

ACADEMIC SENATE AGENDA

February 4, 2013

1. CALL TO ORDER: 3:00 p.m. in CRCC 115
2. MINUTES: January 7, 2013 1
3. REQUEST FOR NEW BUSINESS:
4. CONSENT CALENDAR
 - a. Appendix I: Resignations, Administrative and Faculty Appointments
 - b. Appendix II: Auxiliary and Limited Term Appointments
 - c. Appendix III: Emeritus Appointments
5. EXECUTIVE COMMITTEE REPORT:
6. REPORT FROM ADMINISTRATION:
7. REPORT FROM ASUU:
8. NOTICE OF INTENT:
 - a. Undergraduate Admissions Policy revision (6-404, 6-100, 6-101) 4
9. DEBATE CALENDAR:
10. INFORMATION CALENDAR:
 - a. Undergraduate Child Life Emphasis for Human Development and Family Studies Majors 52
 - b. The Fine Arts College Council Charter 58
 - c. Graduate Council review of the Department of Medicinal Chemistry 65
11. NEW BUSINESS:
 - a. Kevin Taylor Resolution 80
12. ADJOURNMENT:

ACADEMIC SENATE MINUTES

January 7, 2013

Call to Order

The regular meeting of the Academic Senate, held on January 7, 2013, was called to order at 3:03 p.m. by Robert Fujinami, Senate President. The meeting was held in room 115 C. Roland Christensen Center.

Present: David Ailion, Stephen Alder, Lisa Aspinwall, Keith Bartholomew, Barton Blackburn, Tully Cathey, Kathy Chapman, Reaz Chaudhuri, Thomas Cheatham, Kuan Chen, Miguel Chuaqui, Ronald Coleman, Marianna Di Paolo, Lee Dibble, Richard Dorsky, Kristina Evans, Sabine Fuhrmann, Bruce Gale, Michael Gardner, Timothy Garrett, William Gershan, Franz Goller, James Graves, Joan Gregory, Gary Grikscheit, Thad Hall, Mary Elizabeth Hartnett, Leanne Hawken, Tom Henderson, Howard Horwitz, Thunder Jalili, Christian Johnson, William Johnson, Bradley Katz, Sharee Lane, Anthea Letsou, Karl Lins, John Longino, Kim Martinez, Theresa Martinez, Heather Melton, McKenna Menees, Duncan Metcalf, Harvey Miller, Tatiana Mixco, Alfred Mowdood, Patricia Murphy, Chris Myers, Ingrid E. Nygaard, Patrick Panos, Lester Partlow, M. Pollie Price, Matthew Potolsky, Hannah Pratt, Alison Regan, Stephanie Richardson, Gary Rose, Sonia Salari, Paul Shami, Janet Shaw, Clough Shelton, Orine Shine, Gregory Smoak, Steven Sternfeld, Jeff Stratman, Orest Symko, Geneva Thompson, Taylor Thompson, Norm Waitzman, Molly Wheeler, Wynchester Whetten, Bryce Williams, Joanne Yaffe, Angela Yetman, Aaron Young, Jingyi Zhu

Absent: Clayton Beckett, John Conboy, Charlotte Conerly, Alicia De Leon, Kevin DeLuca, Justin Diggle, Aria Flatau, Charles Grissom, Michael Hawkins, L. Eric Huang, Evert Lawton, Melissa Meeks, Dragan Milicic, Anne Mooney, Trevor Myrick, Marlene Plumlee, Martin Rechsteiner, David Rudd, Kristin Smith – Crowe, Li Wang

Excused: Vivian Lee

Ex-officio: Robert Flores, Robert Fujinami, Pat Hanna, Paul Mogren, Allyson Mower, David Pershing, Amy Wildermuth, Shawnee Worsley

Excused with Proxy: Leslie Francis, Eric Hutton, Gerald Root

Others: Martha Bradley, Katarina Felsted, Karin Fladmoe-Lindquist, Maureen Keefe, Cassandra Van Buren, Donna White

Approval of Minutes

The minutes of the Academic Senate meeting on December 3, 2012 were approved following a motion from Joanne Yaffe which was seconded by Patrick Panos.

Request for New Business

No new business to address

Consent Calendar

The resignations retirements, faculty appointments, auxiliary and limited term appointments, appearing in the Appendices dated January 7, 2013, received approval to forward to the Board of Trustees on motion by Joanne Yaffe and seconded by Kim Martinez.

Executive Committee Report

Allyson Mower, Executive Committee Secretary, provided a summary of the Executive Committee meeting held December 17, 2012.

Report from Administration

President David Pershing spoke to the Senate regarding the upcoming legislative session. Today President Pershing attended the inauguration of Governor Herbert. Governor Herbert has worked to improve higher education and he continues to help with the proposed budget. The U employees have been included in the proposed 1% increase in compensation for state employees. Our number one request is compensation; we are trying to get more resources for the faculty and staff. Our state is doing better than others, and there are no proposed cuts this year. The next three months President Pershing will spend working on the legislative session.

The Senior VP for Academic Affairs search is ongoing. The recruiter is very positive about the applications that have been received. The applications will be reviewed by the search committee and hope to have the search completed by the end of the semester.

The U administration is closely watching the changes that are taking place at the U and other universities with the change in the LDS mission age. If you have friends, family or know students who maybe be affected by this please remind them to apply and be accepted prior to going on their mission. The enrollment for the U is still over 30,000 for spring term.

Report from ASUU

Geneva Thompson spoke to the Senate regarding ASUU. Geek Week was a success and will be expanded for spring semester. ASUU Elections are starting and we will have two parties filing. The posters will be displayed starting the end of February, please encourage all students to get involved. Martin Luther King, Jr. week will begin January 19. The big event this year is Jesse L. Jackson, Sr. keynote address that will take place Thursday, Jan. 24 at noon at the Jon M. Huntsman Center. The tickets are free and can be picked up at the ASUU office or online at utahtickets.com.

The the 2013 Conference on Social Awareness will be held Saturday, January 26th at 12pm to 5 pm in the Spencer Fox Eccles Business Building. The theme this year is Empowering Diversity and the keynote speaker is Julian Bond. The purpose of the Conference on Social Awareness is to create awareness about societal disparities, inequities, and oppression.

Debate Calendar

Dean Keefe and Katarina Felsted presented the Proposal for Gerontology Minor. The Gerontology program is a gerontology interdisciplinary program so this is not just for nursing profession, but a very broad based minor. Currently the program offers a Master of Science degree, a graduate certificate and an undergraduate certificate degree. This is proposal is for an 18 credit minor to begin Fall 2013. While this meets the needs of some students within and

outside the University, an Undergraduate Minor in Gerontology would provide additional benefits and knowledge in an academic area. This would allow students to obtain important gerontological knowledge to serve themselves, and those they interact with, including patients. In alignment with the President's renewed emphasis on undergraduate studies, the Gerontology Interdisciplinary Program seeks to support this initiative through the development of a Gerontology Minor. *The motion to approve and forward to the Board of Trustees was made by Ron Coleman and seconded by Sonia Salari. Motion passed unanimously.*

Information Calendar

Donna White presented the Graduate Council Review Follow up report on the Department of Ballet. There was a review done by an outside firm that recommended the department stay in receivership and Linda Smith (the Interim Chair/Receiver) advised this is her recommendation also. Progress has been made in the department and continues to be made. No recommendations were made by senators.

The New Information Technology Security Rules 4-004B, 4-004C was presented by Robert Flores. These rules are to ensure that employees involved in managing IT are using best practices and aware of all security policies. The rules also require IT employees to take on-line training yearly. No recommendations were made by senators.

The following Emphases were presented: Emphases within the Education Psychology program, Care Management Emphasis, New undergraduate emphases in Political Science. The Senate did make a recommendation to clarify the MEd, MS, and PhD programs on the Emphases within the Education Psychology program.

New Business

Robert Fujinami spoke to the senators regarding the Faculty IT Council. At the October 1st meeting of the Senate, Cynthia Furse presented the plans to restructure governance of the University's Information Technology Systems. This council is a result of that restructure, and starting today senators are asked to vote (by online voting process) upon a panel of candidates of faculty representatives to be members of the new Faculty Council. A lengthy discussion followed and a recommendation was given that two students be included on the Faculty IT Council (selected by the Senate President and ASUU President), and that consideration be given by IT administration to adding student representation on various other committees within the overall governance structure.

Adjournment

The meeting adjourned at 4:25 p.m.

Respectfully submitted,

Shawnee Worsley

Coversheet & Checklist form—for submitting to Academic Senate Executive Committee
Proposal for addition/revision of University Regulation.
(Rev.2011-9) <http://www.regulations.utah.edu/info/IPCresources.html>

1. Regulation(s) involved (*type, number, subject*): **Policy 6-404 (Undergraduate Admission); Interim Rules 6-404A & B (Non-Traditional Admission, Admission Deferment); Policy 6-100 (Instruction and Evaluation); Policy 6-101 (Undergraduate Study and Degrees).**
2. Responsible Policy Officer (*name & title*): **Sr. V.P. for Academic Affairs, V.P. for Student Affairs**
3. Contact person(s) for questions & comments (*name, email, phone#*): **Kevin Perry (Credits & Admissions Committee chair) kevin.perry@utah.edu 581-6138; Mary G. Parker (Assoc. V.P. for Enrollment) mgparker@sa.utah.edu 581-3490.**
4. Presenter to Senate Exec (*if different from contact person. name, phone#*): **NA**
5. Approvals & consultation status.
 - a. Administrative Officers who have approved (*VP/President, name & date*): **Sr. V.P. for Academic Affairs Michael Hardman, V.P. for Student Affairs Barbara Snyder, President David Pershing Jan. 22, 2013**
 - b. Committees/Councils/other Officers consulted: **Credits and Admissions Committee, Institutional Policy Committee, Undergraduate Council, General Counsel, Office of Undergraduate Studies, University College, Office of Admissions, Dean of Students office, Registrar's Office.**
6. Check YES or NA (not applicable) of documents submitted--- (*In digital form. Preferred file format MS Word doc. Special exception allowed for PDF format if previously arranged.*)
 - Yes. Explanatory memorandum (*key points of proposal, rationale*).
 - Yes. VP/Presidential approval signatures (*separate sheet, or affixed to memo cover*).
 - Yes. Text of proposed Regulation addition/revision.
 - Yes. (If revision of existing Regulation) text changes are *clearly marked*, using *permanent* font markings (*not MS Word 'Track' Changes non-permanent markings*).

Date first submitted to Senate Office: **January 11, 2013.**

After presentation to the Executive Committee, the Committee will consider whether the proposal is ready for the full Senate, and if so will schedule it for presentation at a subsequent Senate meeting either as i) a matter of academic significance-- set on the "Intent" & "Debate" Calendars over two monthly meetings with final "approval" voting at the second, or ii) not academically significant—set on the "Information" Calendar for a single monthly meeting, with opportunity for questions and recommendations to the presenter. See Policy 1-001
<http://www.regulations.utah.edu/general/1-001.html>; Rule 1-001
<http://www.regulations.utah.edu/general/rules/R1-001.html>; Senate procedures
<http://www.admin.utah.edu/asenate/index.html>. Further information-- Senate Office: Shawnee Worsley 581-5203
shawnee.worsley@utah.edu



Date: January 22, 2013

From: Kevin Perry, Chair
Credit & Admissions Committee

Mary Parker, Associate Vice President
Enrollment Management/Student Affairs

To: David Pershing, President

Michael Hardman, Senior Vice President
Academic Affairs

Barbara Snyder, Vice President
Student Affairs

Re: Admission Policy 6-404

As you are aware the Credit and Admissions Committee has been very busy the last several months revising the Admission Policy 6-404 which governs Undergraduate Admissions.

The policy has been reviewed by several campus committees, councils, and officers. For example, the policy has been approved by the Credits and Admissions Committee, Institutional Policy Committee, Undergraduate Council, General Counsel, Office of Undergraduate Studies, University College, Office of Admissions, Registrar and the Dean of Student's Office. Based on these approvals, the policy was sent to the Executive Committee of the Academic Senate on January 14 and was approved to move to the full Senate. However it was discussed that the committee would like to have approval from Vice President Snyder, Senior Vice President Hardman and President Pershing prior to going to the full senate.

Therefore by way of this memo I am asking for your approval of Admission Policy 6-404

Thank you in advance for considering and approving this proposal.

Approval:

Barbara Snyder 1/22/13

Signature for Barbara Snyder, Vice President

Date

Michael Hardman 1/22/13

Signature for Michael Hardman, Interim Senior Vice President

Date

David W. Pershing 1/22/13

Signature for David Pershing, President

Date

Date: January 29, 2013

To: Academic Senate Executive Committee

From: Kevin Perry, Chair
Credits and Admissions Committee

Mary Parker, Associate Vice President
Enrollment Management

**Re: Revision of University Policies on Undergraduate Admission and Related Topics
(6-404, 6-100, 6-101)**

Attached for your review is a proposal for (i) a thoroughly revised version of University Policy 6-404 (Undergraduate Admission), which will include incorporating into it the contents of Interim Rules 6-404A & B, and (ii) partial revisions of two related Policies, 6-100 and 6-101. The proposed policy revisions have been carefully reviewed by the Credits and Admissions Committee, the Institutional Policy Committee, the Undergraduate Council, the Office of General Counsel, the Office of Undergraduate Studies, University College, the Office of Admissions, and Bob Flores. Input has also been solicited from the Office of the Dean of Students, the Office of Equity and Diversity, and the Office of the Registrar. The Credits and Admissions Committee, the Institutional Policy Committee, and the Undergraduate Council have all held formal votes in favor of forwarding the proposed policy revisions for full consideration by the Academic Senate.

A. Policy 6-404 (Undergraduate Admission).

The primary focus of the proposal is the nearly complete revision of Policy 6-404. The initial impetus for this was a desire by the Credits and Admissions Committee to bring the existing policy into conformance with Policy 1-001 which clearly differentiates between what constitutes a policy, rule, procedure, and guideline. The existing policy was filled with what Policy 1-001 classifies as procedures. This made it nearly impossible for the University to do any type of strategic enrollment management because the entire admission process was completely prescribed by policy. Under existing policy, the only control on incoming class size available to the University was modifying the admissions index score minimums. These changes, made by the Credits and Admissions Committee and approved by the President, had to be made 1.5 years in advance so that the information could be distributed to high school guidance counselors and the general public.

As the Credits and Admissions Committee began the process of revising Policy 6-404, we asked the Office of Budget and Institutional Analysis (OBIA) to evaluate how well the admissions index predicted student success as measured by cumulative GPA and graduation rates (4- and 6-

yr). This analysis indicated that the admissions index, which combines the un-weighted high-school GPA and the standardized test scores (i.e., ACT or SAT), was only a moderately good predictor of student success explaining less than 1/3 of the variance of the student success metrics. This result should not be too surprising given that the admissions index completely ignores the rigor of high school coursework, student motivation and maturity, extracurricular activities, leadership experience, familial responsibilities, etc. It also does not take into account other factors that affect student success such as the quality of academic advising, full vs. part-time status, on-campus vs. off-campus housing, participation in cohort groups/mentored activities, on-campus job/research opportunities, availability of on-campus child care, accurate math/writing placement, convenient course scheduling, and most importantly the availability of grants, scholarships, and financial aid. Under the President's direction, the University Strategic Enrollment Management Committees are evaluating all of the non-academic factors influencing student success.

It is the responsibility of the Credits and Admissions Committee and the Academic Senate to ensure that the admission policies allow the University to more accurately assess the likelihood of success of individual student applicants. To accomplish this task, the Credits and Admissions Committee recommends that the University of Utah move to a holistic review process for all undergraduate applicants. A review of the other Pac-12 universities revealed that the University of Utah is the only Pac-12 institution that does not utilize some form of holistic review to make admissions decisions.

With this goal in mind, the Credits and Admissions Committee embarked on a 2-year effort to thoroughly revise Policy 6-404. The Credits and Admissions Committee consists of faculty representatives from ten different colleges, two student representatives, and ex officios from University College, the Office of Admissions, the Registrar's Office, the Office of Equity and Diversity, the Office of Budget and Institutional Analysis, as well as the Associate Vice President for Enrollment Management. The existing undergraduate admission policy has three main functions: 1) to provide guidance to the Office of Admissions on what factors can be included when making admission decisions, 2) to empower the Credits and Admissions Committee to be the final arbiter of student appeals and to provide oversight over the Office of Admissions, and 3) to guarantee that colleges, departments, and programs can create their own, more restrictive, entrance requirements for admission to individual majors and programs. The revisions to Policy 6-404 almost exclusively pertain to the first of these functions. In addition, the revised policy incorporates Interim Rule 6-404A and 6-404B which pertain to the admission of non-traditional students and the implementation of a deferred admission policy, respectively. Those two Rules were enacted in 2012 on a temporary basis in response to rapidly changing circumstances, with the understanding that the topics addressed would then be encompassed within this planned overall revision of Policy 6-404.

There are three types of changes reflected in the revision: (1) substantive changes, which have material effects on University practices; (2) content changes, which add/remove verbiage from the policy but have no material effects – expansions or restrictions – on University practices; and (3) organizational changes, which make the policy easier to understand use and reference. Each of these is outlined below.

Part of the process of revising Policy 6-404 involved changing the section labeling to make it consistent with the new Regulations Library guidelines (e.g., Section 1 is now Section A and the

word “Section” has been deleted). References below are to the new labeling scheme.

(1) With regard to **substantive changes**, we:

- Formally delineated the membership, functions, responsibilities, and authority of the Credits and Admissions Committee (Section III-A)
- Completely rewrote Section III-B (General Process, Criteria, and Standards for Admission to the University) to institute individualized holistic review of all undergraduate applicants, and also to specify lawful reasons for denial of admission. The underlying principles of this new holistic review system were presented to and formally endorsed by the Academic Senate at its August 2012 meeting, and those principles are now integrated into the proposed Policy language.
- Added language to Section III-C (Admission on Exception Basis) to encourage the University to match students admitted on an exception basis under the 5% rule with appropriate support mechanisms at the University to increase their likelihood of success.
- Strengthened language in Section III-D (Admission for Freshman Applicants) for conditionally-admitted students who lack one or more high school core coursework requirements. Conditionally-admitted students must now remediate all high school core coursework deficiencies before completing 30 University of Utah credits to prevent a hold being placed on their registration.
- Strengthened language in Section III-D (Admission for Freshman Applicants) for conditionally-admitted international students who do not achieve a requisite score on an approved English language proficiency test but meet all other admission requirements. Conditionally-admitted international students will have no more than one calendar year to demonstrate English language proficiency to prevent a hold being placed on their registration.
- Required applicants planning to enroll in University courses under the age of 16 to receive approval by the Credits and Admissions Committee (Section III-D).
- Required all permanent residents, refugees, and asylees to document their English language proficiency with the requisite score on an approved test or meet one of the exceptions approved by the Credits and Admissions Committee (Section III-D).
- Required all transfer applicants with less than 30 hours of completed transferable credit from an accredited institution after high school graduation to meet the same requirements as freshman applicants (Section III-E).
- Incorporated the contents of Interim Rule 6-404B (Admission Deferment) into III-H of the Policy. This Interim Rule was discussed with the Academic Senate at its December 2012 meeting. The version now encompassed in the Policy proposal does *not* include a provision for a “gap-year” basis for granting deferment, as had been tentatively discussed in December. A detailed rationale for this recommendation regarding the gap year is located in Appendix 1 of this document. And in response to the December Senate discussion, this proposal *does* include new language stipulating the conditions under which students can attend an accredited (or recognized non-U.S.) institution during the deferral period.
- Completely rewrote III-I (Leave of Absence) to make the leave of absence policy mirror

the language of III-H (Admission Deferment). Requests will be reviewed on a case-by-case basis and may be granted for reasons including, but not limited to illness, military service, humanitarian or religious service, or participation in a University of Utah sponsored program. A leave of absence will normally be granted for a maximum of seven consecutive semesters (including summers) for domestic students. International students are limited to a leave of absence for one semester only. The Office of the Registrar (rather than the Admissions office) is identified as the appropriate University entity to review applications for a leave of absence, because these students are already enrolled at the University. In addition, the Office of the Registrar has been reviewing the leave of absence applications for many years under current procedures.

- Completely rewrote III-L (Non-Matriculating Applicants) to remove most of the previous restrictions placed on non-matriculated students. Students that are enrolled at another accredited (or recognized non-U.S.) institution may enroll in summer University courses if they have completed at least one term at their home institution and are in good academic standing. All other non-matriculating applicants must have graduated from high school three or more years prior to the term of admission or be accepted into a University-approved certificate program.

(2) With regard to **content changes**, we:

- Added a “Purpose and Scope” statement
- Added a “Definitions” section
- Redefined “Transfer Applicant” as an applicant who has not previously matriculated and enrolled at the University, but has completed and/or attempted at least one transferrable course after graduating from high school.
- Updated non-discrimination language in Section III-A (Credits and Admissions Committee)
- Incorporated Interim Rule 6-404A (Non-Traditional Applicants) into Section III-D. This Interim Rule was initially enacted to resolve a federal agency civil rights complaint. It was presented to and discussed with the Academic Senate at its February 2012 meeting, and per the understanding at that time its contents are now being integrated into revised Policy 6-404. Language changes from the interim version to this permanent section of the Policy were reviewed and approved by the Office of General Counsel to ensure continued compliance with the federal agency resolution.
- Incorporated Interim Rule 6-404B (Admission Deferment) into Section III-H with substantive modifications discussed in (1)
- Significantly reduced the description of the purpose and function of University College in Section III-J. It has been agreed by University College and the Institutional Policy Committee that the detailed description of the purpose and function of University College which currently is located in Policy 6-404 should be moved to Policy 6-101, as a more appropriate location.
- Added a section (III-M) describing the admission process for the High School University (Dual Enrollment) Program. Section III-M merely puts existing procedures into policy.

(3) With regard to **organizational changes**, we:

- Moved sentences, paragraphs, and entire sections around throughout the document to consolidate related items and make it more “user friendly”
- Split up sections and added numbered sub-sections to again, make the document more “user friendly”
- Rewrote vague and awkward sentences

B. Policies 6-101 and 6-100.

6-101. The existing version of Policy 6-404 includes two sets of information that all involved parties agree do not belong in a policy focused on undergraduate admissions to the University as a whole, and should be moved to more appropriate locations in other policies. An existing description of the purpose and functions of a special entity “University College” is proposed to be moved from 6-404 into Policy 6-101-III-B, alongside closely related topics, and minor content changes made to update that description. And an existing description of “Department and College Admission Criteria” is proposed to be moved from 6-404 into Policy 6-101-III-H, alongside closely-related topics, with no content changes proposed (although a separate project is now being started to review and likely substantially revise contents of that description, in its new location).

6-100. Numerous clarifying changes are proposed for Policy 6-100, in conjunction with the revising of 6-404, because there is a significant overlap of topics within the two Policies regarding *readmission* of students formerly enrolled at the University. These changes in 6-100 (and counterpart new information in 6-404) will clarify the circumstances under which an enrolled student, due to “academic non-performance” (GPA below cutoff), loses eligibility for future enrollment per 6-100 and thus must seek readmission through the processes of 6-404 to regain eligibility. And the changes in both 6-100 and 6-404 will clarify the steps for readmission cases, and particularly the relative responsibilities of University College (which administers issues of academic non-performance of students), Office of the Dean of Students (which administers issues of misconduct of students) and the Office of Admissions (which administers readmission of formerly enrolled students). A few other minor clarifying changes are also proposed for discrete sections of 6-100 (a Policy which overall was comprehensively revised in a project approved by the Senate in 2010).

Appendix 1.

Rationale for Not Including Provisions for Gap Year in Section III-H (Admission Deferment)

It is important to recognize that the implementation of Interim Rule 6-404B (Admission Deferment) was in response to the change to the LDS mission age restrictions. We had many students interested in applying to the University before entering missionary service, but the University had no policy in place to allow them to apply for an admissions deferment. President Pershing stated in his press release of 11/26/2012, that “Freshman students who want to study at the U and are faced with *other obligations*, will not have to sacrifice their educational future. A deferment grants them a spot in their class at the U, and we guarantee a seamless re-entry when they are able to return”. The University of Utah was the first USHE institution to adopt an admission deferment policy.

Although the change to the LDS mission age restrictions was the impetus for Interim Rule 6-404B, the Academic Senate Executive Committee approved language stating that requests to defer an offer of admission will be reviewed by the Office of Admissions on a case-by-case basis, and may be granted for reasons including, but not limited to illness (personal or familial), military service, and humanitarian or religious service. Interim Rule 6-404B also required that supporting documentation of the reasons for the deferment be provided with the application for deferment.

Based on the response of the Academic Senate members at the December 2012 meeting, the Credits and Admissions Committee conducted a review of other Pac-12 institutions to determine how many have an admissions deferment policy that allows a so-called “gap year” in which the students are permitted to defer their enrollment for any reason. Our analysis revealed that the University of Colorado is the only Pac-12 institution with a deferment policy that allows a “gap year”. The only restriction placed on the deferment period by the University of Colorado is that it cannot be used to establish residency. The liberal deferment policy at the University of Colorado resulted in a very low yield rate. For example, 224 students (freshman and transfer) requested a deferral from a previous admit term to the Fall 2012 semester and only 35 of the 224 (i.e., 15.6%) actually enrolled. These low yield rates indicate that permitting a “gap-year” is not an effective recruiting tool. In fact, it is counter-productive to strategic enrollment management because it introduces large uncertainties into future student cohorts.

The Credits and Admissions Committee has several other concerns about instituting a liberal deferment policy. These concerns include:

- Students may choose to work during the gap year which delays their graduation and results in opportunity costs that students are unlikely to fully comprehend.
- Students may choose to attend another college or university during the deferral period and use the University of Utah as a fall-back school in case their first choice does not work out.
- It sends the wrong message to students about the opportunities that are available at the University. Many University-sponsored programs are in place for educational and cultural enrichment that could meet the needs of the students.
- The University of Utah is obligated by Regents Policy to accept all transfer coursework from USHE institutions at face value. Students will quickly realize this and are likely to attend other USHE institutions because of the tuition differential.

Given the very low yield rate achieved for the liberal deferral policy at the University of Colorado and the concerns listed above, the Credits and Admissions Committee thinks that it is in the best interest of the University to proceed cautiously with regards to admission deferment at this time. In particular, we would like to have time to evaluate the yield rates for students that are granted deferred admission for the reasons listed in Interim Rule 6-404B before considering a more liberal policy.

[Proposed revision 16 of Policy 6-404 (entirely replacing existing Policy 6-404, and also replacing Interim Rule 6-404A and Interim Rule 6-404B). {draft 2013-01-29 for Academic Senate Feb.4}

Policy 6-404: Undergraduate Admission. Revision 16. Effective date [upon final approval]

I. Purpose and Scope

This Policy sets forth the criteria, standards and procedures that will be used for admission of all undergraduate students to the University, as established by the Academic Senate and Board of Trustees consistent with the University's mission and role within the Utah State System of Higher Education, and in compliance with requirements established by the State Board of Regents. (See Regents [Policy R461](#): Admissions, Access and Articulation.)

This Policy is intended to govern only admission of undergraduate students. See Policy [6-200](#) regarding admission of graduate students.

II. Definitions

- A. Academic Non-Performance – A student's failure to maintain the required minimum cumulative grade point average necessary to remain in good academic standing (See Policy [6-100](#)-III-K).
- B. Academic Renewal – A procedure which allows a student to request that his/her 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. (See Policy [6-100](#)-III-M)
- C. Accredited Institution – A post-secondary educational institution that has been determined, by a University-approved accrediting body, to have maintained appropriate academic standards.
- D. Asylee – An applicant granted Asylum status by the United States ("U.S.") Citizenship and Immigration Services.
- E. Conditional Admission – The admission of an applicant who meets all of the admission requirements except for either (i) the successful completion of the high school core coursework requirements (applicants with less than 30 transferrable semester credits, see Section III-D-3), or (ii) the English language proficiency requirement (international applicants, see Section III-D-4), or (iii) specified conditions imposed for readmission (see Section III-F).
- F. Degree-Seeking Student – A matriculated student seeking a degree.
- G. Dismissal – Revocation of student status at a college or university due to academic non-performance (*i.e.*, academic dismissal); or academic, behavioral, or professional misconduct (*i.e.*, misconduct dismissal); or other reasons.
- H. Domestic Applicant – An applicant seeking admission who is a U.S. citizen or a permanent resident.

- I. Freshman Applicant – A high school graduate, or an applicant expected to graduate from high school before entering the University, who has not matriculated at another accredited institution.
- J. Good Academic Standing – A student is considered to be in good academic standing if he/she maintains the minimum required cumulative GPA at a college or university (*i.e.*, not in a status of academic non-performance as defined herein) and has not been placed on warning or probation, suspended or dismissed for academic, behavioral, or professional misconduct, or other reasons. For students enrolled at the University, these matters are governed by Policies [6-100-III-K](#) and [6-400](#).
- K. High School – U.S. or non-U.S. secondary school, grades nine through twelve, or equivalent.
- L. High School University Program – Dual enrollment program for Utah high school students, sophomores through seniors, who want to take college-level courses at the University.
- M. Home School – High school curriculum taught in a home environment.
- N. International Applicant – An applicant seeking admission who has, or must request, a visa to study in the U.S.
- O. Matriculated Student – A student who has been formally admitted to the University, has confirmed his/her intent to enroll, and is eligible to register for courses as a degree-seeking student.
- P. Non-Matriculated Student – A student granted permission to enroll as a non-degree-seeking student and register for courses.
- Q. Non-Traditional Applicant – A high school graduate, who has been out of high school for seven or more years, and who has not attended an accredited institution after high school.
- R. Permanent Resident – An applicant granted Permanent Resident status by the U.S. Citizenship and Immigration Services.
- S. Probation – Status of a student, who is not in good standing due to academic non-performance (*i.e.*, academic probation); academic, behavioral, or professional misconduct (*i.e.*, misconduct probation); or other reasons, but is allowed to enroll in college or university courses during a probationary period.
- T. Readmission Applicant – Student previously enrolled at the University who is not currently eligible to register for courses and is seeking readmission pursuant to this Policy.
- U. Recognized non-U.S. University – An institution of higher education that is accredited by an appropriate official education body (*e.g.*, ministry of education) in the country in which the institution is located.
- V. Refugee – An applicant for admission who has been granted Refugee status by U.S. Citizenship and Immigration Services.

- W. Secondary School Year – The equivalent of two semesters, three trimesters, or four quarters for one academic year at a high school
- X. Suspension – Status of a student who for a period of time is not allowed to enroll in college or university courses due to academic non-performance (*i.e.* academic suspension); or academic, behavioral, or professional misconduct (*i.e.*, misconduct suspension); or other reasons.
- Y. Transfer Applicant – An applicant for admission who has not previously matriculated and enrolled at the University but has completed and/or attempted at least one transferable course from an accredited institution after graduating from high school (or the equivalent).
- Z. Transferable Academic Credit – All credit earned at another college or university that is approved for transfer to the University.
- AA. Underage Applicant – An applicant for admission who has completed the high school core coursework requirements (or equivalent) and wants to enroll in University courses prior to reaching the age of 18.
- BB. Unit of Credit – For high school core coursework requirements, credit earned at a high school, equivalent to a “Carnegie Unit” of measurement developed by the Carnegie Foundation, which is defined as 120 hours of class or contact time with an instructor over the course of a year at a high school. This translates to one unit for an entire high school year.
- CC. University College – An academic administration unit of the University within the Office of Undergraduate Studies, which is established by Policy [6-101-III-B](#), and which among other responsibilities is charged with advising students in transitional situations and administering processes for various academic policies. (See Sections III-F and III-J below, and Policy [6-100-III](#) subsections G, K, and M).
- DD. Un-weighted Cumulative High School GPA – A high school GPA as reported by the school and calculated without extra points awarded for higher-level course work.

III. Policy

- A. Credits and Admissions Committee
 - 1. The Credits and Admissions Committee is hereby established as a University committee. The membership and leadership shall be as follows: There shall be 11 voting members (nine faculty members and two student representatives) and four ex officio, non-voting, permanent members.
 - a. Faculty. The nine faculty members shall be appointed by the Senate Personnel and Elections Committee. No more than two faculty members may serve from the same academic college. Each faculty member shall serve a term of three years. The faculty membership of the Committee shall be staggered so that three faculty members will be appointed each year. Faculty may serve multiple consecutive terms.

- b. Students. Two student representatives will be appointed by the Associated Students of the University of Utah Academic Affairs Director. Students will have annual terms of service, but may serve multiple consecutive terms.
 - c. Ex officios. There shall be at least four ex officio, non-voting, permanent members, appointed to the Committee by the Senior Vice President for Academic Affairs, upon consultation with the Committee chairperson. These may include the Associate Vice President for Enrollment Management, the Director of Admissions, a representative from University College, and a representative from the Office of Equity and Diversity, or equivalent positions, and such other persons as deemed necessary by the Senior Vice President for Academic Affairs.
 - d. The President of the Academic Senate shall annually nominate one of the nine faculty members on the Committee to serve as the chairperson, subject to approval by the President of the University.
 - e. The Committee will report directly to the Senior Vice President for Academic Affairs.
2. The functions of the Committee include those described in this Policy and any University Rules associated with this Policy. In addition, the Committee has the functions assigned to it under other Policies, including the authority to determine the value of course credit and academic standing which will be uniformly applicable for all entering undergraduate students, including acceptance of transfer credits (as more fully described in Policy [6-100-III-C-12](#)), and the granting of credit through special examinations (as more fully described in Policy [6-101-III-J](#)). No other committee, member of the faculty, or other representative of the University is authorized to make commitments to students concerning admission or credit.
3. Development of Specific Standards for Admission Criteria. It is the responsibility of the Committee to develop specific standards for implementation of each of the following admissions criteria. The Committee shall develop these specific standards based on appropriate information, including information it shall obtain by conducting regular and periodic research and review of student success metrics provided by the Office of Budget and Institutional Analysis. The standards shall be developed in consultation with appropriate administrative offices, and shall be presented to the Academic Senate for its information and recommendations. The criteria for which such standards are to be so developed are:
- a. Minimum cumulative GPA requirements for each of the following categories of admission applicants: non-traditional applicants (Section III-D), transfer applicants (Section III-E), applicants seeking an additional bachelor's degree (Section III-G), and High School University Program applicants (Section III-M);

- b. Minimum ACT or SAT test score requirements for High School University Program applicants (Section III-M);
 - c. Acceptable English language proficiency tests to be used for admissions purposes, or specified exceptions to be accepted by the University in lieu of such a proficiency test; and
 - d. Minimum English language proficiency test score requirements for the following categories of applicants: international undergraduate applicants (Section III-D-4); permanent resident, refugee, and asylee undergraduate applicants (Section III-D-9); applicants seeking an additional bachelors degree who are international applicants, permanent residents, refugees or asylees (Section III-G-5); and international students applying for the High School University Program (Section III-M).
4. It is the responsibility of the Committee and the Office of Admissions to conduct regular and periodic research and review of the admissions criteria and standards to ensure that no student is denied admission because of policies, procedures or criteria that may discriminate on the basis of race, color, religion, national origin, sex, age, status as a disabled individual, sexual orientation, gender identity/expression, or protected veteran's status.
 5. It is the responsibility of the Committee to conduct regular and periodic review of the undergraduate admission procedures established by the Office of Admissions to ensure that they are consistent with this Policy and all other pertinent University Regulations.
 6. The Committee is an appropriate forum for reviewing any proposed changes to this Policy and any other University Regulation, process or practice regarding admission of undergraduate students to the University.
 7. The Committee shall have such additional responsibilities as may be assigned by the Senior Vice President for Academic Affairs. The Executive Committee of the Academic Senate may recommend to the Senior Vice President particular assignments of responsibility for the Committee.
 8. The Committee shall submit to the Senior Vice President for Academic Affairs a full report of its activities at least annually, and a summary of such report suitable for public distribution shall be presented at least annually for the information of the Academic Senate.

B. General Process, Criteria, and Standards for Admission to the University

1. The provisions of this Section III-B apply for all applicants for any of the categories of admission described within this Policy, unless otherwise specified in Sections III-D to III-M below for a particular admission category.
2. a. All prospective undergraduate students must submit a completed undergraduate admission application and pay applicable fees through the Office of Admissions by the established deadline. The application form contents, fees, and application deadline for each academic year shall be

established by the Office of Admissions and approved by the Credits and Admissions Committee.

- b. All documents provided by an applicant as part of the application process for admission of any type become University property. The University will not return any such documents to the applicant or provide copies for any non-University use.
3. Individualized Holistic Evaluation. Admissions decisions will be based on holistic evaluation of applicants' qualifications. Individualized holistic reviews of application materials will be conducted by the Office of Admissions. The holistic review process will focus on these factors that the University has determined (1) have a bearing on success at the University and/or (2) make valuable contributions to the University community:
 - a. Excellence in academic achievement, intellectual pursuits, and creative endeavors;
 - b. An understanding of and respect for historically underrepresented populations;
 - c. Significant commitment to service to others through public service activities, community engagement, leadership, or familial responsibilities;
 - d. Integrity, personal maturity, motivation, and resiliency; and
 - e. The ability to contribute to and benefit from a culturally diverse learning community.
4. The University reserves the right to deny admission for any lawful reason. Circumstances that may lead to the denial of admission include, but are not limited to:
 - a. Failing to meet the academic requirements for admission;
 - b. Providing false and/or incomplete information in the application process;
 - c. Failing to identify all previous academic institutions attended;
 - d. Failing to inform the Office of Admissions of any changes to the academic and/or conduct record from prior institutions attended;
 - e. Evidence of egregious academic, behavioral, or professional misconduct at academic institutions attended (equivalent to misconduct under the University's Student Code, Policy [6-400](#));
 - f. Suspension or dismissal from a college or university for disciplinary reasons; or
 - g. Pending criminal charge or conviction of a violation of any local, state, or federal law, other than a minor traffic violation, when the University determines such a record of criminal activity presents an unacceptable risk of harm to the University or other members of the University community.
5. Students admitted to the University based upon false or incomplete information in the application process may be subject to disciplinary action

under the Student Code, Policy [6-400](#), including admission revocation, dismissal, or revocation of course credits, grades, and degrees.

6. All applicants who are initially denied admission to the University by decision of the Office of Admissions have the right to appeal that decision to the Credits and Admissions Committee, which has the final authority to admit or deny the applicants under condition or exception.
7. Applicants who are admitted must subsequently enroll in University courses within the required time period, which shall be established by the Office of Admissions and approved by the Credits and Admissions Committee. An admitted student who fails to so timely register (without having an approved deferment per Section III-H) will become ineligible to register for subsequent semesters, and to regain eligibility will be required to re-apply for admission.

C. Admission on Exception Basis

1. Applicants initially denied admission through the holistic review process described in Section III-B-3 may appeal the decision to the Office of Admissions on an exception basis under the provisions of Utah Board of Regents [Policy R461](#)-4.6.
2. Applicants wishing to appeal the initial denial of admission by the Office of Admissions based on this Section III-C must provide additional documentation to the Office of Admissions, by the established deadline, to demonstrate:
 - a. Why common indicators of predicted academic success may not be valid indicators of their potential success at the University; or
 - b. How their special talents or diversity will enhance the institution's character.
3. No more than five percent of any admitted class may be admitted on an exception basis under the terms of this Section III-C. (See Regents [Policy R461](#)-4.6)
4. Students admitted on an exception basis will be matched, to the extent possible, with appropriate support mechanisms at the University to increase their likelihood of success.

D. Admission for Freshman Applicants

1. Admissions decisions for all freshman applicant categories in this Section III-D will be based on the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, as well as any additional requirements specified below for a particular category.
2. Freshman applicants must submit the following required credentials materials:
 - a. An official copy of the high school transcript or certification of courses completed, sent directly from the school of record;

- b. ACT or SAT scores; and
 - c. Other credentials materials determined by the Credits and Admissions Committee to be uniformly appropriate for freshman applicants.
3. Domestic Applicants
- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
 - b. Domestic applicants (as defined in Section II above) must demonstrate successful completion of the following units of credit in core coursework subjects at a regionally-accredited high school (See Regents [Policy R461-4.3.1](#)):
 - i. English - 4 units of credit emphasizing composition and literature;
 - ii. Mathematics - 2 units of credit beyond elementary algebra chosen from the following list: geometry, intermediate algebra, trigonometry, advanced algebra, or calculus;
 - iii. Biological or Human Biological and/or Physical Science - 3 units of credit, two of which are required to be taken from the following: chemistry, physics, and biology or human biology (one of the sciences must include a laboratory experience);
 - iv. History - 1 unit of credit of American history and government (processes and structure of democratic governance);
 - v. Foreign Language - 2 units of credit of the same foreign language taken during grades seven through twelve; and
 - vi. Additional Units Required - 4 units of credit to be chosen from at least two of the following: English, fine arts, foreign language, history, laboratory science, mathematics beyond intermediate algebra, and social science.
 - c. Domestic applicants who meet all admissions requirements except the high school core coursework requirements may be conditionally admitted to the University under the provisions of Regents [Policy R461-4.3.2](#). Conditionally-admitted students must satisfy high school core coursework requirements before completing 30 University of Utah credits. Failure to satisfy this requirement in the permitted time frame may result in a registration hold.
4. International Applicants
- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
 - b. International applicants (as defined in Section II above) graduating from high schools outside the U.S. must complete all requirements for

graduation with satisfactory grades and must have received a diploma or certificate of graduation. In addition, they must be eligible for admission to a recognized non-U.S. university in the country in which they graduated.

- c. International applicants graduating from a U.S. high school must meet the same admission requirements as domestic applicants detailed in Section III-D-3.
- d. All international applicants must document their English language proficiency with the requisite score on an approved test or meet one of the exceptions approved by the Credits and Admissions Committee. The approved English language proficiency tests and the minimum required test scores are developed by the Credits and Admissions Committee (as described in Section III-A-3 above).
- e. International applicants who do not document their English language proficiency in the manner described above may be conditionally admitted to the University provided they satisfy all other admissions requirements. Conditionally-admitted international students will have no more than one calendar year to demonstrate English language proficiency. Such conditional admission will include a statement of the nature of the deficiency and the manner in which it will be remediated. Failure to satisfy this requirement in the permitted time frame may result in a registration hold.

5. Non-Traditional Applicants

- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
- b. Applicants who graduated from high school seven or more years prior to the term of admission, and have not previously attended an accredited institution, may apply for non-traditional admission.
- c. Non-traditional applicants will be considered for admission on the following criteria:
 - i. Approved high school core coursework detailed in Section III-D-3; and
 - ii. Meeting the minimum un-weighted cumulative high school GPA developed by the Credits and Admissions Committee (as described in Section III-A-3 above).
- d. Non-traditional applicants must:
 - i. Submit a completed undergraduate admission application and pay applicable fees to the Office of Admissions by the established deadline (See Section III-B-2); and
 - ii. Submit an official high school transcript listing courses completed

and graduation date.

- e. An applicant who has not satisfied the high school core coursework or GPA requirements may submit, or may be required to submit, additional documentation concerning their preparedness for University coursework such as ACT or SAT test scores, or other evidence of academic potential.
 - f. If approved for admission, non-traditional applicants will be classified as matriculated students.
6. Underage Applicants
- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
 - b. Underage applicants (as defined in Section II above) must meet the same admission requirements as domestic applicants detailed in Section III-D-3.
 - c. Underage applicants may be required to submit additional credentials materials, as determined by the Office of Admissions.
 - d. Applicants wishing to enroll in University courses prior to reaching the age of 16 must receive individual approval by the Credits and Admissions Committee.
7. Applicants without a Diploma from an Accredited High School
- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
 - b. This category includes graduates of a non-accredited high school, home school, or students without a high school diploma.
 - c. Applicants may be required to submit additional credentials materials, as determined by the Office of Admissions.
8. Domestic Applicants Attending a Non-U.S. High School
- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
 - b. Applicants must complete all requirements for high-school graduation with satisfactory grades and must have received the diploma or certificate of graduation.
 - c. Applicants must be eligible for admission to a recognized non-U.S. university in the country in which they graduated.
 - d. Applicants may be required to submit additional materials, as determined by the Office of Admissions.
9. Permanent Residents, Refugees and Asylees:

- a. In addition to the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, the following requirements apply for this category of admission applicants.
- b. Applicants with the immigration status of permanent resident, refugee, or asylum (as defined in Section II above), who have completed three or more years at an accredited U.S. high school, must meet the same freshman admission requirements as domestic students detailed in Section III-D-3.
- c. All permanent residents, refugees, and asylees must document their English language proficiency with the requisite score on an approved test or meet one of the exceptions approved by the Credits and Admissions Committee. The approved English language proficiency tests and the minimum required test scores are developed by the Credits and Admissions Committee (as described in Section III-A-3 above).

E. Admission for Transfer Applicants

1. Admissions decisions for all transfer applicants will be based on the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, as well as the following additional requirements.
2. Transfer applicants with at least 30 completed credit hours of transferable academic credit from an accredited institution (as defined in Section II above) after high school graduation must:
 - a. Submit a completed undergraduate admission application and applicable fee to the Office of Admissions by the established deadline (See Section III-B-2);
 - b. Submit official transcripts from all accredited institutions attended, to be considered for transferable academic credit; and
 - c. Meet the minimum required cumulative transferable GPA developed by the Credits and Admissions Committee (as described in Section III-A-3 above).
3. Transfer applicants with fewer than 30 hours of completed transferable academic credit from an accredited institution after high school graduation must:
 - a. Submit official transcripts from all accredited institutions attended, to be considered for transferable academic credit; and
 - b. Meet the other admissions requirements for freshman applicants detailed in Section III-D.
4. All international, permanent resident, refugee, and asylee (as defined in Section II) transfer applicants must document their English language proficiency with the requisite score on an approved test or meet one of the

exceptions approved by the Credits and Admissions Committee. The approved English language proficiency tests and the minimum required test scores are developed by the Credits and Admissions Committee (as described in Section III-A-3 above).

F. Readmission of Applicants Previously Enrolled and No Longer Eligible to Register.

1. Circumstances for Cases of Readmission.

In general, readmission under this Section III-F, rather than the other types of admission described in this Policy, is the appropriate process for admitting to the University an individual who was previously admitted and enrolled as a degree-seeking student at the University and who, without having gone on to complete the requirements for an undergraduate degree, either voluntarily left the University, or was declared by the University to be ineligible to continue registering for courses. More specifically, cases for readmission include any individual currently seeking to be returned to a status of eligibility to register for courses who previously (i) chose to withdraw from the University, (ii) chose to not register for University courses for a period of three consecutive semesters without having sought and been granted an approved leave of absence (unauthorized leave), (iii) was granted a leave of absence but failed to comply with the terms of the leave (including returning on the specified date), (iv) was prohibited by the University from registering for courses for three or more semesters as a result of being suspended or dismissed for academic non-performance or misconduct, or (v) as an international student failed to maintain lawful student visa status.

2. Procedures, Criteria and Standards for Readmission.

a. Provisions for *all categories* of readmission applicants.

- i. All applicants for readmission must submit a completed undergraduate admission applicant form and pay applicable fees through the Office of Admissions by the established deadline (See Section III-B-2 above).
- ii. Readmissions decisions for all applicants will be based on the individualized holistic evaluation of applicants' qualifications which is described in Section III-B-3 above, as well as any additional requirements specified below for a particular category.
- iii. The Office of Admissions may impose specified conditions for readmission of any applicant based on specific concerns identified in the holistic evaluation process. The University may revoke the admission of any student who does not subsequently comply with such specified conditions.
- iv. As provided in Section III-B-6 above, an applicant for readmission who is initially denied readmission by decision of the Office of Admissions has the right to appeal that decision to the Credits and

Admissions Committee, which has the final authority to readmit or deny the applicants under condition or exception.

- b. Applicants who have *attended another institution*.
 - i. Any applicant for readmission who has attended and obtained course credits from any other accredited institution at any time subsequent to the initial admission to the University must submit, as part of the readmission application, official transcripts from all such institutions attended.
 - ii. Ordinarily, the applicant must be in good academic standing (as defined in Section II) at all such institutions. However, in conducting the holistic evaluation the Office of Admissions will consider extenuating circumstances relevant to an applicant's lack of such good standing and may, in appropriate cases, grant readmission.
- c. Additional requirements for readmission in circumstances of prior *academic non-performance at the University*.

This subsection applies for any applicant for readmission whose most recent previous status at the University was not in good academic standing, due to academic non-performance (as defined in Section II), as governed by Policy [6-100-III-K](#) (Scholastic Standards for Undergraduates), and administered through University College.

- i. If the applicant's status was on academic *warning or probation*, the Office of Admissions will consider that status and underlying circumstances as part of the holistic evaluation for readmission, and may consult with University College about the circumstances. If readmitted, the applicant will be returned to that same previous status of warning or probation and the applicable requirements under Policy [6-100-III-K](#), under supervision of University College (as well as being subject to any additional conditions imposed in the readmission decision).
- ii. If the applicant's previous status was academic *suspension or dismissal*, there will be a two-step process for readmission.

First, in accord with Policy [6-100-III-K](#), the applicant must request through University College a case review and recommendation regarding readmission. Under the terms of that Policy, the case review through University College will vary depending on the particular most recent academic status (suspension or dismissal) and circumstances leading to that status. As more fully described in that Policy, if the applicant's most recent status was academic dismissal, readmission cannot be granted unless in its case review University College determines the applicant is eligible for the process of Academic Renewal, thereby raising the applicant's cumulative University GPA by discounting certain course grades

(Policy [6-100-III-K-6](#)). If the recommendation through University College is in favor of readmission in any case, the recommendation may include that the Office of Admissions consider imposing certain specified conditions for readmission.

Second, if the recommendation through University College is in favor of readmission, the applicant may then proceed to apply for readmission under Section III-F of this Policy, and the recommendation issued through University College (including any recommended conditions) will be considered by the Office of Admissions as part of the holistic evaluation of qualifications.

- iii. If readmitted, the student must subsequently maintain the minimum grade point average (as specified in Policy [6-100-III-K-6](#)), as well as complying with any other conditions specified for readmission under Section III-F of this Policy.
- d. Additional requirements for readmission in circumstances of prior *misconduct*.

This subsection applies for any applicant for readmission whose most recent previous status at the University was not in good academic standing, due to academic, behavioral, or professional misconduct (as defined in Section II) as governed by Policy [6-400](#) (Student Code), and administered through the Office of the Dean of Students (with involvement of other deans as provided in [6-400](#)).

- i. If the applicant's status was *probation* for misconduct, the Office of Admissions will consider that status and underlying circumstances as part of the holistic evaluation for readmission, and may consult with the Office of the Dean about the circumstances. If readmitted, the applicant, as appropriate for the circumstances, will be returned to that same previous status of probation and the applicable requirements under Policy [6-400](#), as administered through the Office of the Dean (as well as being subject to any additional conditions imposed in the readmission decision).
- ii. If the applicant's previous status was *suspension* for misconduct, there will be a two-step process for readmission.

First, in accord with the principles of Policy [6-400](#), the applicant must request, through the Office of the Dean of Students, a Dean's case review and recommendation regarding readmission. If the recommendation through the Office of the Dean is in favor of readmission in any case, the recommendation may include that the Office of Admissions consider imposing certain specified conditions for readmission.

Second, if the recommendation through the Office of the Dean is in favor of readmission, the applicant may then proceed to apply for

readmission under Section III-F of this Policy, and the recommendation issued through the Office of the Dean (including any recommended conditions) will be considered by the Office of Admissions as part of the holistic evaluation of qualifications.

- iii. For any applicant whose most recent previous status at the University was not in good academic standing due to *both misconduct* (suspension per Policy [6-400](#)), and *academic non-performance* (suspension or dismissal per Policy [6-100](#)), as a first step such an applicant must request a case review and recommendation through both University College (per Section III-F-2-c), and the Office of the Dean of Students (per Section III-F-2-d), and both will be considered in the second step in any application for readmission.
- iv. A student whose most recent previous status is having been *dismissed* from the University for any form of misconduct, as provided in Policy [6-400](#) cannot be readmitted to the University, and the Office of Admissions will not consider an application from such student. (Policy [6-400](#)-Sec. III-H, Sec. V-F, Sec. VI-F).

e. Special provisions for readmission of *international students*.

International students (as defined in Section II) must abide by the appropriate federal regulations to maintain their student visa status. If an international student, by failing to maintain current registration at the University, fails to maintain lawful student visa status, that student becomes ineligible to register for University courses in subsequent semesters. Such a student who wishes to regain eligibility to register for courses must apply for readmission under this Section III-F.

G. Admission or Readmission of Applicants Seeking an Additional Bachelor's Degree

- 1. Admissions decisions regarding the readmission of a student or the admission of an applicant seeking an additional bachelor's degree will be based on the individualized holistic evaluation of applicants' qualifications as described in Section III-B-3 above, as well as the following additional requirements.
- 2. Applicants who have completed a 4-year bachelor's degree or equivalent, either at the University, or at another institution, may seek readmission or initial admission, respectively, to the University for purposes of obtaining an additional bachelor's degree.
- 3. Applicants who have completed a bachelor's degree at the University and who have not attended another accredited institution since their graduation must submit an undergraduate admission application and pay applicable fees by the established deadline. (See Section III-B-2.)

4. Applicants who have completed their bachelor's degree at another accredited institution or a recognized non-U.S. university (as defined in Section II above) must:
 - a. Submit a completed undergraduate admission application and pay applicable fees by the established deadline. (See Section III-B-2);
 - b. Submit transcripts from all accredited institutions or recognized non-U.S. universities attended;
 - c. Provide verification of a conferred bachelor's degree; and
 - d. Meet the minimum required cumulative GPA developed by the Credits and Admissions Committee (as described in Section III-A-3 above).
5. All international applicants, permanent residents, refugees, and asylees (as defined in Section II above) must document their English language proficiency with the requisite score on an approved test or by meeting one of the exceptions approved by the Credits and Admissions Committee. The approved English language proficiency tests and the minimum required test scores are developed by the Credits and Admissions Committee (as described in Section III-A-3 above).

H. Admission Deferment

1. Newly accepted freshman, transfer, or readmitted degree-seeking undergraduate students (who have not yet reached a point of eligibility to apply for a leave of absence per Section III-I) who wish to defer their start date to a later semester may apply for an admission deferment.
2. Applicants for deferment must submit an approved deferment application to the Office of Admissions and pay the established enrollment deposit by the appropriate deadline. The application deadline and enrollment deposit shall be established by the Office of Admissions and approved by the Credits and Admissions Committee.
3. Requests to defer an offer of admission will be reviewed by the Office of Admissions on a case-by-case basis, and may be granted for reasons including, but not limited to illness (personal or familial), military service, and humanitarian or religious service. Supporting documentation of the reasons for the deferment must be provided with the application for deferment.
4. An admission deferment may be granted for a maximum period of seven consecutive semesters (including summers). In granting a deferment, the Office of Admissions will determine the appropriate period, and may impose other appropriate conditions and limitations described in the notice of deferment. The admission deferment guarantees admission into the University at or before the conclusion of the deferment period.
5. Granting of deferment for admission to the University does not guarantee deferred admission to a particular major, minor, certificate or other structured course of study. Additional arrangements for deferment may be considered by

the department administering such a particular major or course of study. (See Section III-K.)

6. Enrollment at an accredited (or recognized non-U.S.) institution during the deferment period.
 - a. If an applicant, who has been granted deferment pursuant to this Section III-H, wishes to enroll for any credit-bearing course at another accredited (or recognized non U.S.) institution during the period of deferment and maintain their deferred status at the University, the applicant must:
 - i. Obtain prior approval by the Office of Admissions before enrolling in such other institution;
 - ii. Remain in good academic standing at all such institutions attended during the deferment period; and
 - iii. At the conclusion of the deferment period, submit to the Office of Admissions official transcripts from all such institutions attended during the deferment period, and such other documentation as the Office may determine necessary to confirm that the applicant has met the above requirement of good academic standing.
 - b. The University will evaluate credits earned at such other institution, to determine whether such credits may be transferable to the University, consistent with Section III-E above.
7. An applicant approved for deferment will be required to attend a mandatory new student orientation session preceding enrollment at the University.
8. The University may revoke admitted status of (a) an applicant who is *not* granted a deferment and fails to register for courses within the required time period and thereby becomes ineligible to register for subsequent semesters (per Section III-B-7), or (b) an applicant who is granted deferment but fails to comply with the conditions and limitations imposed in the notice of deferment. Any such applicant whose admitted status has been revoked and who subsequently wishes to gain admission to the University will be required to apply for admission through the normal procedures provided for under this Policy, including payment of all applicable fees, and satisfaction of all admissions criteria applicable at the time admission is sought.
9. This Policy is not intended to directly govern the effects that a deferment might have on an applicant's eligibility for any form of student financial aid, whether or not administered by the University. An applicant for deferment who anticipates seeking or receiving any form of financial aid should review the terms of the offer of financial aid and consult with appropriate advisors.

I. Leave of Absence

1. Degree-seeking undergraduate students who are in good academic standing (as defined in Section II) and who have established a University transcript by

registering for and completing University credit courses may apply for a leave of absence.

2. Applicants for a leave of absence must submit an approved application form to the Office of the Registrar.
3. Applications for a leave of absence will be reviewed by the Office of the Registrar on a case-by-case basis and may be granted for reasons including, but not limited to, illness (personal or familial), military service, humanitarian or religious service, or participation in a University of Utah sponsored program. Supporting documentation of the reasons for the leave must be provided with the application for leave.
4. A leave of absence may be granted for a maximum period of seven consecutive semesters (including summers). In granting a leave, the Office of the Registrar will determine the appropriate period, and may impose other appropriate conditions and limitations described in the notice of approval of the leave. A student who is granted a leave of absence and (a) fails to register for courses within the required time period or (b) fails to comply with the conditions and limitations described in the notice of approval will become ineligible to register for subsequent semesters and will be required to apply for readmission to the University (as described in Section III-F).
5. An approved leave of absence guarantees a right to future enrollment at the University at or before the conclusion of the leave period. However, granting of such a leave from the University does not guarantee a right of enrollment into a particular major, minor, certificate, or other structured course of study. Additional arrangements for a leave may be offered by departments administering such a particular major or program of study.
6. International students who intend to take a vacation semester must obtain permission from the International Center prior to submitting a leave of absence form to the Office of the Registrar. A leave of absence for international students will only be approved for one semester.
7. This Policy is not intended to directly govern the effects that a leave of absence might have on a leave-taking student's eligibility for any form of student financial aid, whether or not administered by the University. An applicant for leave who anticipates seeking or receiving any form of financial aid should review the terms of the offer of financial aid and consult with appropriate advisors.
8. Effect of unauthorized leave. Any degree-seeking undergraduate student who for *three consecutive semesters does not enroll* in any University course, without having previously been granted a leave of absence under this Section III-F (whether or not such leave was applied for), will be considered by the University to have taken an unauthorized leave of absence. Such student will thereby become ineligible to register for courses in subsequent semesters. If such a student wishes to subsequently return to the University, the student will

be required to apply for readmission to the University (as described in Section III-F).

This provision is not intended to govern cases of students who were placed on *suspension or dismissed* for misconduct or academic non-performance (as defined in Section II) and thereby prohibited by the University from registering during such a three-semester or greater period, as governed by Policies [6-100-III-K](#) or [6-400](#). Readmission for such students is described in Section III-F above.

This provision does govern in cases in which a student was merely placed on *warning or probation* for misconduct or academic non-performance, with continuing eligibility to register (per Policies [6-100-III-K](#) or [6-400](#)), and then chose not to register for a three-semester period. Such a student will thereafter be ineligible to register, and if the student wishes to return, must apply for readmission under III-F.

J. University College

As more fully described in Policy [6-101](#), all undergraduate students admitted to the University will be initially enrolled in University College until they declare a major or are accepted into a specific degree-granting college or department of the University.

K. College, Department, and Program Admission Criteria

Admission (or readmission) to the University as a freshman or transfer student, or for seeking an additional degree, pursuant to Sections III-D to III-G above, is not to be construed as assuring acceptance into a specific major, minor, certificate or other structured course of study offered within the University. Pursuant to Policy [6-101-III](#), departments or other academic units within the University which administer such majors, minors, certificates or other structured courses of study may establish for them special admission criteria and standards in addition to the existing general requirements for admission and/or maintenance of good standing for the University at large. When such special criteria and standards have been established, they are published in the manner described in Policy [6-101](#). Applicants for University admission who are also interested in admission to any such specific course of study should consult those published descriptions of special criteria and standards.

L. Non-Matriculating Applicants

Applicants interested in taking credit-bearing courses at the University but who do not wish to pursue a degree or apply for formal matriculation may be admitted as a non-matriculated student.

1. Summer-only non-matriculated status is available for students who are enrolled at another accredited institution who want to take credit-bearing

courses at the University with credit transferable to their home institution. To be eligible, applicants for summer-only status must:

- a. Have completed at least one term at their home institution and be in good academic standing (as defined in Section II above) at that institution;
- b. Submit a transcript from their current home institution; and
- c. Submit a completed application and applicable fees to the Office of Admissions by the appropriate deadline. (See Section III-B-2)

2. All other non-matriculating applicants must:

- a. Have (i) graduated from high school three or more years prior to the registration term or, (ii) be accepted into a University-sponsored certificate program;
- b. Be in good academic standing (as defined in Section II above) at the most recently attended accredited (or recognized non-U.S.) institution;
- c. Submit an official transcript from the most recently attended accredited (or recognized non-U.S.) institution; and
- d. Submit a completed application form and applicable fees to the Office of Admissions by the established deadline. (See Section III-B-2)

M. High School University Program (Dual Enrollment)

1. Purpose. The High School University Program (HSUP) is a dual enrollment program offered by the University for high school sophomores through seniors who want to take advanced courses not available in their high school.
2. Eligibility and application process. An applicant for the HSUP Dual Enrollment must:
 - a. Successfully complete ninth grade;
 - b. Be enrolled in a Utah high school (or home-schooled);
 - c. Meet the minimum GPA requirement developed by the Credits and Admissions Committee (as described in Section III-A-3 above);
 - d. Submit the HSUP application and applicable fees by the established deadline (determined by the Office of Admissions);
 - e. If a home schooled student, also provide a list of high school level courses completed and meet the minimum ACT or SAT score requirement developed by the Credits and Admissions Committee (as described in Section III-A-3 above); and
 - f. If an international student attending a Utah high school on a visa that permits university enrollment, also document English language proficiency with the requisite score on an approved test or meet one of the exceptions approved by the Credits and Admissions Committee. The approved English language proficiency tests and the minimum required

test scores are developed by the Credits and Admissions Committee (as described in Section III-A-3 above).

3. Restricted admission. HSUP Dual Enrollment students are ordinarily restricted to enrollment in lower-division (*i.e.*, 1000- or 2000-level) courses. Registration for any course above that level must be pre-approved by the appropriate University entity (*i.e.*, the department or other course-offering unit responsible for the course).

[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Rules, Procedures, Guidelines, Forms and other related resources

- A. Rules [Reserved]
- B. Procedures [Reserved]
- C. Guidelines [Reserved]
- D. Forms [Reserved]
- E. Other Related Resource Materials [Reserved]

V. References

Utah System of Higher Education R461, Admissions, Access and Articulations

VI. Contacts

Policy Officers:

Sr. Vice President for Academic Affairs, 801-581-5057

Sr. Vice President for Health Science, 801-581-7480

Policy Owner:

Vice President for Student Affairs, 801-581-7793

VII. History

Renumbering: Renumbered as Policy 6-404 effective 9/15/2008, formerly known as PPM 9-6, and formerly as Faculty Regulations Chapter VI.

Revision History:

1. Current Version Revision 16: Approved by the Academic Senate []. Approved by the Board of Trustees []. Effective date []

Legislative history of Revision 16. *{create a history package and upload and link to it. In the history package include the Senate materials for this proposal, and also include as an attachment the history materials from the enactment of Interim Rule 6-404A, and of Interim Rule 6-404B. which is found at http://www.regulations.utah.edu/academics/appendices_6/InterimR_6-404A.pdf, and _____}*

2. Earlier versions:

Revision 15: (Editorially revised: July 9, 2009) effective dates July 9, 2009 to [_____].

Revision 14: effective dates July 1, 2009 to July 8, 2009

Legislative History of Revision 14

Revision 13: effective dates May 16, 2005 to July 1, 2009

Revision 12: effective dates October 14, 2002 to May 15, 2005

Revision 11: effective dates March 13, 2000 to October 13, 2002

Revision 10: effective dates December 27, 1999 to March 12, 2000

Revision 9: effective dates October 26, 1999 to December 26, 1999

Revision 8: effective dates July 13, 1998 to October 25, 1999

{The following are the three existing U-Regulations which will be entirely replaced by Revision 16 of Policy 6-404, and so are here shown with strikeout marking. They are Revision 15 of Policy 6-404, Revision 0 of Interim Rule 6-404A, and Revision 0 of Interim Rule 6-404B.}

Policy: 6-404 Rev: 15

Section 1. Application for Admission

All prospective undergraduate students must apply through the Admissions Office. Applicants must submit a completed "Application for Undergraduate Admission," required test scores, processing fee and any required credentials by the appropriate deadline.

Section 2. Credits and Admissions Committee

Entrance credentials shall be examined by an admissions official who will file a record of action concerning each application and refer doubtful cases through the director of admissions to the Credits and Admissions Committee, to which each applicant has the right of appeal. This committee shall have authority to estimate the value of credit presented by entering students, whether for freshman or advanced standing, and shall have power to act, except as otherwise provided, on all matters of admission or credit, including the granting of credit through special examinations as provided in Policy and Procedure 6-100, Section 5, paragraph 6. No other committee, member of the faculty or other representative of the university is authorized to make commitments to students concerning entrance or credit.

Section 3. Admission to the Freshmen Class

A. Applicants for admission to the freshman class who are high school graduates, or expect to graduate from high school before entering the university, and who have not attended another collegiate institution are admitted as degree seeking candidates provided they present the following credentials and meet the following criteria:
Credentials Required

1. A completed University of Utah admission application and processing fee.
2. An official copy of the high school transcript or certification of courses completed, sent directly from the school of record.
3. American College Test scores (ACT) or Scholastic Achievement Test scores (SAT).

Admissions Criteria to be Fulfilled (effective for students who graduate from high school in the spring semester of 1991 or after)

1. Satisfactory performance (2.0 on 4.0 scale or "C" average) during grades 9 through 12 (except as otherwise noted) in the following subjects:
 - a. English—4 units, emphasizing composition and literature.
 - b. Mathematics—2 units beyond elementary algebra be taken from the following list: geometry, intermediate algebra, trigonometry, advanced algebra and calculus.
 - c. Biological or Human Biological and/or Physical Science—3 years, two of which are required to be taken from the following: chemistry, physics, and biology, or human biology (one of the sciences must include a laboratory experience).
 - d. History—1 unit, American History and Government (processes and structure of democratic governance).
 - e. Foreign Language—2 units of the same foreign language taken during grades 7 through 12.
 - f. Additional Units Required—4 units to be chosen from at least two of the following: history, English, mathematics beyond intermediate algebra, laboratory science, foreign language, social science, fine arts.

2. For those applicants who have completed the required high school

curriculum, an admissions index (AI) will be used to rank order the applicant pool. This AI will be taken from a two-variable table consisting of cumulative high school grade point averages (HSGPA) and composite ACT or SAT scores. The Admissions Office may allow similar types of test scores, e.g., the School and College Ability Test (SCAT), to be used in lieu of the ACT, if an empirical conversion table is available and if taking the ACT is a special inconvenience to the student. The AI level of acceptance value will be chosen on a yearly basis by the Credits and Admissions Committee in consultation with appropriate university administrative officers and the Executive Committee of the Academic Senate. All students who have an AI value equal to or greater than the chosen value will be admitted, provided the other freshman admissions criteria are satisfied.

To facilitate the administration of these procedures, all students who obtain an AI value at or above the 50th percentile rank of the previous year's freshman class will automatically be admitted. All remaining students not admitted will be rank ordered by AI and extended an offer of admission after the AI value is established.

3. Students who do not meet the Admission Index, GPA, or other requirements specified, may be considered for admission on an exception basis if their academic records do not adequately reflect their potential for success at the University. This admission process can be initiated by the student completing the "Comments" section of the application, listing their characteristics, which would be considered—unique talents, abilities, life experiences, and ethnic or cultural diversity and identifying why these characteristics will enhance the life and character of the institution and its student body. No more than five percent of the applicant pool will be allowed to waive the minimum Admission Index or other requirements and be admitted under these program guidelines.

Denied students will have the option of requesting a personal interview and review of credentials with an admissions officer. Such a student must provide information why curriculum requirements should be waived or why an AI value does not reflect her/his potential of success at the university. The admissions officer may admit the student under the five percent category. However, if the student's initial denial is sustained after such a review, he/she may still appeal for special consideration to the Credits and Admissions Committee, who will have the final authority to deny or admit students under condition or exception.

4. Except as previously noted, applicants meeting the index criteria but failing to meet the high school curriculum criteria will not be admitted to the university until they qualify by completing the requirements through a community school.

5. New freshman applicants who present credentials with subject matter deficiencies but have an ACT score at the 50th percentile of the collegebound population, or comparable ranking on the SAT and have a cumulative GPA of a 3.0 or better may be admitted on condition. Conditional admission will include a statement of the nature of the deficiency and the manner and time in which it shall be remediated.

International nonnative speakers of English who do not meet the required level for academic English proficiency may also be conditionally admitted provided that they satisfy all other relevant entrance requirements. Students in this category will have no more than one year to remediate the lack of proficiency in academic English. Such conditional admission will similarly include a statement of the nature of the deficiency and the manner in which it will be remediated. This statement will follow the

guidelines for students lacking academic proficiency in English established by the Credits and Admissions Committee.

6. Exceptional students may be considered for early admission to the university if:

- a. The student can benefit from such an association with the university.
- b. The applicant has completed the junior year of high school.
- c. The applicant's ACT composite score is 25 or higher or SAT is 1140 or higher.
- d. The applicant's high school GPA is 3.5 or higher.
- e. The applicant has been recommended by the principal.
- f. Supporting letters from the applicant and the parents are submitted.
- g. A student can appeal or make special request if all of these criteria are not satisfied.

B. Non Traditional Applicants

1. Residents of Utah who are high school graduates, who have been out of high school for seven or more years and who do not have prior college credit will be considered for admission upon receipt of a completed University of Utah admission application and required processing fee. Credentials such as high school transcripts, test scores, or other evidence of academic potential may be required.

2. Applicants who have not completed requirements for high school graduation, but whose high school class has graduated, are considered for admission if the following are submitted:

- a. A completed University of Utah admission application with a required processing fee.
- b. An ACT composite score of 23 or higher or SAT or 1160 or higher.
- c. An official high school transcript of credit.
- d. Scores from the General Education Development (GED). Each of the GED sub scores must be 50 or higher with a composite score of 55 or higher.

3. Admission of the nontraditional applicant is by action of the Credits and Admissions Committee and is based on the applicant's potential for academic success.

Section 4. Admission to Advanced Standing—Transfer and Readmitted Students (those transferring to the university with previous university credits)

Residents or nonresidents of Utah who have 24 or more semester hours of transferable baccalaureate level credit from another accredited institution may be accepted if the following are submitted:

- A. A completed University of Utah admission application with a required processing fee.
- B. Transcripts from all colleges and universities attended.
- C. A cumulative GPA of 2.5 or better, with the last semester GPA at 2.0 or better.
- D. During a subsequent year, the Credits and Admissions Committee, in consultation with relevant faculty and other committees, will create an Admissions Index (based on postsecondary academic performance) for this category of applicants.

Applicants transferring with fewer than 24 transferable baccalaureate level hours must submit a high school transcript, ACT scores, and transcripts from all colleges and universities attended and meet the minimum AI requirement established for freshmen. If the student graduated from high school in 1987 or after, the high school curriculum requirements for students admitted to the freshman class must also be met. Academic credit presented from other accredited postsecondary institutions shall be accepted at face value.

Section 5: University College

A. The University College is an administrative unit for entering students with responsibility for increasing student retention and timely admission to the major by assisting new students in making a successful transition to the university and building a solid foundation for academic success; advising students in completing general education requirements and prerequisite course work for advancement to the major; assisting undecided students in exploring fields of study and in selecting a major commensurate with their abilities and interests; advising students in academic difficulty; coordinating first year programs and academic services designed to increase the retention of new students and to promote the development of skills and competencies necessary for success in collegiate studies; monitoring students' academic progress toward admission to the major; and initiating studies to assess the effectiveness of first year programs and services.

B. All new undergraduate students admitted to the University will be enrolled in the University College until they are accepted into a specific degree granting department or college of the university.

C. The University College has no dean or faculty and does not offer any courses or degrees. It will be the college of record for students prior to their admission to a degree granting program. Once the student is admitted to the major, the student will be enrolled in that department or college.

D. University College students are expected to be admitted to a major by the time they complete their sophomore year or their first year at the university whichever comes later. A hold shall be placed on the registration of students who are still enrolled in the University College after these time lines. A registration hold imposed for this reason may be removed by an academic advisor in the University College after meeting with the student assessing his or her academic progress.

E. The University College will be administered by the Associate Vice President for Academic Affairs and Undergraduate Studies. A report on the state of the University College will be submitted annually to the Undergraduate Council and the Academic Senate.

Section 6: Department and College Admission Criteria

Admission to the university as a freshman student, or as a student with advanced standing, is not to be construed as assuring acceptance into a specific department or college of the university. Departments or colleges may establish special major admission criteria which differ from the existing general requirements for admission and/or maintenance of good standing for the university at large. When such criteria apply to an entering freshman, the criteria may consist of measures of aptitude or achievement other than high school grades. In cases where an entering freshman student is excluded from a major from a particular department or college because of his/her inability to meet such criteria, provisions must be made by the department or college concerned to ensure the student a subsequent opportunity to meet the criteria. Standards for admission as a major in a department or college for a student with advanced standing may include university grade point achievement, in addition to other performance or aptitude measures. A department or college may require completion of a specified number of student credit hours as one of the criteria for admission as a major. All such criteria must be approved in advance by the appropriate college council and the Academic Senate. In the absence of such approved special criteria, admission to the university at large shall constitute automatic admission as a major into any undergraduate program of study. All special criteria for admission as a major in any department or college shall be published in the General Catalog and in any departmental brochures distributed for student information. The university reserves the right to change at any time the requirements for admission. Unless otherwise provided the effective date of new admission requirements shall be determined by the president.

Section 7. Nonmatriculated Admission

Potential students who are interested in taking classes at the university but do not wish to pursue a degree or apply for formal matriculation may do so under the following conditions:

A. They will be required to register at the Academic Outreach and Continuing Education (AOCE) registration office.

B. They will be permitted to register for a maximum of six hours or two courses per semester at AOCE and may take only designated AOCE classwork which are primarily evening and summer classes. This restriction does not apply to Summer Enrichment and concurrent students.

C. Nonmatriculated students taking AOCE courses will not be allowed to transfer more than 30 accumulated hours that they may have earned under the nonmatriculated status towards any degree program.

D. Students in the nonmatriculated status category who were not previously admitted may apply for admission and matriculated status after they have completed at least 30 semester hours of AOCE courses and must demonstrate potential academic competence by completing 75 percent of their coursework in classes relevant to the major which they anticipate pursuing. Procedures and review of these admission applications will be the responsibility of the Admissions Office. Admission procedures for this group will be similar to transfer students. If a student wishes to apply for admission prior to the completion of 30 hours and has not previously applied, he/she will be treated as a freshman applicant.

E. On an occasional basis, a nonmatriculated student may register for undergraduate non-AOCE classes. However, to do so the student must make a formal petition to the Director of Admissions who will make the decision under the direction of the Credits and Admissions Committee. Such admission to a specific course or limited course sequence will not be the basis for admission to matriculated status, and the student must complete all regular administrative procedures for admission prior to the completion of 30 total hours.

F. Also, on an occasional basis, a student who has completed an undergraduate degree and who is interested in graduate study may be admitted on a nonmatriculated status for a maximum of eight hours. This action requires the approval of the department chair and dean of the college of the department to which the student wishes to apply for matriculated status.

Section 8. Readmission and Registration Eligibility

A. Undergraduate Students:

1. Matriculated students remain eligible to register for classes for a period of one calendar year from the term of their last enrollment. For example, an undergraduate student who is registered for fall semester and who does not return in the subsequent spring semester remains eligible to register for three terms (Summer, Fall, Spring). If he or she does not register for one of those three terms, an application for readmission and an accompanying reapplication fee must be submitted to the Admissions Office to regain eligibility to register. Students residing outside of the State of Utah for more than twelve continuous months may be asked to provide documentation of their residency status.

2. Students who attend another institution of higher education during the period of absence must also submit transcripts from all applicable institutions for credit evaluation and determination of continued admissibility and pay the applicable evaluation and recording fee.

3. Students who have been suspended or are on academic probation must satisfy all terms of the suspension/probation agreement and obtain clearance from University College at the time of their readmission.

4. Undergraduate students who leave the University to participate in an "official assignment," (usually served with a non-profit or governmental organization and normally without compensation, e.g., Peace Corps, VISTA, church service,

military duty) may submit a copy of their official letter of assignment to the Admissions Office and have the period of registration eligibility extended to a total of two years (six academic terms) as provided under Utah Board of Regents policy.

B. Graduate Students:

Graduate students are required to maintain continuous registration and must acquire permission from their graduate department for a "leave of absence" before leaving the University. A graduate student who fails to register for a term (excluding Summer term) is immediately made ineligible to register for future terms.

Section 9. Matriculated Students with Degrees

On an occasional basis, students who have completed their degrees may wish to pursue additional study. An example of this may be a student who, having completed one degree, now wishes to pursue a second major, e.g., an education student certifying in social sciences obtaining degrees in both political science and economics. Or, there may be a student who has completed a degree in one area and wishes to take a series of related courses in an allied field, e.g., a student completing a bachelor's degree in psychology may wish to take a computer science course sequence to become knowledgeable in the applications of this technology to his/her field. If a student desires to maintain matriculated status they must notify the Admissions Office.

These students may not register for graduate level courses (classes numbered 600 or above) or enroll for courses in restricted curricula without receiving written approval from either the department chair or department director of graduate studies. The intent is to insure that students do not attempt to enter graduate programs without applying to the Graduate School and the department being considered.

Section 10. Evaluation of Admissions Criteria

It shall be the responsibility of the Credits and Admissions Committee and the Admissions Office to conduct regular and periodic research and review of the admissions criteria to insure that no student is denied admission because of policies, procedures or criteria that may discriminate on the basis of gender, sexual orientation, gender identity/expression, race, color, religion, national origin, age or status as handicapped individual, or **protected veteran**.

http://www.regulations.utah.edu/academics/rules/Interim_Rule_R6_404A.html

This (Interim) Rule to be revised by: June 30, 2013

(Interim)University Rule 6-404A: Admission for Non-Traditional Applicants

Effective Date: January 13, 2012

I. Purpose

The purpose of this interim rule is to clarify the policies and procedures for admission of non-traditional applicants to the University of Utah.

II. Definitions

"Non-Traditional Applicants" shall mean high school graduates, who have been out of high school for seven or more years, and who have not attended a regionally accredited college or university after high school.

III. Rule

A. Non-Traditional Applicant Policy

1. Non-traditional applicants will be considered for admission upon receipt of the following:

a. Completed undergraduate admission application and required processing fee.

b. Official high school transcript listing courses completed and graduation date.

c. An applicant whose transcript does not satisfy the requirements in B (2) below may be required to submit additional evidence of academic potential (e.g. ACT/SAT scores).

2. Admission of the Non-Traditional applicant is by action of the Credits and Admissions Committee.

3. An applicant denied admission has the right to request a personal interview and review of credentials with an admissions officer. The applicant must provide a written appeal detailing why the decision should be reconsidered. If the applicant's initial denial is sustained, the applicant has the right to appeal for special consideration to the Credits and Admissions Committee, who has the final authority to admit or deny the applicant under condition or exception.

B. Non-Traditional Applicants Rules and Guidelines

1. Applicants who have graduated from high school seven or more years prior to the term of admission, and have not previously attended a regionally accredited college or university, may apply for non-traditional admission. The applicant should mark the non-traditional box on the undergraduate admissions application and submit the application with the required processing fee(s) by the application deadline. The applicant must also submit a high school transcript with date of graduation posted.

2. Applicants will be considered for admission on the following criteria: Evidence of courses completed in high school demonstrating an academic foundation and preparedness for university course work as shown by the following:

a. Satisfactory performance (2.0 on 4.0 scale or "C" average) during grades 9 through 12 in the following subjects:

i. English—4 units, emphasizing composition and literature.

ii. Mathematics—2 units beyond elementary algebra be taken from the following list: geometry, intermediate algebra,

trigonometry, advanced algebra and calculus.

iii. Biological or Human Biological and/or Physical Science—3 years, two of which are required to be taken from the following: chemistry, physics, and biology, or human biology (one of the sciences must include a laboratory experience).

iv. History—1 unit, American History and Government (processes and structure of democratic governance).

v. Foreign Language—2 units of the same foreign language taken during grades 7 through 12.

b. Additional Units Required—4 units to be chosen from at least two of the following: history, English, mathematics beyond intermediate algebra, laboratory science, foreign language, social science, fine arts.

c. Cumulative high school grade point average of at least 2.6 on a 4.0 scale.

3. Applicants whose high school transcripts do not meet the criteria set forth in Paragraph (B)(2) above may submit, or may be required to submit, additional information concerning their preparedness for university course work.

a. An ACT or SAT admission test, or other evidence of academic potential, may be required for non-traditional applicants.

b. Other evidence of academic potential may be submitted for consideration.

4. Non-traditional applicants are evaluated on the criteria in B(2) above, and their potential for academic success. No student shall be denied admission because of policies, procedures or criteria that may discriminate on the basis of race or ethnicity, color, national origin, sex, religion, age, sexual orientation, gender identity/expression, status as a person with a disability, veteran's status or genetic information. Admission of all applicants, including the Non-Traditional applicant, is by action of the Credits and Admissions Committee as detailed below. If approved for admission, the applicant is considered a degree-seeking candidate.

Entrance credentials shall be examined by an admissions official who will file a record of action concerning each application and refer doubtful cases through the director of admissions to the Credits and Admissions Committee, to which each applicant has the right of appeal. This committee shall have authority to estimate the value of credit presented by entering students, whether for freshman or advanced standing, and shall have power to act, except as otherwise provided, on all matters of admission or credit, including the granting of credit through special examinations as provided in Policy and Procedure 6-100, Section 5, paragraph

5. No other committee, member of the faculty or other representative of the university is authorized to make commitments to students concerning entrance or credit.

VI. History:

A. Current version. Revision 0.

This Interim Rule was put into effect on January 13, 2012 by Interim President A. Lorris Betz. The Interim Rule was required in order timely to comply with a Resolution Agreement (Complaint No. 08-11-04) between the University of Utah and the U.S. Department of Education.

Approved as a Rule by Academic Senate: February 6, 2012 (with a sunset date of June 30, 2013 set for final revisions in order to become a permanent Rule or Policy)

Background information for Revision 0. http://www.regulations.utah.edu/academics/appendices_6/InterimR-6-404A.pdf

~~Interim Rule 6-404B: Undergraduate Admission—Admission Deferment.~~ **~~Effective date: November 20, 2012~~**

~~I. Purpose and Scope~~

~~This Interim Rule implements Policy 6-404 Undergraduate Admission, by describing the University's policies regarding deferment of undergraduate student admission. This Interim Rule will remain in effect until it has been replaced by a revised version of Policy 6-404, which is under consideration during 2012-2013.~~

~~II. Definitions~~

~~Definitions provided in Policy 6-404 apply for purposes of this Rule.~~

~~III. Rule: Undergraduate Student Admission—Deferment.~~

~~—[Parts A–II are reserved]~~

~~I. Admission Deferment of Undergraduate Student~~

- ~~1. Newly accepted freshman, transfer, or readmitted degree-seeking undergraduate students who wish to defer their start date to a later semester may apply for an admission deferment.~~
- ~~2. Requests to defer an offer of admission will be reviewed on a case-by-case basis and may be granted for reasons including, but not limited to illness, military service, and humanitarian or religious service. Supporting documentation must be provided with the application for deferment.~~
- ~~3. An admission deferment may be granted for a maximum of seven consecutive semesters (including summers). The admission deferment guarantees only admission into the University and not necessarily admission to a particular major and/or program of study.~~
- ~~4. [reserved]~~
- ~~5. All deferment applications must be submitted by the established deadline and must be accompanied by an enrollment deposit.~~
- ~~6. An applicant approved for deferment will be required to attend a mandatory new student orientation session preceding enrollment.~~
- ~~7. Failure to meet any of these terms may result in the revocation of admission. In such a case, an applicant will need to reapply for admission to the University by the appropriate application deadlines.~~

~~....~~

~~VII. History:~~

~~—A. Current version. Revision 0.~~

~~This Interim Rule was put into effect on November 20, 2012 by President David Pershing. The Rule contents were reviewed and approved in principle by the Executive Committee of the Academic Senate on November 19, 2012. The Interim Rule was required in order to provide adequate notice to students and admission applicants of changes in Policy 6-404 expected to be implemented later in the 2012-2013 year. It is expected that the contents of this Rule will be incorporated into the revised Policy which will be presented for approval of the Academic Senate and Board of Trustees in due course.~~

Proposal for Revision 21 of Policy 6-100.

This proposal accompanies the proposal for Revision 16 of Policy 6-404, so that revisions of all policies are to be approved and take effect simultaneously in 2013. {Draft 2013-01-29 for Academic Senate Feb. 4}

Policy 6-100: Instruction and Evaluation Revision 201 Effective date [upon final approval simultaneously with approval of revisions of 6-404].

{Drafting note: The full contents of Policy 6-100, Sections I, II, and Sections III- A- through -J are not shown, as no changes are proposed. The entire Policy was carefully reexamined, revised, and approved by the Senate in a project which took effect July 2010. Full contents may be seen at <http://www.regulations.utah.edu/academics/6-100.html>

The changes which are proposed are primarily in III-K, adding some definitions in II, and a minor change in III-C, shown as marked here. The changes in III-K are recommended to add greater detail about standards and processes used in cases of academic non-performance so as to give students and administrators a very clear understanding of how these processes regarding academic non-performance should interface with the processes for readmission under Policy 6-404, and how they differ from processes for academic misconduct under Policy 6-400. A few small changes are proposed to make this Policy align better with current practices.}.

II. Definitions

- A. “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.
- B. Credits and Admissions Committee-- is the committee established by and described in Policy 6-404-III-A.
- C. University College -- is the academic administration unit established by and with functions described in Policy 6-101-III-B.
- D. University Curriculum Policy Review Board-- is the board established by and with functions described in Policy 6-003-III-Sec. 2-B-3.

III. Policy

....
C- 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-A-3, ~~Sec. 2~~)
....

K. Scholastic Standards for Undergraduates

The Undergraduate Council shall have jurisdiction over the scholastic standards for undergraduates and shall delegate to University College the responsibility for administering the scholastic standards policy.

1. Dean's List and President's Award 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. ~~A student who is on the Dean's List during fall and spring semesters of the same academic year will receive the President's Award.~~

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 ~~All students are~~ 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).

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 ~~scholastic probation~~ and have a hold placed on his or her course registration. To clear this hold, the student must contact University College to determine the conditions under which the student will be allowed to register. A student 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 University College to be allowed to register.

4. Academic Suspension: A student whose cumulative grade point average and semester grade point average have ~~has~~ 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 III-K-6 below~~(unless revoked on appeal).~~

5. Appeal of Academic Suspension (and Reinstatement to Probation Status). A student who has been suspended per III-K-4 and has not yet completed the full period of suspension may appeal the academic suspension, based on extenuating circumstances, to the Scholastic Standards Committee of University College. If the Committee finds extenuating circumstances and revokes the academic suspension, the student will be ~~readmitted~~ reinstated with the status of on-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 III-K-3 above. A student who does not meet these conditions ~~is subject to dismissal~~ will be returned to the status of suspension for the prescribed period.

6. Readmission after Academic Suspension. ~~A student wishing to return to the University after the expiration of the three-semester suspension period must petition the Scholastic Standards Committee of University College for readmission.~~ A student who has been academically suspended per 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 Scholastic Standards Committee of University College, and then apply for readmission to the University pursuant to Policy 6-404. The student will initiate the process by first submitting to University College a request for a review and recommendation by the Scholastic Standards Committee. The Committee will ~~readmit~~ 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 ~~here will not be re-admitted to the University until the student is eligible 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 University College for a finding that the student is qualified for academic renewal and a recommendation in favor of readmission. If University College 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 *{Drafting Note: no changes proposed}*

M. Academic Renewal *{Drafting Note: no changes proposed, and existing content is shown only to provide context for understanding **how the ‘academic renewal’ concept relates to the ‘readmission’ topic above.**}*

A currently enrolled undergraduate student may petition University College for academic renewal. This is a Procedure which allows the student to request that his or her 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.

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.

Responsibility for administration of this Procedure rests with the Office of the Vice President for Academic Affairs.

{Drafting note: Policy 6-100, Sections III- N- through Q- are not shown, as no changes are proposed.}

--END--

Proposal for Revision 12 of Policy 6-101

This proposal accompanies the proposal for Revision 16 of Policy 6-404, so that revisions of all policies are to be approved and take effect simultaneously in 2013. {Draft 2013-01-29, for Academic Senate Feb. 4}

Policy 6-101: Undergraduate Study and Degrees. Revision 14~~2~~2 Effective date [upon final approval simultaneously with approval of revisions of 6-404].

{Drafting note: The full contents of Policy 6-101 Sections I, II, and III-C- through K- are not shown, as no changes are proposed. The overall Policy was revised as part of a project which took effect July 2011. Full contents may be seen at <http://www.regulations.utah.edu/academics/6-101.html>}

The proposed revision is primarily to remove from existing Policy 6-404 certain passages and move them here into 6-101, and then make some modifications. Displayed here is the identical phrasing which has been in 6-404, marked up to show how it is to be modified upon being moved to 6-101. Also, a minor technical change is proposed to existing contents of III-D-.

III. Policy: Undergraduate Study and Degrees

A. (Reserved)

B. ~~(Reserved)~~ University College {**Drafting note:** this description of “University College” formerly appeared as Policy 6-404 Section 5, and will now be removed from there and become Policy 6-101-III-B.}

~~A1. The~~ University College is an administrative unit for entering and continuing undergraduate students with responsibility for increasing student retention and timely admission to the major by assisting new students in making a successful transition to the University and assisting continuing students in building a solid foundations for academic success. Specific activities that contribute to student retention and academic success are advising students in understanding and completing general education requirements and prerequisite course work for advancement to the major; assisting undecided and exploring students in ~~exploring~~ researching fields of study and in selecting a major commensurate with their abilities and interests; advising students in academic difficulty; ~~coordinating first-year programs and academic services designed to increase the retention of new students and to promote the development of skills and competencies necessary for success in collegiate studies;~~ providing administrative functions of a college until the student is admitted to a major; and monitoring students' academic progress toward admission to the major; ~~and initiating studies to assess the effectiveness of first-year programs and services.~~ University College also has those responsibilities which are more fully described in Policy 6-100-III (and referenced in Policy 6-404-III-F), including responsibilities regarding any undergraduate student subject to academic probation, suspension or dismissal on grounds of academic non-performance (6-100-III-K), and any undergraduate student seeking academic renewal (6-100-III-M).

~~B2.~~ All new undergraduate students admitted to the University will be enrolled in ~~the~~ University College until they are accepted into a specific degree granting department or college of the University.

~~C3.~~ ~~The~~ University College has no dean or faculty and does not offer any ~~courses or~~ degrees. It will be the college of record for students prior to their admission to a degree-granting program. Once the student is admitted to the major, the student will be enrolled in that department or college.

~~D4.~~ University College students are expected to be admitted to a major by the time they complete their sophomore year or their first year at the University whichever comes later. A hold shall be placed on the registration of students who are still enrolled in the University College after these time lines. A registration hold imposed for this reason may be removed by an academic advisor in the University College after meeting with the student assessing his or her academic progress.

~~E5.~~ ~~The~~ University College will be administered by the Associate Vice President for Academic Affairs and Undergraduate Studies. A report on the state of ~~the~~ University College will be submitted annually to the Undergraduate Council and the Academic Senate.”

6. University College collaborates with advisors, faculty, advising coordinators, assistant deans, associate deans, and directors from across the campus to address the state of advising and the impact advising has on the undergraduate experience.

* * * * *

D. Semester Credit Hours & Residency Requirements.

To receive a baccalaureate degree from the University of Utah, a student must complete at least 122 semester credit hours and any additional hours required by a department or college. Of these hours, at least 40 credit hours must be upper division work (students pursuing a Bachelor of University Studies Degree must complete at least 56), and at least 30 semester credit hours must be earned from the University of Utah, regardless of the number of semester credit hours transferred or earned elsewhere. In addition, at least 20 of the last 30 semester credit hours earned toward the degree must be earned from the University of Utah. ~~Policy 6-404, Section 7, Undergraduate Admission, discusses the limitations of applying course work done as a non-matriculated student to graduation requirements for matriculated students.~~ Additional credit hours or residency requirements may be established by a department or college, with the approval of the appropriate college council. Any requirements greater than 130 hours or any change to residency requirements will require approval of the Academic Senate.

* * * * *

H. 1. Majors and Minors

Majors and minors shall be designated as follows: department majors, interdisciplinary majors, teaching majors, composite teaching majors, department minors, interdisciplinary minors, and teaching minors. Upon selecting a major and/or minor students must contact the appropriate departments for official declaration.

A department major or teaching major is a course of study within a department or in a subject totaling not fewer than 30 semester credit hours. A teaching major is designed to prepare students to teach this subject at the secondary school level. The requirements shall rest with the department concerned. Minimum grade requirements are governed by Part III-E of this Policy.

An interdisciplinary major or interdepartmental composite teaching major is a course of study within one or more departments and may be offered either (1) when the major department offers regularly fewer than 30 semester credit hours, or (2) when such a combination of courses is desirable. The requirements shall rest with the departments concerned. Minimum grade requirements are governed by Part III-E of this Policy.

A department minor may be offered by a department with enough undergraduate courses in its curriculum from which to structure a list of courses totaling not less than 16 semester credit hours, including a minimum of 6 upper division semester credit hours.

An interdisciplinary minor of not less than 16 semester credit hours, including a minimum of 6 upper division semester credit hours, may be offered by two or more cooperating departments. If the cooperating departments all belong to the same college, that college shall be responsible for the organization and administration of the interdisciplinary minor. If the cooperating departments belong to two or more colleges, the Academic Senate shall be responsible for approving a plan for the organization and administration of the interdisciplinary minor.

A teaching minor is a course of study within a department or in a subject designed to prepare students to teach this subject at the secondary school level. This minor shall comprise not less than 18 semester credit hours. The requirements shall rest with the department concerned. In order to be awarded a teaching minor, a student must be awarded a teaching major at the same time. Teaching majors, composite teaching majors, and teaching minors are governed by the University Council on Teacher Education, in conjunction with the Academic Senate (See Policy 6-105-III).

Any student seeking a baccalaureate degree may take one or more structured minors. A department minor must be outside a student's major department. An interdisciplinary minor may include a student's major department. Completion of a minor shall not be a requirement for graduation. A minor is an attribute of an undergraduate degree, not an entity by itself; therefore it can only be received at the same time a student graduates with a major.

Departments shall specify the requirements of all their majors and minors in the department section of the printed and online catalogs, and in the Degree Audit Reporting System (DARS). The requirements a student completes are governed by the catalog rights policy as outlined in Part III-F of this Policy.

2. Department and College Admission Criteria.

{Drafting Note: this information about “Department and College Admission Criteria” formerly appeared as part of the Undergraduate Admission policy, Policy 6-404 Section 6, and will now be removed from there and become Policy 6-101-III-H-2. It is in need of significant review and revision which cannot be completed on the same pace as the main project of revising 6-404, and so the “note to users” shown below will be included to give readers notice that this section is now being targeted to be revised at a future time.}

[Note to users: As of 2013 this subsection H-2 (which formerly appeared in Policy 6-404-Sec.6 Rev. 15—Undergraduate Admissions and has been moved here to 6-101) is under review for substantial revision. Contact the office of Undergraduate Studies for further information.]

Admission to the University as a freshman student, or as a student with advanced standing, is not to be construed as assuring acceptance into a specific department or college of the University. Departments or colleges may establish special major admission criteria which differ from the existing general requirements for admission and/or maintenance of good standing for the University at large. When such criteria apply to an entering freshman, the criteria may consist of measures of aptitude or achievement other than high school grades. In cases where an entering freshman student is excluded from a major from a particular department or college because of his/her inability to meet such criteria, provisions must be made by the department or college concerned to ensure the student a subsequent opportunity to meet the criteria. Standards for admission as a major in a department or college for a student with advanced standing may include university grade point achievement, in addition to other performance or aptitude measures. A department or college may require completion of a specified number of student credit hours as one of the criteria for admission as a major. All such criteria must be approved in advance by the appropriate college council and the Academic Senate. In the absence of such approved special criteria, admission to the University at large shall constitute automatic admission as a major into any undergraduate program of study. All special criteria for admission as a major in any department or college shall be published in the General Catalog and in any departmental brochures distributed for student information. The University reserves the right to change at any time the requirements for admission. Unless otherwise provided the effective date of new admission requirements shall be determined by the President.

[Drafting note: Sections I,J,K are not copied here, as no changes are proposed.]

--END--



Office of Undergraduate Studies

195 S. Central Campus Drive Salt Lake City, UT 84112-0511 (801) 581-3811 FAX (801) 585-3581

January 7, 2013

TO: Michael Hardman
Interim Senior Vice President for Academic Affairs

FR: Ann Darling 
Chair, Undergraduate Council

RE: **Undergraduate Child Life Emphasis for Human Development and Family Studies Majors**

At its meeting on Thursday, November 29, the Undergraduate Council voted to approve a proposal from the Department of Family and Consumer Studies for a new emphasis in "Child Life" for their undergraduate majors. The proposal, with supporting materials, is attached.

We ask, if you also approve of the proposal, that it be forwarded on to the Executive Committee of the Academic Senate for their consideration.

Program Request - Abbreviated Template
University of Utah

B.S. in Human Development and Family Studies with an Emphasis in Child Life

11/8/2012

Section I: Request

We request that our current, ongoing undergraduate program entitled "Human Development and Family Studies with Child Life track" become "Human Development and Family Studies with an Emphasis in Child Life." All of the courses for this undergraduate program are already in place and being taught. Our request is to change the Child Life portion of the degree from a "track" to an "emphasis."

Faculty Consultation: Our department faculty (18 regular/auxiliary) were involved in this the preparation of this proposal in a number of ways. First, the proposal was circulated to and considered during a meeting with the 13 members of the Human Development and Family Studies area of our department, which is the home for the proposed program. Second, the proposal was circulated to the remaining faculty who comprise the Consumer and Community Studies area of our department. Third, the proposal was again circulated to our full faculty and was on the agenda for our November 7 faculty meeting. Finally, our department's curriculum committee approved the proposed program change.

Section II: Need

The program we are proposing does not exist at any other institutions in the state of Utah. Currently, we offer the proposed program as a 'track' rather than an emphasis and we have 20-30 students completing the program each year. As an emphasis, students' completion of this program will be noted on their transcripts, which will be an advantage to our students seeking relevant employment, graduate school and/or internships. As well, the emphasis will allow our advisors to track students in this program in ways that are not otherwise possible, which will benefit both the students and our department.

Section III: Institutional Impact

There will not be any effects on enrollments in instructional programs of affiliated departments or programs because this program is completely in-house. The proposed change will not affect administrative structures—the only thing that will change is that the program will become an emphasis rather than a track. No changes in faculty and staff will be required; no new physical facilities or modifications of existing facilities will be required. There will be no substantive institutional impact. It is possible that this program will become more enticing to students as an emphasis rather than a track, which would result in higher enrollments; we anticipate that we can absorb any such change with our current relevant course offerings.

Section IV: Finances

We do not anticipate either costs or savings as a result of the proposed change.

Section VI: Program Curriculum

THIS SECTION OF THE ABBREVIATED TEMPLATE REQUIRED FOR EMPHASES AND MINORS ONLY.

All Program Courses

Course Prefix & Number	Title	Credit Hours
------------------------	-------	--------------

DEPARTMENT CORE

FCS 3200 Research Methods	4
FCS 3210 Statistics (QB/QI)	4
FCS 3450 Family Economic Issues (QI) -or- FCS 3600 Consumer and Community Studies	3

MAJOR CORE

FCS 1500 Human Development Across the Lifespan (BF)	3
FCS 2400 Family Studies Across the Life Course (BF)	3
FCS 2620 Child Development Practicum	3

PREREQUISITES TO FCS 5311

FCS 2610 Understanding Children	3
FCS 3215 Development in Infancy and Early Childhood (BF)	3
FCS 5230 Adolescent Development Prerequisite: FCS 1500 or FCS 3215	3
FCS 5250 Theories of Human Development (CW) Prerequisite: FCS 1500 or FCS 3215	3

CHILDHOOD HEALTHCARE COURSES

FCS 5311 Childhood Health Care I: Developmental & Family Factors (Fall Semester Only)	3
FCS 5312 Childhood Health Care II: Skills & Intervention Techniques Prerequisite: FCS 5311 (Spring Semester Only)	3
Sub-Total	38

CHILD LIFE ELECTIVES (Minimum 3 Credits) Choose 1 Course

FCS 2570 Middle Childhood	3
FCS 2621 The Whole child	3
FCS 3240 Family Belief Systems (CW)	3
FCS 3270 Parent Child Relationships OR FCS 3370 Parenting and Cultures (IR)	3
FCS 3290 Ethnic Minority Families (DV)	4
FCS 5170 Creativity and Cognition	3
FCS 5370 Family Violence (CW)	3
FCS 5380 Family Problems	3
FCS 5964 Children and Healthcare	3
FCS 5940 Attachment Theory Across the Lifespan	3
Sub-Total	3
Total Number of Credits	41

New Courses to Be Added in the Next Five Years

Semester 1	Course Prefix and Number	Course Title
<i>(List courses – use one row per course)</i>	FCS 5310	<i>Children and Healthcare</i> (This is a course we currently offer as a special topics class [FCS 5964]. We will give it its own course number.)
Semester 2		
<i>(List courses – use one row per course)</i>		
<i>Continue with Semesters for Entire Program</i>		

Program Schedule

Please see attached table.

HDFS Suggested Sequence of Courses

YEAR ONE

<u>Fall Semester</u>	
FCS 1500 BF	3.0
FCS 2400 BF	3.0
QA	3.0
Writing	3.0
FF	3.0

Spring Semester

HF	3.0
AI	3.0
FCS 3200	4.0
FCS 2610	3.0
SF	3.0

YEAR TWO

Summer Semester

<u>Fall Semester</u>	
FCS 3210 QI/QB	4.0
HF*	3.0
DV*	3.0
FCS 2620	3.0
SBS 3960	1.0

Spring Semester

FCS 3450 QI	3.0
IR* *	3.0
FCS 3215	3.0
Allied course	3.0
SF or AS	3.0

YEAR THREE

Summer Semester

<u>Fall Semester</u>	
FCS 5230	3.0
FF	3.0
Allied Course	3.0
	3.0
	3.0

Spring Semester

FCS 5250 CW	3.0
Major Elective	3.0
Allied Course	3.0
	3.0
	3.0

YEAR FOUR

Summer Semester FCS 5310 (new) 3.0

<u>Fall Semester</u>	
FCS 5311	3.0
Allied course	3.0
	3.0
	3.0
	1.0

Spring Semester

FCS 5312	3.0
	3.0
	3.0
	3.0
	3.0
	1.0

* 2nd HF and DV requirement can be fulfilled by FCS 3290

**IR requirements can be fulfilled by FCS 3370(Fall)

For blank areas students should consider: Second Major, Minor, Study Abroad, Internships

NOTE: General Education and Bachelor Degree courses **CAN LOSE** approval. Please be sure to verify that the course you are planning on taking still fulfills the necessary requirement.

Date: January 4, 2013

To: Edward Barbanell, Associate Dean, Undergraduate Studies

From: Jeffrey Kentor, Senior Associate Dean for Academic Affairs 
College of Social and Behavioral Science

Subject: New emphasis for Family and Consumer Studies undergraduate major

The College of Social and Behavioral Science fully supports the proposal of the Department of Family and Consumer Studies to replace the current Child Life track in Human Development and Family Studies to an *emphasis* in Child Life. This change will facilitate better monitoring and advising of students in this area. It will also enhance students' employment opportunities. The proposed program is not offered at any other USHE institution, and no additional institutional resources are required.

I would be pleased to answer any additional questions that might arise.

University of Utah College of Fine Arts College Council Charter

Approved by College Council September 14, 2012 & December 14, 2012

Approved by Dean Raymond Tymas-Jones December 17, 2012

Approved by Academic Senate Executive Committee [pending—expected January 2013]

I. PURPOSES AND DUTIES

This Charter, adopted pursuant to University Policy [6-003-III-Sec.2](#), shall govern the structure and functions of the College Council, which shall be the representative body of the College of Fine Arts, and shall have, subject to the approval of the Academic Senate, jurisdiction over all questions of educational policy affecting the College, including program development, requirements for entrance and graduation, curriculum, course fees, and special projects.

II. STRUCTURE

A. Membership and voting privileges.

- 1 The Dean, Associate Dean(s), Assistant Dean(s), chair/director of each academic unit (academic department, or department-equivalent “school”), two elected faculty members from *tenured/tenure track* faculty ranks in each academic unit of the College, or their **elected** tenured/tenure track **faculty** alternate, **one elected auxiliary faculty member from each academic unit, or their elected auxiliary faculty alternate, and three elected staff members from the College or their elected staff alternates** shall constitute the Council and have voting privileges.
- 2 The elected Student Advisory Committee (SAC) representatives - one undergraduate representative from each unit and one graduate representative from each unit in the College with a graduate program (or their elected alternate) - shall also be members of the Council and have voting privileges. **These representatives are elected annually by their student peers in each unit, to serve terms of one year, but each may be elected to serve multiple terms.**
- 3 The term of service for ***tenured/tenure track*** faculty members serving on the Council will be two years. After serving a two-year term, a faculty member must be off the Council for at least one year before being eligible for re-election. **All tenured/ and tenure track faculty in each department/school, regardless of rank or percentage of FTE appointment, are eligible to vote for a representative and eligible to serve as a representative. The voting faculty** will elect one representative annually to replace the outgoing faculty member from their unit, providing continuity on the Council through staggered terms.

- 4 The term of service for *auxiliary faculty* members serving on the Council will be two years. After serving a two-year term, an auxiliary faculty member must be off the council for at least one year before being eligible for re-election. All auxiliary faculty members in any of the three categories of *Lecturer, Clinical and Research*, (See University Policy [6-300](#)) with appointments of at least .50 FTE in the College, are eligible *to vote* in elections for the auxiliary representative from their unit. Only auxiliary faculty members in one of these three categories with appointments of at least .75 FTE in the College are eligible *to serve* as an elected representative.

[To maintain a sense of continuity on the Council through staggered terms, for the first term of service after this new section of the Charter takes effect, three of the initially elected representatives will be selected by lottery to serve a three year term (rather than two), providing in the future for half of the auxiliary faculty representatives on the Council to overlap terms.]

- 5 For the purposes of broad representation without unduly taxing departments with small numbers of staff, the *staff* members in the College have been placed into five groups with approximately the same number of staff in each group. Those groups as well as the order in which they will rotate service on the Council are:
- Ballet, and Modern Dance
 - Music
 - Art & Art History
 - Theater, and Film
 - Information Technology, and Development Office, and Academic Advisors

All staff members with a contract of at least .50 FTE in the College are eligible to *vote* in the elections for their respective group. Only staff members with a contract of at least .75 FTE are eligible to *serve* as the elected representative. Staff representatives are elected to three-year terms.

[To maintain a sense of continuity on the Council through staggered terms, and provide for rotation among the department groups, in the first full year beginning after this new section of the Charter takes effect the initial cohort of staff will be determined as follows. Current *appointed* staff members on the Council from 1) Ballet & Modern Dance and 2) Music will continue their service as if this were their third and second years of elected service respectively. A staff member from Art & Art History will be elected to a normal three-year term.]

- 6 The Dean, Associate/Assistant Deans, and department Chairs/Director shall be members of the Council for the duration of their administrative appointments.

- B. Officers. The Dean of the College of Fine Arts shall serve as Chair of the Council. The Associate Dean shall serve as Vice Chair. The Dean shall appoint an Executive Secretary of the Council annually.

- C. Nominations and Elections. Nominations and elections of faculty, student, and staff representatives to serve on the Council and their alternates will take place in the individual units (or staff groups) prior to the last scheduled Council meeting of each spring semester. For each open position, there shall be election of the representative, and of an alternate to substitute when the representative is unable to participate in Council business.
- D. Meetings. The Dean of the College shall schedule regular meetings of the Council four times per year. Special meetings shall be held at the call of the Dean or at the request of any five members of the Council.
- E. Quorum. A majority of the voting members of the Council shall constitute a quorum for the transaction of business. A majority of those voting is required to carry a motion. All Council members shall have full discussion and voting privileges with the exception of the Dean, who may participate fully in the conversation but shall vote only in the event of a tie. Voting will ordinarily be by voice vote, but shall be conducted by written ballot at the request of any member. *Robert's Revised Rules of Order* shall be the authority for parliamentary procedure.

III. Committees.

The Council shall designate such standing and ad hoc committees, as it deems necessary to prepare and administer its programs and policies effectively. All committees are accountable to the Council, and all actions taken by the Council shall be subject to review by the Executive Committee of the Academic Senate and shall be subject to the power of the Senate to establish uniform policies and take action on all matters of University concern. University Policy [6-003](#). Appointments to standing committees are made annually. Ad hoc committees will be constituted by the Dean, or by a vote of the Council.

Membership on standing and ad hoc committees shall consist of tenured, tenure-track - or full time (at least .75 FTE) auxiliary faculty of the College, and of appointed student representatives when appropriate for a particular committee. Annual election or appointment of standing and ad hoc committee members shall be made by April 30th of the spring semester preceding the year in which these members will serve. The term of elected or appointed members for standing and ad hoc committees shall commence at the beginning of the fall semester following their spring election or appointment. The Dean shall serve as an ex officio member of all standing and ad hoc committees except the Executive Committee, which the Dean chairs. Standing committees serve to address ongoing needs in the College; ad hoc committees will be created at the Dean's discretion or by vote of the Council for specific concerns, issues, or projects of a limited scope and duration.

A. Standing committees include:

- 1 Academic Appeals Committee. In accord with the University Student Code (Policy [6-400](#)), members of this Committee are appointed to staggered terms by the Dean and shall consist of one representative from the faculty of each academic unit of the College (for 3-year terms), two undergraduate student members and two graduate student members listed as majors within the college (two-year terms), and one external faculty representative as determined by the Personnel and Elections Committee. The Assistant Dean for Undergraduate Affairs shall serve as chair unless the appeal concerns a graduate student, in which case the Associate Dean for Academic Affairs will serve as Chair. The Committee shall establish internal procedures consistent with the Student Code. A panel of the committee formed according to the circumstances of the particular case shall consider all appeals made in a timely manner and make formal recommendations for action to the Dean. See University Policy 6-400-Sec. IV-C, V-C, VI-C (Student Code—Academic Appeals Committee).
- 2 Arts Education Committee. Members of this Committee are appointed annually by the Dean. The Committee shall consist of one representative from each academic unit of the College and one representative from each area that supports a youth arts program. The Assistant Dean for Arts Education and Community Engagement serves as chair. The purpose of this Committee is to discuss the scope and scale of youth arts education programs and community-based arts education partnerships and to make recommendations on programs, policies, and initiatives to chairs/director and the Dean. The Committee will meet at least twice a year—once during fall semester and once during spring semester, with additional meetings as required.
- 3 Curriculum Committee. Membership on the Curriculum Committee shall consist of all chairs of curriculum committees of the College’s academic units. The Associate Dean for Academic Affairs will serve as an Ex-Officio member of the Curriculum Committee. Members of the committee will annually elect a committee member to serve as chair for a one-year term. The Committee reviews curriculum requests from academic units in the College including new programs, program changes, degree offerings, course fees, minors and certificate programs. The committee recommends for or against approval of requests. The committee may request additional clarification from the proposing unit before making such a decision, or alternatively recommend approval pending the proposing unit’s response to certain specific conditions.
- 4 Executive Committee. Membership on this committee shall consist of the Dean of the College, the Associate Dean(s), the Assistant Dean(s), and the chair/director of each academic unit. The Executive Committee shall convene at the discretion of the Dean who chairs the Committee. The Dean sets the agenda for Executive Committee meetings. The Dean shall appoint an Executive Secretary of the College Council annually. The Executive Committee serves as an advisory board to the Dean.

- 5 Fine Arts Fee Committee. Members of the Fine Arts Fee Committee shall consist of the Assistant Dean for Undergraduate Affairs, the department chairs/director and elected Student Advisory Committee representatives - one undergraduate representative from each unit and one graduate representative - from each unit in the College with a graduate program (or their alternate), and two University student representatives appointed by the ASUU president. The Assistant Dean for Undergraduate Affairs serves as Ex-Officio member and chair. The purpose of the Committee is to award grants to ASUU-registered student groups from monies received each semester through student fees. The Committee will develop and publish criteria and meet twice a year—once during fall semester and once during spring semester—to make awards. The Committee will hold additional meetings as needed to complete the awarding of funds and/or to make changes to application and award guidelines and policies.
- 6 Retention, Promotion, and Tenure Advisory Committee. (a) For all cases other than promotions to full professor, membership on the College RPT Advisory Committee will consist of one elected *tenured* faculty member (or the elected alternate) from each academic unit of the College. Elections of faculty representatives and their alternates will take place in the individual units prior to the last scheduled College Council meeting of the spring semester. No member will serve for more than two consecutive two-year terms. A faculty member may be re-elected after two years off the committee.
- (b) The Associate Dean of Academic Affairs will serve as an Ex-Officio member of the committee who will schedule the College RPT Advisory Committee meetings and will appoint a primary reviewer (chair) and a secretary for each candidate under consideration. The primary reviewer will summarize the accomplishments of the assigned candidate across the areas of creative/scholarly research, teaching, and service according to the expectations outlined in the department/school RPT Guidelines, summarize the evaluation of the candidate's department chair/director, and, based on the type of review, summarize the comments of any external and internal evaluators. The summary will be followed by discussion of the candidate's dossier by the membership. The secretary will maintain minutes of the discussion, and prepare a written report, including a vote of the Committee's recommendation, and submit the report to the Dean. Members may not participate in the discussion or vote on cases from their home units and will be excused from the meeting during discussion and voting. The Associate Dean serves only to address matters of policy during the meetings.
- (c) The purpose of the College RPT Advisory Committee shall be to ensure that candidates are carefully evaluated in accordance with the criteria, standards, and procedures provided for in the RPT guidelines established by the candidate's department, in compliance with all relevant College and University policies and procedures. See University Policy [6-303-III-G-1](#).

(d) A committee comprised of a minimum of three (3) full professors from the College will constitute the Committee for purpose of reviewing candidates' files for promotion to full professor. The Dean, in consultation with the Executive Committee, will appoint the membership of this committee, in all cases excluding members from the candidate's home department/school. Full professors serving on the College RPT Committee may be appointed to serve on this review committee as well as other professors from the College.

(e) Each College RPT Advisory Committee member will have the following responsibilities in completing the review process: (a) to independently review all of the materials in each candidate's file; (b) to review the materials in light of the criteria and standards as set forth in departmental RPT Statement in the areas of research, teaching, and service; (c) to determine whether the candidate meets the departmental criteria and standards in each area; (d) to share determinations and rationale as called upon by the RPT Committee chair in scheduled Committee meetings; (e) to contribute to the reporting process as required by University regulations; (f) to maintain the highest standards of professional judgment and conduct in completing each element of the review process, and (g) to preserve the confidentiality of the materials and the proceedings.

(f) University Policy [6-303](#), Rev 20, Section III, K outlines the procedures for appointments with tenure and expedited review processes. Membership on the College RPT Advisory Committee for expedited reviews shall include the elected members or their elected substitute, or if those individuals are not available, the Dean may appoint faculty to temporarily serve on this Committee from an individual unit.

- 7 [The College of Fine Arts Budget Advisory Committee will serve as a standing committee to advise the Dean on the allocation of specific discretionary funds. The Dean will appoint committee members after consultation with the department Chairs/Director. Appointments will be for a renewable 2-year term. The College of Fine Arts Director of Finance will be an ex-officio member of the committee. Committee members may be selected from faculty and/or staff not necessarily serving concurrently on the College Council.](#)

IV. College provisions for departmental faculty appointments advisory committees

Pursuant to University Policy [6-302-III-B](#), in each department, there shall be a departmental faculty appointments advisory committee. The committee membership shall include all regular faculty, consisting of the professors, associate professors and assistant professors (both tenured and tenure-eligible), except as follows: the chairperson of the department shall serve as chairperson of the committee but shall not vote on actions of the committee. Deans, and other administrative officials who are required by the regulations to make their own recommendations in an

administrative capacity, and who hold regular faculty appointments within the department, may attend meetings and participate in discussions, but shall not vote on actions of the committee. If approved by a majority of the regular faculty, other interested persons, who may include auxiliary faculty, regular faculty from outside the department, staff, students, and community representatives, may be allowed to participate in discussions with the committee, but shall not vote on actions of the committee.

The College Council allows current auxiliary faculty (as described in University Policy [6-300](#)) to serve as voting members of the departmental/school faculty appointments advisory committee for particular cases involving either appointments or reappointments to auxiliary faculty positions, if a majority of the regular faculty of the department/school has approved the inclusion of auxiliary faculty on the committee either by continuing policy or for purposes of a particular appointment decision. Such policies may provide for inclusion of all current auxiliary faculty members within any specified categories and ranks, or for a specified number of representatives of any categories (with a specified means of selecting such representatives). Whenever any auxiliary faculty are made members of the committee for purposes of a particular appointment recommendation, the department chairperson shall include a description of such participation in the written report transmitted to the dean of the college provided for in Section III-D of University Policy [6-302](#).

- V. Amendments to the Charter. The Charter may be amended by a simple majority vote of those in attendance at a meeting of the Council when a quorum is present. Due written notice of proposed amendment(s) must be submitted to each Council member at least one week prior to the meeting. All amendments are reported to the Executive Committee of the Academic Senate for approval, pursuant to University Policies [6-003-III-Sec. 2](#) and [6-001-III-D](#).



November 14, 2012

Vivian S. Lee
Senior Vice President for Health Sciences
5th Floor, CNC
Campus

W
12/10/12

David W. Lee
12/15/12

RE: Graduate Council Review
Department of Medicinal Chemistry

Dear Vice President Lee:

Enclosed is the Graduate Council's review of the Department of Medicinal Chemistry. Included in this review packet are the report prepared by the Graduate Council, the Department Profile, and the Memorandum of Understanding resulting from the review wrap-up meeting.

After your approval, please forward this packet to President David Pershing for his review. It will then be sent to the Academic Senate to be placed on the information calendar for the next Senate meeting.

Sincerely,

Charles A. Wight
Dean, The Graduate School

Encl.

XC: Chris M. Ireland, Dean, College of Pharmacy
Darrell Davis, Chair, Department of Medicinal Chemistry

The Graduate School – University of Utah

**GRADUATE COUNCIL REPORT TO THE SENIOR VICE PRESIDENT FOR
HEALTH SCIENCES AND THE ACADEMIC SENATE**

April 30, 2012

The Graduate Council has completed its review of the **Department of Medicinal Chemistry**. The External Review Committee included:

Richard F. Borch, PhD, MD (Committee Chair)
Lilly Distinguished Professor of Medicinal Chemistry and
Molecular Pharmacology
Head, Department of Medicinal Chemistry and Molecular Pharmacology
Purdue University

William H. Gerwick, PhD
Professor, Skaggs School of Pharmacy and Pharmaceutical Sciences
Scripps Institution of Oceanography
University of California at San Diego

David Lawrence, PhD
Fred Eshelman Distinguished Professor
Department of Chemistry
University of North Carolina at Chapel Hill

The Internal Review Committee of the University of Utah included:

Carol Sogard, MFA
Associate Professor
Department of Art and Art History

Janis Louie, PhD
Associate Professor
Department of Chemistry

Elizabeth A. Leibold, PhD
Professor
Molecular Medicine Program, School of Medicine

This report of the Graduate Council is based on the self-study report submitted by the Department of Medicinal Chemistry, the results of the external and internal review committees, the report of the University Diversity Committee, and a letter responding to these reviews signed jointly by the Chair of the Department and the Dean of the College of Pharmacy.

DEPARTMENT PROFILE

Overview

The Department of Medicinal Chemistry is one of four departments in the University of Utah's College of Pharmacy. The pedagogic mission of the Department includes the education of professional pharmacy students in the principles of medicinal and physiological chemistry and the education of graduate students and postdoctoral fellows in order to develop them as independent and creative scientists. The scholarly mission of the Department is to create new knowledge related to the discovery and development of drugs. The Department also contributes significantly to interdepartmental graduate programs at the University. Its strategic plan, formulated in 2010, emphasizes maintaining the Department as one of the top ranked nationally in terms of per capita research funding and productivity.

The graduate program in Medicinal Chemistry is a small, well run, and highly successful program that has excellent faculty mentors. In addition to the MS and PhD, the Department supports a four-year professional program leading to a Doctor of Pharmacy (PharmD) degree. Students who earn this degree are eligible to be licensed pharmacists. The graduate program is largely dependent upon the interdepartmental Biological Chemistry and Molecular Biology graduate programs for recruitment and orientation.

The Department is generally well appreciated by the College and University administration for their contributions to the research and teaching missions of the College. Faculty in the Department enjoy good to excellent research and physical facilities, although the laboratories are temporarily dispersed among four different buildings as noted elsewhere in this report. The Department possesses a first-rate national and international reputation in several aspects of chemical biology and natural products chemistry. As a result, students are superbly trained and go on to make contributions in both the private sector and academia. However, the program is hampered by the lack of growth in graduate student numbers and thus, is not realizing its full potential.

Faculty

The Department consists of nine tenure/tenure-track faculty members: three Full, four Associate, and two Assistant Professors. However, one of the full professors is in phased retirement, a second has assumed the Deanship, and the third is Department Chair. Fortunately, one of the Associate Professors is currently under review for promotion and,

assuming a successful outcome, this will partially offset a looming senior leadership deficit. The previous (2006) external review of the Department expressed concern over the lack of mid-career scientists. This is no longer an issue. However, with only two senior level faculty (the Chair and a presumed newly promoted full professor), there exists little flexibility in bearing the burden of Departmental stewardship. There is one female and one minority faculty (same person) on the faculty. She was hired following the 2006 Graduate Council review, which encouraged the Department to further diversify its faculty. Although neither the current external or internal reviews emphasize the need for continued efforts to increase minority representation—perhaps because of the limited pool of such individuals within the discipline—the comments of the University Diversity Committee do.

Criteria for retention, promotion, and tenure are well-articulated and junior faculty members are adequately mentored. The faculty has access to excellent funding and maintains high publication activity. The self-study reports that Academic Analytics' measure of faculty scholarly productivity ranks the Department as the #3 Medicinal Chemistry program in the US, and the #7 out of 85 programs in the area of "Pharmaceutical Sciences." Various teaching awards and the high opinion of students show a high standard of teaching excellence. There is no 'dead weight' on the faculty, and all of the Associate Professors are engaged in high caliber research. However, the Department is at risk of losing one and possibly two of these individuals to offers from other universities, given the prominence of their research programs, and the lean nature of state and private support for the Department and the College of Pharmacy.

The Department also employs research and adjunct faculty. Most research faculty conduct laboratory work, and although these appointments are not uniform in commitment, many individuals aid in graduate student advising and serve on student committees. There currently are six research faculty and seven adjuncts, with two of each group being female. There are no underrepresented minorities in their ranks.

Students

The Department draws the great majority of its students from two umbrella graduate programs, the Biological Chemistry Program (the primary source) and the Molecular Biology Program, although students can also be recruited from the Neuroscience Program, Biology, and Bioengineering, or, indeed, be admitted directly into the Department. After completion of their first-year requirements in either of the combined programs, students select a laboratory for their thesis research, and are then affiliated with the Department of the thesis advisor and supported by the advisor's research funds.

Notable features are the high quality of the students, the very competitive stipend, and tuition costs that are absorbed by the University. However, the Biological Chemistry and Molecular Biology programs are small, feeding into many Departments throughout the university, and only an average of two graduate students join the Department of

Medicinal Chemistry each year. As a consequence, the number of students is too small given the size of the faculty and the prominence of their research programs. In the opinion of the external review committee, the full potential of the graduate teaching and research missions, as well as the overall cohesiveness of the Department, will not be achieved unless the graduate program is made more robust. One mechanism to increase recruitment is to establish the Department's own admissions program and to fund students thus admitted for the first year. This is the method favored by the external reviewers, but the internal report also suggests an alternative approach whereby Medicinal Chemistry supports additional slots in the established Molecular Biology and Biological Chemistry feeder programs. The Department faculty view, as reported in the Chair and Dean's response to the reviews, favors increased support for students in years 2-5, while lobbying for an increase in numbers admitted to the Biological Chemistry Program. In any case, such actions would require additional funds, which are seen by the reviewers as crucial to the Department's continued growth and the maintenance of its national prominence.

The Department makes every effort to ensure the financial support of PhD students through the Tuition Benefit Program, provided that their progress towards the degree is satisfactory. The Department states that student stipend amounts are reviewed annually and compared to other universities across the country. The most recent data available, from 2007-2008, states that the average amount of time needed to complete the masters program is three years, and to complete the PhD program, five years.

The students feel like they have a voice and are part of a community. The PharmD students were particularly supportive of the Medicinal Chemistry Department and the excellent faculty members who teach their classes. Although it was mentioned that the facilities might be somewhat lacking, the new building scheduled to open in 2012 will evidently address this problem. Overall, the Department is doing an excellent job in preparing their students for both the professional demands of the pharmaceutical industry, and as high caliber scientific researchers.

The Department has greater diversity among its graduate student population than it does among its faculty. Significant efforts have been made to increase the recruitment of high quality underrepresented minority students. Of the students admitted to the Department since 2006, 37% are female. In the feeder Biological Chemistry Program class, there are currently 14 total students, of which seven are female (50%). The Department reports sending program informational mailings to college minority advisors and institutions in the country, inviting minority student advisors from schools to the Department for its annual fall faculty retreat, and inviting identified minority applicants out for a weekend visit to further assess credentials and to encourage them to meet current minority students for discussion about life in Utah and at the University. The University Diversity Committee would like to receive more details of these procedures.

Curriculum and Programs of Study

The Medicinal Chemistry graduate program is (appropriately) highly interdisciplinary, and at present all students in the graduate program enter via the Interdepartmental Programs in Biological Chemistry and Molecular Biology. The core courses in the program include offerings primarily in Biological Chemistry and Chemistry; a diverse set of elective courses are also available in many university departments. The previous review recommended that the Department offer a graduate course in Medicinal Chemistry to foster program identity. This has been accomplished with the introduction of two 2-credit half-semester courses: MDCH 7891, “Fundamentals of Drug Discovery and Design,” and MDCH 7895, “Drug Discovery and Chemical Biology.” Overall the graduate program is well structured, the requirements clearly defined, and the ongoing mentoring and monitoring of students excellent, with formal committee meetings held regularly. The research proposal format for the oral preliminary examination is outstanding and places appropriate emphasis on creative and original thinking early in the graduate program. The quality of the thesis projects available to the graduate students is superb. The College should also be commended for establishing a PharmD/PhD program, and the faculty should be encouraged to identify promising PharmD students for this program.

Program Effectiveness and Outcomes Assessment

Procedures for measuring student outcomes and tracking student progress are appropriate. Courses taught in the professional pharmacy curriculum use terminal behavioral objectives, or TBOs, which list the expected outcomes at the end of the semester. The College has an outcomes assessment committee to ensure that the professional curriculum prepares students for licensure and professional practice. The graduate cores in Medicinal Chemistry also have TBOs, which are monitored by a student survey at the end of the semester. The outcomes from thesis surveys are sent to the relevant faculty and to the department chair and any shortcomings are addressed. An exit survey is administered by the Molecular Biology and Biological Chemistry Graduate Programs at the end of the first year.

Students admitted through the Molecular Biology and Biological Chemistry programs take a year of core courses, after which they select a laboratory to carry out thesis research. The PhD program begins with the preliminary qualifying examination, which is based on the submission and defense of a research proposal. Upon satisfactory completion of the preliminary examination, a student will be formally admitted to candidacy for the PhD degree in the Department. At the end of each semester, the Department assesses the progress and standing of each student in the program, and addresses concerns or problems as they arise. PhD students also receive feedback from their supervisory committees at an annual department research presentation. The Department also tracks the career paths of its students. Most students end up in industry or academic positions related to Medicinal Chemistry. Overall, the Department has done an excellent job in creating a graduate training program that ensures success.

Facilities and Resources

The physical facilities for the Department are currently in a state of change. At the present time faculty are spread over four buildings, some at considerable distance from one another, which has created a perception of lack of cohesion in the Department. This was noted in the previous review. A strong response was mounted in the form of successful fundraising for a new building, which will unite the members of the Medicinal Chemistry faculty. The building is in an advanced stage of construction, and completion is slated for the middle of 2012. This improvement to the physical facilities will have an enormously positive impact on many facets of the graduate program and interactions between faculty and students. In addition, since the new building will add to existing space, this will have the net effect of providing room for growth in existing laboratories as well as for faculty to be hired in the future.

The Department has excellent instrumentation. The Department has three NMR spectrometers on site and has access to 800 and 900 MHz spectrometers via a consortium arrangement with the University of Colorado. Mass spectrometry facilities are available within the Department as well as at the University Mass Spectrometry Core. Computer facilities are excellent and no additional requirements are anticipated. The Eccles Medical Library is located close to the Department buildings, and resources are also available at the Marriott Library located on the main campus. The outside review team expressed some concern over continuing student access to journals and databases.

A proposed increase in tenured/tenure-track faculty from nine to ten, and the higher levels of accounting expected by the University and government agencies will impose additional demands on the administrative staff, and both reports urge the importance of hiring an additional staff member with accounting skills who can manage grants.

COMMENDATIONS

1. The quality of the faculty is outstanding. This highly creative and talented group is strongly committed to excellence in scholarship and education and has invested considerable effort in establishing and maintaining a strong graduate program. The faculty is very collegial and has been highly effective in working together to address its challenges.
2. Research is state-of-the-art. The research activities of the Department are highly focused and competitive with the best programs in the country. The Department is to be commended for its outstanding record of extramural support for its research programs. Its accomplishments are especially impressive considering the relative dearth of institutional pre- and post-award support. The Department has also maintained a high quality and level of infrastructure support (instrumentation, etc.) for its research programs.

3. The quality of the graduate students is very high. Their morale is high and they are successful in obtaining employment both in academia and in industry. The presence of such a bright, articulate, and committed group of students suggests that a significant expansion of the graduate program can be achieved without sacrificing program quality.
4. The development of a 'signature' course in Medicinal Chemistry, as recommended by the previous Graduate Council review, has been achieved through the addition of two 2-credit half semester courses that highlight the Department and have been well received by students.
5. The College and Department have worked together to ensure the construction of a much-needed new building.
6. The Department has instituted an outreach program to attract minority students as part of a significant effort to promote diversity in the graduate program, and has had some success in diversifying the faculty.

RECOMMENDATIONS

1. The University and College should be aggressively proactive in addressing faculty retention for the Department. The graduate program has the potential to be one of the country's top programs in chemical biology/natural products, but the Department is highly susceptible to the potential loss of key faculty members due to inadequate resources (institutional support for faculty salaries and graduate program support).
2. The Department needs to find a way to grow its graduate program. This might be achieved either by establishing a dedicated graduate program in Medicinal Chemistry for a minimum of five first-year students (the preferred alternative of the external reviewers), or by a combination of increased support for student stipends in years 2-5 accompanied by an increase in first-year slots in the Biological Chemistry interdepartmental program. This is a critical issue both for national recognition and faculty retention.
3. A grants management staff position should be added to give adequate pre- and post-award staff support for the growing portfolio of extramural support in the Department.
4. The Department should continue its efforts in the recruitment of high quality underrepresented minority students and faculty. Further communication with the University Diversity Committee would be valuable. The Office of the Associate Vice President for Equity and Diversity is committed to this goal and may provide useful ideas and strategies in this regard. The use of annual progress reports to the Graduate School should be considered as a way to encourage the Department to work effectively towards this goal.

5. The Department should continue its efforts to strengthen graduate program cohesion. Specific ideas from graduate students include modifications to the social events surrounding seminars (student lunch with speakers, refreshments at seminars) and updates to the student handbook and Website.
6. Working in conjunction with the College of Pharmacy and the University as a whole, the Department should continue to ensure adequate student access to subscription database services, as well as electronic access to important journals in the biomedical sciences.

Submitted by the Ad Hoc Committee of the Graduate Council:

Chris Lippard (Chair), Associate Professor, Film and Media Arts
Tom Cova, Associate Professor, Geography
Ed Ruddell, Associate Professor, Parks, Recreation and Tourism

FACULTY AND STAFF

MEDICINAL CHEMISTRY

FACULTY	TENURE	CONTRACT	ADJUNCT
Number of faculty with Doctoral degrees	7	0	3
Number of faculty with Master's degrees	0	0	0
Number of faculty with Bachelor's degrees	0	0	0
Other Faculty	0	0	0
TOTAL	7	0	3
STAFF	FULL-TIME	PART-TIME	
Administrative	1	0	
Secretarial/Clerical	1	2	
Laboratory Aides/Instructors	0	4	
Advisors	0	0	
Teaching/Graduate Assistants	0	12	
Other Staff	12	0	
TOTAL	14	18	

The OBIA tables included with the Graduate Council report are required by the Board of Regents, but do not currently match the University of Utah's faculty classifications.

STUDENTS

NOTE: Faculty FTE has been reduced by the amount of FTE paid for by sponsored research (Fund 5000).

MEDICINAL CHEMISTRY

ACAD YR	Student Annual FTE		Faculty						Student FTE to Faculty FTE	
			Regular				Auxiliary			
	Ugrad	Grad	Prof	Ascc	Asst	Inst	Ajnt	Res	Ugrad	Grad
2010-2011	21.2	12.2	3	2	3	0	0	3	2.50	1.43
2009-2010	20.0	13.1	3	2	3	0	0	3	2.17	1.42
2008-2009	17.0	12.5	4	1	3	0	0	3	2.36	1.73
2007-2008	17.4	11.1	4	0	4	0	0	4	2.61	1.66
2006-2007	16.4	15.2	4	0	3	0	0	6	2.98	2.76

ACAD YR	Majors		Degrees Conferred			
	Ugrad	Grad	Bach	Master	PhD	
2010-2011	-	12	-	1	6	
2009-2010	-	13	-	0	1	
2008-2009	-	14	-	0	2	
2007-2008	-	12	-	2	2	
2006-2007	-	14	-	3	1	

FINANCIAL ANALYSIS

MEDICINAL CHEMISTRY

Expense	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Instructional Costs	652,120	761,920	808,733	724,356	796,410
Support Costs	138,362	119,537	166,667	115,940	113,811
Other Expenses	31,585	43,726	87,091	11,556	12,378
Total Expense	822,067	925,183	1,062,491	851,852	922,599
Revenue	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Legislative Appr. w/EB	838,413	928,592	1,002,590	897,067	925,791
Training Grants					
Reallocation 49910					
Tuition to Program					
Fees					
Total Revenue	838,413	928,592	1,002,590	897,067	925,791
Difference	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
Revenue-Expense	16,346	3,409	(59,901)	45,214	3,192

Memorandum of Understanding Department of Medicinal Chemistry Graduate Council Review 2011-12

This memorandum of understanding is a summary of decisions reached at a wrap-up meeting on October 26, 2012, and concludes the Graduate Council Review of the Department of Medicinal Chemistry. Vivian S. Lee, Senior Vice President for Health Sciences; Chris M. Ireland, Dean of the College of Pharmacy; Darrell R. Davis, Chair of the Department of Medicinal Chemistry; Charles A. Wight, Dean of the Graduate School; and Donna M. White, Associate Dean of the Graduate School, were present.

The discussion centered on but was not limited to the recommendations contained in the revised Graduate Council review completed on April 30, 2012. At the wrap-up meeting, the working group agreed to endorse the following actions:

Recommendation 1: The University and College should be aggressively proactive in addressing faculty retention for the Department. The graduate program has the potential to be one of the country's top programs in chemical biology/natural products, but the Department is highly susceptible to the potential loss of key faculty members due to inadequate resources (institutional support for faculty salaries and graduate program support).

Since the review took place, the Department hired an Assistant Professor. Another faculty member was promoted to Professor, and the Department is currently building a retention package for that person with the help of a major gift to the College of Pharmacy. With the encouragement of the Sr. Vice President, the Dean is actively pursuing external endowments to protect existing faculty salaries and support the graduate program. The Sr. Vice President and the Dean agree to continue to offer retention packages as needed on a case-by-case basis to retain top faculty members.

Recommendation 2: The Department needs to find a way to grow its graduate program. This might be achieved either by establishing a dedicated graduate program in Medicinal Chemistry for a minimum of five first-year students (the preferred alternative of the external reviewers), or by a combination of increased support for student stipends in years 2-5 accompanied by an increase in first-year slots in the Biological Chemistry interdepartmental program. This is a critical issue both for national recognition and faculty retention.

All parties were in agreement that this is a critical issue requiring additional resources. According to the Chair's response, "...the Faculty decided that new resources would be best spent to support student stipends in years 2-5." The Department does not want to reinstitute

**Memorandum of Understanding
Department of Medicinal Chemistry
Graduate Council Review 2011-12
Page 2**

a stand-alone graduate student recruiting program, and is generally pleased to receive students from the Biological Chemistry training program. To assist in solving the problem of increasing the number of first-year slots, the Dean agreed to provide matching funds for the purpose of expanding the Biological Chemistry training program.

Recommendation 3: A grants management staff position should be added to give adequate pre- and post-award staff support for the growing portfolio of extramural support in the Department.

The Department has hired a Project Coordinator to oversee grant tracking, and the Dean is working to reconfigure staff at the College level to facilitate the hire of an Associate Dean for Research (for 2013) who will be available to support award monitoring and budget projections. A staff person is being recruited now to coordinate pre-award support for the entire College. That position will eventually fall under the jurisdiction of the Associate Dean for Research. All parties voiced their understanding of the importance of having adequate grant management staff.

Recommendation 4: The Department should continue its efforts in the recruitment of high quality underrepresented minority students and faculty. Further communication with the University Diversity Committee would be valuable. The Office of the Associate Vice President for Equity and Diversity is committed to this goal and may provide useful ideas and strategies in this regard. The use of annual progress reports to the Graduate School should be considered as a way to encourage the Department to work effectively towards this goal.

The Chair and Dean received written recommendations from the University Diversity Committee and acknowledged that they have done quite well, particularly on increasing gender diversity among their Doctor of Pharmacy students. With the recent hire of Dr. Evelyn Gopez, Associate Vice President for Inclusion and Strategy in the Health Sciences, the Department will now have access to her services. The Chair was encouraged to take advantage of resources in that office such as training for search committee members, pipeline programs for student recruitment, and surveys on institutional climate for diversity and inclusion.

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Recommendation 5: The Department should continue its efforts to strengthen graduate program cohesion. Specific ideas from graduate students include modifications to the social events surrounding seminars (student lunch with speakers, refreshments at seminars) and updates to the student handbook and Website.

The Department Chair has been proactive in regard to the issue of program cohesion. Changes in scheduling of student meetings with external speakers and a plan for regular events for graduate students and postdoctoral scholars have been implemented, the Website and handbook have been updated, and with the soon to open new facility, students will be more centrally located.

Recommendation 6: Working in conjunction with the College of Pharmacy and the University as a whole, the Department should continue to ensure adequate student access to subscription database services, as well as electronic access to important journals in the biomedical sciences.

According to the Chair, "The Department recognizes the importance of subscription maintenance, and is continuing to support the efforts of the University libraries to assure access to journals and databases."

This memorandum of understanding is to be followed by annual letters of progress from the chair of the Department of Medicinal Chemistry to the dean of the Graduate School. Letters will be submitted each year until all of the actions described in the preceding paragraphs have been completed.

Vivian S. Lee
Chris M. Ireland
Darrell R. Davis
Charles A. Wight
Donna M. White



Charles A. Wight
Dean, The Graduate School
November 14, 2012



Resolution for Kevin Taylor on the Occasion of His Retirement

WHEREAS, Kevin Taylor has been a member of the University of Utah community since 2001 and

WHEREAS he has served in several professional capacities at the U, currently as Director of Planning and Policy in University Information Technology and

WHEREAS he has worked on hundreds of projects and initiatives on behalf of students, staff, faculty and administration and

WHEREAS he has played a vital role in statewide Information Technology policy and implementation and

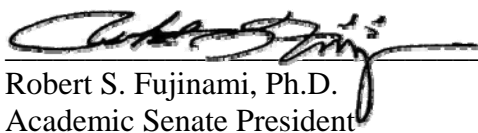
WHEREAS he has been a strong supporter of faculty and staff governance, especially in his role of presenting numerous policy issues to the Academic Senate and

WHEREAS he has always had a warm and collegial style and

WHEREAS his positive contributions to the University of Utah are vast,

NOW THEREFORE, be it resolved that the Academic Senate of the University of Utah honors Kevin Taylor on the occasion of his retirement from the University and thanks Kevin for his service and contributions.

Offered this day, January 14, 2013
Salt Lake City, Utah



Robert S. Fujinami, Ph.D.
Academic Senate President