate for sharing the power in the classroom and involving students in the course design process (to the extent possible given situational factors). The author problematizes the syllabus that is delivered like a binding contract laced with punitive language and hard 'rules' on attendance, participation, grading, formatting of submitted assignments, etc. Opponents to the 'controlling' syllabus proclaim that it may stifle student motivation to learn. With this in mind, we have provided steps for syllabus design that take you one step beyond simple content organization and encourage reflection and investment in the tone you wish to set for your course.

### Steps in Syllabus Design

**Content:** First, reflect on the course you plan to teach. A syllabus cannot be built prior to course design. So, consider your course learning objectives (see, [utah.instructure.com/courses/148446/wiki/lesson-planning#objectives](http://utah.instructure.com/courses/148446/wiki/lesson-planning#objectives)) and carefully map those objectives to your course assessments (see,

[utah.instructure.com/courses/148446/wiki/assessment](http://utah.instructure.com/courses/148446/wiki/assessment)) Then, bridge these elements by considering which topics, activities and assignments will best help your students succeed in attaining those objectives (see, [utah.instructure.com/courses/148446/wiki/course-design](http://utah.instructure.com/courses/148446/wiki/course-design) for a full view of this process). The result of this reflection should give you a starting framework in terms of content and learning plan for your students.

**Student Input:** Next, consider the amount of Power Sharing you'd like to embrace in your course. At the conservative end of the scale, you will design the entire course and syllabus prior to day one and present them to the students at the start of the semester. At the other end of the spectrum, you might bring a skeleton of your syllabus to class and work with your students to develop the course and finalize the syllabus (see, Sharing Power in the Classroom for more information on this continuum).

**Policies:** Depending on your position on the power sharing scale, you will approach policy construction accordingly. If you are sharing a lot of power, you might want to leave the policies blank for day one and discuss the options with your students - negotiating a fair policy for issues ranging from attendance and punctuality to food and technology in the classroom. Of course, if you teach a large introductory course for Freshman, you will likely want to come prepared with a set of policies in place - informed by your prior experiences with similar groups of students.

**Schedule:** The schedule of topics to explore, presentations, guest speakers and assignments will either be in place on day one or will be negotiated with your students. Either way, you should have a clear schedule in place by the second week of the course to avoid negative student experiences based on lack of knowledge about course expectations, due dates, etc. Themes related to organization are always top points for critique by students when the time comes for end of term feedback. To the extent possible, have a schedule in place. You can label it 'tentative' and attach a phrase like this: *Note: This syllabus is meant to serve as an outline and guide for the course. Please note that the instructor may modify it at any time so long as reasonable notice of the modification is provided to students. The instructor may also modify the General Course Outline at any time to accommodate the needs of a particular class. Should you have any questions or concerns about the syllabus, it is your responsibility to contact the instructor for clarification.*

**Setting the Tone:** Once the basics of your syllabus are in place, consider the tone you are setting with your students. Again, this will vary depending on your comfort zone with power sharing. You may wish to use 1st person plural (the inclusive 'we') when outlining policies and assignments. Alternatively, you might want to write it 'to the students' using 2nd person singular (familiar 'you').

Consider your audience and how they will read your syllabus. Also, borrowing from rules of 'netiquette' in online classes, keep in mind that ALL CAPS IS LIKE SHOUTING. To emphasize policies or deadlines, use italics, bold or underlining to draw student attention.

### Syllabus Design Tools

We have crafted a syllabus design rubric (see, [utah.instructure.com/courses/148446/wiki/syllabus-design](http://utah.instructure.com/courses/148446/wiki/syllabus-design)) for evaluating your syllabus based on guidelines for useful and recommended content. The elements in the rubric are not required but will give you a sense of what comprises a comprehensive syllabus. In addition, we have a syllabus template into which you can insert your relevant content. Of course, a syllabus is a personal thing and we all want to add our own stamp - so adapt away! It is the 'first impression' on your students for your course, so start off on the right foot! Keep in mind - some Departments have discipline specific requirements for their syllabi, so be sure to consult your Department and find out if they have a template or set of guidelines you should use.

### Required Syllabus Content

There are some elements of the syllabus that are required by either University of Federal policy. You can view the complete set of Academic Policies here to guide you as you draft your syllabus. These policies address many important points related to grading, attendance, academic integrity and rigor, accommodations based on beliefs and much more! it's a lot to take it, but it can add to your understanding of what your rights and responsibilities are as an instructor and as well as those of the students. The following are required and should be part of your syllabus:

#### Required by University

Address this policy in your syllabus: "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." PPM, Policy 6-100III-O)

#### Required by Federal Law

Include this statement verbatim (Copy & paste. Double check here for updated versions of this statement): Americans with Disabilities Act (ADA) Statement: The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the

class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). CDS will work with you and the instructor to make arrangements for accommodations. All information in this course can be made available in alternative format with prior notification to the Center for Disability Services.

### Final Note on Syllabus Design

There have been numerous articles and studies published about course syllabi and their impact on courses, students and instructors. Some op-ed style articles cry out: Death to the Syllabus! This article echoes the sentiments of education scholars (e.g, Maryellen Weimer, 2002) who advocate for sharing the power in the classroom and involving students in the course design process (to the extent possible given situational factors). The author problematizes the syllabus that is delivered like a binding contract laced with punitive language and hard 'rules' on attendance, participation, grading, formatting of submitted assignments, etc. Opponents to the 'controlling' syllabus proclaim that it may stifle student motivation to learn. This is just something to keep in mind as we craft the syllabus - our launching pad for each semester!

CTLE Support

We are happy to help! Supporting U instructors on syllabus construction and course design are among the CTLE Consultation Services we offer, so be in touch ([info@ctle.utah.edu](mailto:info@ctle.utah.edu))!

## Grading

[Registrar.utah.edu/handbook/grading.php](http://Registrar.utah.edu/handbook/grading.php)

### Grading Criteria

The University uses the following grades. The letter grades A through E and EU are used in computing the GPA. More information and links found through *CiS*.

Table of Grades

Grades	Points	Explanation
A	(4.0 points)	Excellent performance, superior achievement
A-	(3.7 points)	
B+	(3.3 points)	Good performance, substantial achievement
B	(3.0 points)	
B-	(2.7 points)	
C+	(2.3 points)	Standard performance and achievement
C	(2.0 points)	
C-	(1.7 points)	

D+	(1.3 points)	Substandard performance, marginal achievement
D	(1.0 points)	
D-	(0.7 points)	
E	(0.0 points)	Unsatisfactory performance and achievement
EU	(0.0 points)	Unofficial withdrawal see, <a href="http://registrar.utah.edu/handbook/unofficial-withdrawal.php">registrar.utah.edu/handbook/unofficial-withdrawal.php</a>
CR/NC		Credit, no credit see, <a href="http://registrar.utah.edu/handbook/credit-only-courses.php">registrar.utah.edu/handbook/credit-only-courses.php</a>
I		Incomplete see, <a href="http://registrar.utah.edu/handbook/incomplete.php">registrar.utah.edu/handbook/incomplete.php</a>
V		Audit see, <a href="http://registrar.utah.edu/handbook/audit.php">registrar.utah.edu/handbook/audit.php</a>
T		Thesis or independent work in progress see, <a href="http://registrar.utah.edu/handbook/in-progress-grade.php">registrar.utah.edu/handbook/in-progress-grade.php</a>
W		Withdrawal see, <a href="http://registrar.utah.edu/handbook/withdrawal.php">registrar.utah.edu/handbook/withdrawal.php</a>

### Credit/No-Credit Option

The credit/no credit (CR/NC) option allows a student to enroll in selected courses outside of his/her academic plan, without the pressure of competing for a letter grade. By electing CR/NC, students are expected to complete the same work as students enrolled for letter grades.

### CR/NC Policy

Students may exercise the option of CR/NC grading for a maximum of 15 hours while an undergraduate at the university.

The CR/NC option is NOT permitted in Writing 1010, Writing 2010, any Honors course, or classes that meet requirements for an academic major.

Graduate students may exercise the CR/NC option with approval from the student's academic department and the dean of the Graduate School.

Caution: CR grade may not be accepted or may be interpreted as a "C-" grade and the NC may be interpreted as an "E" grade when credit is transferred to another institution or when applying to graduate or professional schools.

Revoke: After the last day to drop classes, revoking the CR/NC option will continue to accrue towards the 15 hour maximum.

### Auditing a Class

An audit grade (V) can be elected in credit courses when no grade is desired. A student may audit a class if it is not available to be taken as non-credit, and/or if he/she wants to attend the class for his/her own personal benefit. Students auditing a course are not held responsible for completed course work or tests

during the class. An audited course will show on a student 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. Tuition and fees are assessed at the same rate as classes taken for credit. Students indicate their desire to audit a class at the Registration Division either in person or by phone until the fourteenth calendar day of the term.

## E Grading

Online grading allows faculty and departments to submit grades from anywhere with an Internet connection. Grade rosters display up-to-date enrollment information, e.g., late adds and "W" grades. Completed grade rosters are available for viewing on the web indefinitely. Primary instructors can authorize others, including administrative assistants and T.A.s, to assist with grading.

Training Manual found at:

[http://registrar.utah.edu/\\_pdf/egrade-manual.pdf](http://registrar.utah.edu/_pdf/egrade-manual.pdf)

## **Registration & Withdrawal Policies**

<http://registrar.utah.edu>

Office of the Registrar SSB ROOM 250 N

Registration Division 801-581-8969

Graduation Division 801-581-7852

Transcripts and Verifications Division 801-581-8965

Veteran Affairs and Certification Division 801-581-6945

Scheduling Office 801-581-7854

Registration

<http://registrar.utah.edu/register/index.php>

Every student attending classes at the University must register and pay tuition and fees. Students should consult the Student Handbook at <http://registrar.utah.edu/handbook/index.php> for detailed registration information, deadlines, and class listings. Students may access the General Catalog and current class schedule at [ugs.utah.edu/catalog/](http://ugs.utah.edu/catalog/). When information differs, the information in the online Student Handbook and Academic Calendar supersedes other sources.

## Student Registration Time

Continuing students are assigned a priority registration time which can be checked by accessing the website address [cis.utah.edu](http://cis.utah.edu). New freshmen and

transfer students may register for classes after attending an Orientation session. Notice: Students should register for second session courses during the assigned registration time.

#### Attendance Policy

<http://registrar.utah.edu/handbook/attend.php>

A student who is not officially registered may not attend a university course.

The university expects regular attendance at all class meetings. Instructors must communicate any particular attendance requirements of the course to students in writing 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.

Students are **not automatically dropped from class(es) if they do not attend**. They must officially drop their class(es) by the published deadline in the academic calendar, see, [registrar.utah.edu/academic-calendars/](http://registrar.utah.edu/academic-calendars/) to avoid a "W" grade.

Students absent from class to participate in officially sanctioned university activities (e.g. band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

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.

#### Drop Deadlines

<http://registrar.utah.edu/handbook/drop.php>

Once the student is officially enrolled and committed to attend class, he/she must officially drop his/her classes by the deadline. If the class is not officially dropped, the student will be charged full tuition and may receive failing grades. Although some departments dismiss students from classes for non-attendance, students are responsible for officially dropping any classes for which they are registered but not attending.

See the Academic Calendar, [registrar.utah.edu/academic-calendars/index.php](http://registrar.utah.edu/academic-calendars/index.php) for specific drop dates for term, first, and second session courses. Please note the following drop information for miscellaneous courses (classes with irregular start and end dates):

You may drop (delete) workshops, miscellaneous, and short term courses without tuition penalty according to the following schedule:

Classes 1-2 days in length	Before the first day of class
Classes 3-5 days in length	On the first day of class
Classes 6-10 days in length	Through the second day of class
Classes 11+ days in length	Through the third day of class

Contact the Registration Division at (801) 581-8969 for drop (delete) deadline information for any courses that do not fit the above criteria.

Beginning the 11th calendar day of the semester, a grade of “W” is given when a student withdraws from a class or from the University. Students may withdraw themselves from a course via the Web until the midpoint of the semester. After this time, a student must petition the dean of the college of their major. A “W” is not used in calculating a student’s GPA.

#### Withdrawal Deadlines (Official Withdrawal)

Students may officially withdraw (W) from a class or all classes after the drop deadline. A “W” grade is recorded on the transcript and appropriate tuition/fees are assessed. The grade of "W" is not used in calculating the student's GPA. See the Academic Calendar for term, first and second session classes. Contact the Registration & Records Division at (801) 581-8969 for withdraw deadline information for miscellaneous session classes.

#### Withdrawing Through the Midpoint

The day after the drop deadline and continuing through the midpoint students may withdraw from a class or the university without instructor or department permission.

How to withdraw:

Students can withdraw online by logging into [Campus Information Services](#) - external link and click on “Drop Class” under the Registration heading.

Students enrolled in miscellaneous classes for credit should contact the Registration & Records Division through [UMail](#) - external link.

Students enrolled in noncredit classes should contact the [Continuing Education Office](#) - external link.

#### **Withdrawing After the Midpoint**

After the midpoint of the term, students may petition the deadline for withdrawal if they have a nonacademic emergency. The Petition for Consideration of Exception to the Withdrawal Policy form may be obtained from the appropriate dean's office. Submit the petition and supporting documentation to the dean's office by the last day of class for the course.

Students with declared majors apply to the office of the dean of their academic college.

Undeclared, non-matriculated and pre-major students apply to the University College - external link.

Unofficial Withdrawal (EU)

<http://registrar.utah.edu/handbook/unofficial-withdrawal.php>

The grade "EU" is given to a student whose name appears on the final grade roster but for whom there is no record of attendance or other evidence of participation in the course. The "EU" grade, thereafter, is treated as an "E" in calculating the student's GPA. The graduates "E" and "EU" may jeopardize the student's re-admittance to the University or transfer to another institution.

Incompletes and Grounds Under Which They are Granted

<http://registrar.utah.edu/handbook/incomplete.php>

The grade "I" (incomplete) may be given for work not completed due to circumstances beyond the student's control, providing the student is passing the course and has completed at least 80 percent of the work required for the course. Arrangements must be made between the student and the instructor concerning completion of the work. Students may not retake a course without paying tuition. Students who attend a course during a subsequent term in an effort to complete the course must register for the course during that term. Registration must be for grade or for audit. When the deficiencies have been satisfied, the instructor submits a grade to the Registrar's Office. The "I" will change to an "E" if a new grade is not reported within one year. If the instructor submits a grade after the "I" changes to an "E," the new grade will be reflected on the student's record. A written agreement between the student and the instructor may specify the grade to be given if the work is not completed within one year. Copies of the agreement are kept by the instructor and the academic department. If the student graduates before a new grade is reported, the "I" remains on their record and will not count towards graduation or the calculation of their grade point average.

Holds on Student Records

<http://registrar.utah.edu/handbook/holds.php>

If a hold has been placed on a student's record, it may impact his/her ability to register for classes. A hold is placed on a student's record for non-payment of debt (parking tickets, library fines, tuition payments, etc.), scholastic standards, failure to meet immunization requirements, required academic advising, or non-compliance with other University regulations/obligations. A hold on the record can impact one or more of the following:

- Enrollment
- Receiving a transcript

- Disbursement of financial aid
- Refund from Income Accounting

To check holds, log into the Campus Information Services, see, [cis.utah.edu](http://cis.utah.edu) and click on "View Holds" under the "Student Records" heading.

#### Repeated Courses

<http://registrar.utah.edu/handbook/repeat.php>

You may repeat any course taken at the University as long as it is still offered. Hours earned in repeated courses may be counted toward graduation only once. The last grade received is used to compute your grade point average. The grades I, NC, W, V, or T do not qualify for removal of previous grades. All but the last class is identified as a repeated course on your academic record.

Repeated courses are automatically recalculated after the completion of each term. Check your DARS report to confirm that all courses have been appropriately placed. If you would like to report a class that has not been recorded, you may report repeated classes to the

#### Registration Division:

- Online: Complete a repeated class notification form via the Campus Information Services.
- In Person: Visit the Registrar's Office in the Student Services Building, second floor, Window #13.

Cross-listed courses are subject to the repeated course policy, and will reflect appropriately on your academic record.

The Registrar's Office reserves the right to adjust your record whenever a repeated course has not been recorded. This process does not apply to courses that may be taken more than once for credit.

By legislative mandate, the State of Utah requires that students be charged the "full cost of instruction" the third time they enroll in the same course. An additional fee of \$100 will be charged per credit hour for the repeated class. Subsequent registrations in the course, beyond the third enrollment, will also be assessed the \$100 per credit hour fee. Students paying non-resident tuition will not be affected by this policy as they already pay the "full cost of instruction." This policy does NOT apply to courses repeatable for credit and the grades of "W" and audit.

## **Book Orders and Office Supplies**

<http://www.bookstore.utah.edu/utah/home.aspx>

## **Teaching & Learning Technologies (TLT)**

<http://tlt.utah.edu/>

Teaching & Learning Technologies provides technology support for University of Utah faculty working in both physical and virtual learning spaces. We have two offices to meet your technology needs:

Milton Bennion Hall (MBH) provides classroom technology and audio & video services for both academic and non-academic events.

Marriott Library (MLIB Suite 1705) provides course consultation services for Canvas and other online learning technologies and provides proctored exam services for online courses.

Canvas

<https://utah.instructure.com/>

Canvas is a new breed of online learning software, courtesy of Instructure. We're here to make it easy for you to use the web to improve learning. Our interface is simple, clean and open, and we work with the tools you and your students are already using -- tools like Facebook -- to provide a more open, collaborative learning experience. We roll it all up into one powerful, open package that does more than just tracks assignments. It encourages interaction and fosters learning. To see all that Canvas can do, see, [instructure.com/try-canvas](https://instructure.com/try-canvas)

Canvas Guides is the online documentation site for students, instructors, instructional designers, parents, and LMS admins. To learn more about Canvas Guides, see, <http://guides.instructure.com/s/2204/m/4151/c/23927> in the Getting Started manual. The lessons are continually updated online. The downloadable PDF manuals are updated every release.

Quality Course Framework

<http://tlt.utah.edu/qcf/>

Course delivery technologies and digital media can enable student-centered learning with learning activities geared toward more than just distributing information and files using an online environment. Instructors should value and facilitate an online community of learners where students take responsibility for their own learning and both students and instructors learn together.

The Teaching and Learning Technologies (TLT) group, the Center for Teaching and Learning Excellence (CTLE) and Continuing Education (CE) at the University of Utah collaboratively developed this framework grounded in the research and literature about course development best practices.

The Quality Course Framework incorporates a four-phased course development process and the essential elements of a quality course associated with each phase:

- Course and lesson outcomes stated as measurable objectives
- An organization structure that facilitates usability and learning

- Learning activities engaging students in a complete learning process
- Course content provided in media formats appropriate for the web
- A sense of learning community facilitated through specifically planned communication and student support
- Assessment, feedback and evaluation strategies that measure student learning outcomes as well as overall course quality

## Proctored Exams

The UOnline Center administers proctored exams to students taking online classes. The center has seating and computers for 108 with two ADA stations. We require students to schedule examination timeslots on the UOnline website to secure a seat at the time requested. Students are welcome to visit or call the UOnline Center to receive assistance with Canvas, exam scheduling and other online course tools. We strongly recommend that students familiarize themselves with our hours of operation and policies & procedures listed below.

<http://tlt.utah.edu/uonlinecenter/>

UOnline Center, Marriott Library, Level 1

The UOnline Center is an examination computer lab dedicating itself to administering proctored exams for students taking online classes. Our testing facility has a seating capacity of 112. We require students to schedule examination times on the Uonline website, see, [uonline.utah.edu](http://uonline.utah.edu). Students are welcome to visit the Uonline Center to receive assistance with Canvas, the Uonline website and exam scheduling. We strongly recommend that students familiarize themselves with our hours of operation and the policies & procedures listed below.

## **Instructional Media Services**

<http://tlt.utah.edu/>

Audiovisual Distribution (AVD)

Audiovisual Distribution provides portable equipment and event support services to the University of Utah campus community.

As a service to U of U faculty and students, Audiovisual Distribution encourages the use of technology throughout the instructional process by offering equipment and support free-of-charge to credited courses.

Portable equipment services are also available for special events for a nominal fee. Click on "Equipment and Pricing" link in the right column for a complete list of available equipment and pricing.

All equipment can be delivered to any campus location or picked up at will call

located in Milton Bennion Hall Room 207U.

### Reserving and Checking Out Equipment

To reserve portable equipment to be delivered to your classroom or to be picked up at will-call, please fill out and submit the online AVD Portable Equipment Request Form. An AVD representative will contact you within one business day regarding your request.

For questions please call Audiovisual Distribution at 801-581-6112.

### Installed Classroom Equipment

[http://ims.utah.edu/technical\\_services/technology\\_classrooms.html](http://ims.utah.edu/technical_services/technology_classrooms.html)

In order to connect your laptop to the presentation technology installed in our classrooms you will need to use a VGA cable. If you need to amplify your laptop audio as well, you will also need a Mini-RCA audio cable. These cables are available for checkout at the TACC-IMS Service Desk located in MBH 207U. They can be checked out for one-time use or for a full semester if needed. Cables are checked out at no charge for course use. For more information on cables please visit our Support page. see, <http://tit.utah.edu/>

## Library Resources

### Library Research Tools

<http://lib.utah.edu/research/>

### Faculty Course Reserves at Marriott Library

#### Submitting Requests

- Submit requests to Reserve at least two weeks before the semester begins to ensure that materials will be available for students on time.
- Requests are processed in the order they are received.
- Marriott Library Reserve Request Forms are available at the Reserve Desk. You may also send requests using this online form or e-mail Reserve.
- You must list the copyright owner and publication year for each title. (Example: © 1989, Jane Doe)
- Limit requests to one chapter or 10% from each book and single articles from journal issues. One chapter cannot be taken down in order to post a second chapter.
- Course reserve reading materials can be made available in either electronic reserve or paper reserve as allowed by **copyright fair use**.

#### Submitting Materials for Electronic Reserve

- E-Reserves link directly to materials from the web site. At the end of each semester, all materials will be removed from Electronic Reserve.
- Requests must be submitted at least two weeks before the semester begins to accommodate the volume of requests received at that time. Requests received after the first three weeks of the semester are typically processed within 24 - 48 hours.
- Provide high quality, one-sided copies for scanning.
- Write the copyright owner and year on each article to be scanned. (Example: © 1989, Prentice Hall). We cannot scan items of unknown origin. Student papers need written authorization from the student before they can be posted on Electronic Reserve. This authorization must be posted with the student papers.

Limit requests to one chapter or 10% from each book. Examples of copyright restrictions.

Marriott Library Multimedia Archives

<http://lib.utah.edu/collections/multimedia-archives/>

Marriott Library Directory

<http://lib.utah.edu/info/departments.php>

Marriott Library Hours

<http://lib.utah.edu/info/hours.php>

Marriott Library Services for Faculty

<http://lib.utah.edu/services/faculty-center.php>

Library Campus Guides

<http://campusguides.lib.utah.edu/index.php>

Other Library and Services

<http://lib.utah.edu/info/other-libraries.php>

## Computer Resources

<http://it.utah.edu/services/networking/ana/index.html>

High Speed Network Access at the U (WANA)

<http://it.utah.edu/services/connected/wana.html>

### WEB-AUTHENTICATED NETWORK ACCESS: WANA

WANA is a very high speed wired network authentication system in use at the University of Utah. WANA provides **general access network ports** or wireless access in classrooms, lounge areas, computer labs, and student apartments that

can be used by anyone with a laptop computer (or desktop in dorm rooms) and a University Network ID (uNID) (see, <http://it.utah.edu/services/connected/unid.html>) and password pair.

WANA ports require an ethernet cable (Cat-5 cable) for use. In areas where WANA is active, the user connects the ethernet cable and then simply opens a browser. The user is then challenged to give their uNID and password. Users are strongly encouraged to use caution while visiting sites on the Internet.

Use of WANA is governed by campus information and network acceptable use policies.

For Faculty & Staff

WANA ports are in a number of classroom settings (see, <http://it.utah.edu/services/networking/ana/locations.html>) throughout campus. Faculty can utilize the campus network and Internet in live class settings, using WANA ports at the front of the room for teaching and having students follow on their laptops. To use WANA, you must have activated your University Network ID (uNID).

University Information Technology (UIT)  
<http://it.utah.edu/>

University Information Technology is people- and mission-centered. Our role is to bring the campus together through technology. We are here to serve you. Please don't hesitate to contact us so that we can be of service. 585 Komas Drive, Salt Lake City, Utah, 84108 801-581-4000 [webmaster@it.utah.edu](mailto:webmaster@it.utah.edu)

Academic/Faculty IT Services Guide  
<http://it.utah.edu/services/guides/faculty/index.html>

The University of Utah provides IT services, applications, and resources to support colleges, departments, faculty members, and other academic offices as they pursue research, teaching, service, and administrative activities.

- I.T. Security Tips
- Faculty Activity Reporting Systems
- Research
- Teaching
- Basic Services

Help Desk – 801-581-4000 / IT Support – 801-581-8045

## **Copying, Printing and Mail Services**

<http://printing.utah.edu/>

The mission of the University Print & Mail Services is to provide efficient, customer-focused, cost-effective, quality document print, finishing, and mail services to the University Community, in an effort to support each departments' individual communication needs.

V. Randall Turpin University Services Building, RM 135  
PH 801- 581-6171  
Fax 801- 581-4359  
[uprint@utah.edu](mailto:uprint@utah.edu)  
M-F 8:00am - 5:30pm

Olpin Union Building, RM 158  
PH 801- 587-7928  
Fax 801- 587-7929  
[unioncc@utah.edu](mailto:unioncc@utah.edu)  
M-F 7:30am - 5:30pm

## **Services For Faculty – Complete Listing**

<http://www.utah.edu/faculty/services.php>

## **SERVICES FOR STUDENTS**

### **Center for Student Wellness**

<http://wellness.utah.edu/>

Our mission is to create, nurture, and promote a University environment supportive of healthy life-long behaviors and enhance academic and personal success. We are here to assist students in skill development that will enhance their personal wellness and ability to succeed, not only in the classroom, but in all areas of life: intellectual, physical, social, spiritual, and emotional.

One of the main services that the Center for Student Wellness provides is health education. Health education is defined as the principle by which individuals and groups of people learn to behave in a manner conducive to the promotion, maintenance, or restoration of health. The ultimate aim of health education is positive behavioral modification.

Some of our services include: the provision of health information relevant to students – most often this includes information on stress, sleep, nutrition and tobacco use; HIV and STD testing; alcohol education and prevention; and making policy recommendations to maintain a healthy learning environment.

## **ASUU Tutoring Center**

<http://tutoringcenter.utah.edu/>

The ASUU Tutoring Center provides individual tutoring (\$7 per hour) and group tutoring sessions (\$4 per hour) for currently enrolled University of Utah students. Students can receive assistance for a wide range of subjects at a reasonable rate, thanks to the Associated Students of the University of Utah who help defray the cost of tutoring. Tutoring is very flexible. Depending on the availability of the tutor you select, appointments may be set for any time including evenings and weekends, and always at a location that is convenient for the tutor and student. For additional information call 801-581-5153 or visit the ASUU Tutoring Center in Rm. 330 SSB.

## **U Counseling Center**

<http://counselingcenter.utah.edu/>

U Counseling Center offers support to U students, staff, and faculty to assist with a variety of personal, academic and career concerns. Our approach is collaborative, goal-oriented, and multiculturally sensitive. We are here to help you develop more personal awareness and learn the skills you need to be successful while you are here at the University of Utah.

## **Disability Services for Students**

<http://disability.utah.edu/>

The Center for Disability Services provides accommodations and support for the educational development of students with disabilities. We strive to improve understanding and acceptance of students with disabilities throughout the University community. Our mission is accomplished through:

- Direct assistance to students to encourage and enhance their independence,
- Ongoing cooperative efforts to develop and maintain an accessible physical environment, and
- Educational efforts to create a supportive psychological environment so students can achieve their educational objectives.

A cooperative relationship is maintained with relevant campus departments to ensure the University of Utah complies with federal and state regulations regarding students with disabilities.

## **Career Services**

<http://careers.utah.edu/>

UCareerLink is a database for U of U students, which contains all of the jobs,

internships and interview schedules that employers post. Some of the other UCareerLink features include:

- Employer directory
- RSVP to workshops and events
- Ask-a-Professional database
- Self-assessments
- Internships

## **University of Utah Campus Alert**

<http://campusalert.utah.edu/>

The Campus Alert system will be used to notify students, staff and faculty of unforeseen events and emergencies on campus, such as:

- Snow closures
- Building closures
- Significant traffic interruptions
- Severe power outages
- Gas leaks
- Threats such as bombs or gunmen
- Message timing will be appropriate to the urgency of the situation.

Simply provide your most current contact information by logging in to CIS at [cis.utah.edu](http://cis.utah.edu) and selecting the U of U Campus Alert link. You can enter any combination of email, SMS text messaging and phone (voice) options. The best emergency contact number is probably your mobile phone. Be sure to press the Save button when you are done.

Please note that SMS text messages are the fastest, most reliable way to contact you. It's not required, but we promise to ONLY use your text number for emergency alerts.

More information can be found at:

[campusalert.utah.edu/faq-general.htm](http://campusalert.utah.edu/faq-general.htm)

## **IMPORTANT POLICIES**

### **Release of Information (FERPA)**

<http://registrar.utah.edu/privacy.php>

Student records at The University of Utah are governed by the Family Educational Rights and Privacy Act. A student must authorize the University of Utah to release information to any 3rd party, such as a spouse, parent or even

themselves via the telephone or email.

## Grievance Procedures

[admin.utah.edu/faculty\\_handbook/faculty-rights-responsibilities-conditions-of-employment](http://admin.utah.edu/faculty_handbook/faculty-rights-responsibilities-conditions-of-employment)

The University encourages *informal resolution* of problems through direct conversations, the assistance of administrators and the use of mediators as appropriate. Many of the University's formal grievance procedures require an initial attempt at informal resolution before they may proceed. The University Faculty may bring grievances against other members of the University community through several different processes depending upon the classification (employee/student) of the individual against whom the grievance is made and the nature of the grievance.

- A grievance against a **student** is normally brought pursuant to the Student Code of Rights and Responsibilities. (see, [regulations.utah.edu/academics/6-400.html](http://regulations.utah.edu/academics/6-400.html))
- A grievance against a **regular staff member** is normally brought by the employee's supervisor *in consultation with Human Resources* through the Corrective Action and Termination Policy for Staff Employees. (see, [regulations.utah.edu/humanResources/5-111.html](http://regulations.utah.edu/humanResources/5-111.html))
- **Policy** for grievances arising out of violations of University policy
- A grievance arising out of a claim of **discrimination or sexual harassment** is generally brought pursuant to the Discrimination and Sexual Harassment Policy (see, [regulations.utah.edu/humanResources/5-210.html](http://regulations.utah.edu/humanResources/5-210.html)) which applies to all the University community (Faculty, Staff, Students).
- If a discrimination complaint is raised in the context of another Faculty proceeding, however, the Consolidated Hearing Committee (see, [regulations.utah.edu/academics/6-002.html#SECTION\\_10](http://regulations.utah.edu/academics/6-002.html#SECTION_10)) is the appropriate forum.

## Sexual Harassment and Consensual Relationships Policy

<http://regulations.utah.edu/human-resources/5-107.php>

Defines sexual harassment at the University of Utah. This policy also identifies which consensual relationships are prohibited and what actions should be taken to resolve such situations. It is the policy of the University of Utah to maintain an academic and work environment free of sexual harassment for students, employees, and participants.

## **Alcohol and Drug Policy**

<http://regulations.utah.edu/human-resources/5-113.php>

- It is University policy to maintain a drug-free workplace. It shall be a violation of this policy for employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at University workplace, or while engaged in university business off campus.
- Any person accepting employment with the University agrees to abide by the terms of this policy and procedure.
- As a condition of employment, a University employee assigned to a federal contract or grant, agrees to notify his/her supervisor of any conviction for a violation of a criminal drug statute if the violation occurs in the workplace or while the employee is engaged in University work off campus.
  - This notification must be made no later than five (5) calendar days after a conviction for violation of a criminal drug statute.
  - Within thirty (30) calendar days of notification of a conviction of a criminal drug statute, the university will take appropriate actions as described in paragraph D. below.
- Any employee of the University who violates this policy, or who has been convicted of a violation of a criminal drug statute while assigned to work on a federal contract or grant as described in paragraph C. above, may be required to participate in a drug or alcohol abuse assistance or rehabilitation program approved by the Vice President for Human Resources in accordance with federal law; and/or may have disciplinary action and sanctions imposed. Whenever permitted by University regulations, rehabilitation is to be preferred to discipline for violations of this section.
- Annually the University will distribute information about the program to prevent the illicit use of drugs and the abuse of alcohol by students and employees as required by federal law.

Biennially, the University will conduct a review of its program to determine its effectiveness, to implement changes if needed, and to ensure that sanctions are consistently enforced.

## **University of Utah Tobacco Free Campus Guidelines**

[http://regulations.utah.edu/administration/guidelines\\_3/tobaccoFree.php](http://regulations.utah.edu/administration/guidelines_3/tobaccoFree.php)

The University of Utah has a responsibility to its employees and students and visitors to provide a safe and healthful environment as outlined in the Utah Clean Air Act. Research findings show that tobacco use in general, including smoking

and breathing secondhand smoke, constitutes a significant health hazard. Smoking is prohibited in all campus buildings and outside in areas of the campus where non-smokers cannot avoid exposure to smoke.

## **Travel Policy**

[regulations.utah.edu/administration/3-030.html](http://regulations.utah.edu/administration/3-030.html)

## **Field Trip Policy**

[regulations.utah.edu/miscellaneous/10-003.html](http://regulations.utah.edu/miscellaneous/10-003.html)

## **University Motor Vehicle Policy**

[regulations.utah.edu/administration/3-215.html](http://regulations.utah.edu/administration/3-215.html)

# **COLLEGE OF FINE ARTS**

## **Dean's Message**

The University of Utah College of Fine Arts is committed to shaping the future of classical and contemporary arts through rigorous professional training that balances professional discipline with personal creativity and artistic leadership. The College values a welcoming and engaging learning environment, which combines creative and innovative classroom instruction with opportunities for individual student and faculty experiences in research, writing, performance, creative work and service. This environment is greatly enhanced by interactions and collaborations among individuals with different traditions, cultures, orientations, religious beliefs, economic backgrounds, and racial/ethnic origins.

At the University of Utah our renowned programs in music, dance, film, theatre, and visual arts enrich the quality of life throughout the Salt Lake City community and beyond. Disciplines within the College of Fine Arts enjoy top national rankings for their quality and training, attracting the finest students and faculty from around the world. It is the commitment and dedication of the world-class faculty to the highest standards of artistic/scholarly integrity and achievement that separates the College of Fine Arts from many fine arts colleges throughout the country.

I invite each of you to explore and experience all the richness and enlightenment that the College of Fine Arts at the University of Utah has to offer. I believe that you will be changed, professionally and personally, for the rest of your life.

Dean, College of Fine Arts, Raymond Tymas-Jones

## **College of Fine Arts Mission and Vision**

<http://www.finearts.utah.edu/college/mission-vision/>

## Mission Statement

The primary mission of the College of Fine Arts at the University of Utah is to provide students with a dynamic contemporary learning environment that inspires intellectual, creative and professional excellence and innovation in the arts while honoring tradition.

## Vision

Advance the practice and appreciation of the arts through leadership in teaching and research.

## Core Values

### Teaching Intensive:

The academic and artistic training experienced in the College of Fine Arts must be vigorous, comprehensive, and rigorous.

### Human Expression

Human expression is the result of imagination, invention, curiosity and originality, which are central to a foundation of a university-based arts program.

### Analytical and Conceptual Thinking

Approaching problem solving with analytical and conceptual thinking as well as identifying creative opportunities that develop an aesthetic sensibility.

### Evolution

The evolutionary nature of development as an artist, scholar and educator anticipates evidence of growth and achievements in the development of undergraduate students' preparation for advanced study and the transitioning of the graduate student into the professional arena. Furthermore, the continuous maturation and achievements of all faculty and staff in the College of Fine Arts to the creation of an environment conducive to intellectual and artistic pursuits are fundamental.

## About the College

<http://www.finearts.utah.edu/college/>

The arts have always maintained a place of prominence in Utah. Early settlers began building theatres and dance halls at the same time they started construction on homes and businesses. The fledgling University of Deseret, founded in 1850, was dedicated to "fine art and sciences." As that institution evolved into The University of Utah, a central focus on the importance of the performing and visual arts remained. The College of Fine Arts was officially

established in 1948 and has continued to grow and flourish for the past 60 years. The College is home to the School of Music, the Departments of Art & Art History, Ballet, Film & Media Arts, Modern Dance, and Theatre.

In addition to traditional art forms, the College embraces the infusion of digital technologies in the arts by offering a certificate and minor in Fine Arts Technology and a certificate in Screen Dance, which is a partnering project between our Departments of Film & Media Arts and Modern Dance. Our Entertainment Arts & Engineering program was just ranked 2nd in the nation for undergrad and 6th for graduate work.

We see the future as an exciting time for all of the arts and The College of Fine Arts at The University of Utah is committed to being a leader in the field well into the future. A rigorous course of study, high standards of achievement, and a history of success have resulted in national recognition for our departments and a list of celebrated alumni.

## **Faculty Policies for the College of Fine Arts**

<http://www.finearts.utah.edu/faculty/faculty-policies/>

Refer to the website above for College Faculty Forms Policies & Resources such as:

- Absence Policy
- Curriculum Process & Policies
- Retention, Promotion and Tenure Policies & Information
- Sabbatical Information

## **College of Fine Arts Computer Support**

<http://helpdesk.finearts.utah.edu/>

CFA-CSIS is responsible for supporting the faculty and staff computing needs for the College of Fine Arts. We offer services such as desktop support, file services, course file support and workstation backup.

Building 38, Room 250, Salt Lake City, UT 84112

801-581-8045

## **IMPORTANT CONTACTS**

To call any of the numbers below from a campus phone, dial the last five digits.

College of Fine Arts Dean's Office	801-581-6764	info@finearts.utah.edu
CFA-CSIS IT Support	801-581-8045	techsupport@finearts.utah.edu
Registrar's Office	801-581-5808	registrar@utah.edu
Dean of Students Office	801-581-7066	deanofstudents.utah.edu
Marriott Library	801-581-8558	lib.utah.edu
Payroll	801-581-2169	hr.utah.edu/payroll
Career Services	801-581-6186	careers.utah.edu
Campus Security	801-581-8669	dps.utah.edu
Campus Police	801-585-2677	dps.utah.edu
Student Services	801-581-8146	uc.utah.edu
U Campus Store	801-581-6326	bookstore.utah.edu
Commuter Services	801-581-6415	commuterservices.utah.edu
U General Counsel	801-585-7002	legal.utah.edu
Human Resources	801-581-2169	hr.utah.edu
U Healthcare HR	801-581-2121	healthcare.utah.edu
Facilities Management	801-581-6883	facilities.utah.edu
U Print and Mail Services	801-581-6171	uprint.myprintdesk.net