

President's Message

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President's Message

President Astrid S. Tuminez



Welcome to Utah Valley University!

At UVU we believe in the power of dreams and the ability to achieve them.

Your dreams can take you anywhere. Your imagination, combined with the acquisition and implementation of knowledge, can put you on the path to success — academically, professionally, and personally.

As part of our mission ethos, we are champions of learning by doing. We call it engaged learning. This approach takes the best learning from textbooks, research, and class lectures and combines it with a myriad of opportunities for practical application. Since our founding more than 75 years ago, we have created connections that help our students expand their horizons and become better prepared to enrich society and the world around them. The world is dynamic, and we believe higher education should reflect that.

Each UVU student, with her or his unique characteristics and background, is important to the whole of the university and plays a crucial role in the vibrancy of our community. I invite you to be actively engaged in your life as students, enjoying the many extracurricular activities and athletic offerings on our campus as you complete your degree. Be assured that the seriousness with which you pursue your studies will be richly complemented and supported by a comprehensive network of invested faculty, staff, and administrators. Together, these women and men will ensure that UVU is a place of exceptional care, exceptional accountability, and exceptional results.

I encourage you to explore the pages of UVU's course catalog. Our wide range of offerings in certificate programs and associate, bachelor, and graduate degrees reflects our approach to higher education. This integrated model of education, combining career and technical education alongside more traditional academic degree programs, produces first-rate scholars and practitioners in highly sought-after fields. No matter your background or interests, there is a place for you at UVU. So, come as you are — bring your dreams.

Go Wolverines!

Best wishes,



Dr. Astrid S. Tuminez

Academic Calendar Fall 2018 – Summer 2019

General Calendar Dates	Fall Semester 2018	Spring Semester 2019	Summer Term 2019
Faculty Return	Monday, August 13	Wednesday, January 2	Monday May 6
Regular Classes Begin	Monday, August 20	Monday, January 7	Wednesday, May 8
Weekend Classes Begin	Fri. & Sat., August 24 & 25	Fri. & Sat., Jan. 11 & 12	Fri.-Sat., May 10 & 11
First Block Classes End	Tuesday, October 9	Thursday, February 21	Friday, June 21
Second Block Classes Begin	Wednesday, October 10	Friday, February 22	Monday, June 24
Regular Classes End	Thursday, December 6	Thursday, April 25	Friday, August 9
Final Exams	Mon.-Thurs., Dec 10 - 13	Mon.-Thurs., Apr 29-May 2	N/A
Weekend Final Exams	Fri. & Sat., Dec 14 & 15	Fri. & Sat., Apr 26 & 27	Fri. & Sat., Jul 19 & 20
Semester/Term End	Saturday, December 15	Thursday, May 2	Friday, August 9
Commencement	N/A	Thursday, May 2	N/A
Convocation	N/A	Friday, May 3	N/A
Holidays	Fall Semester 2018	Spring Semester 2019	Summer Term 2019
Labor Day	Monday, September 3		
Fall Break	Thurs.-Sat., Oct 18-20		
Thanksgiving	Mon.-Sat., Nov. 19-24		
Martin Luther King Jr. Day		Monday, January 21	
Reading Day	Friday, December 7	Friday, April 26	
Washington & Lincoln Day		Monday, February 18	
Spring Break		Mon.-Sat., March 18-23	
Memorial Day			Monday, May 27
Independence Day			Thursday, July 4
Pioneer Day			Wednesday, July 24

Notes: Other calendar options may be available on a limited basis for certain specialized courses.

***NO ACCESS to UVU computing resources as follows:** Fall Break – 5 pm Friday through Sunday; Thanksgiving Holiday—5 pm Wednesday through Sunday; Washington & Lincoln Day Holiday—5pm Friday through Monday; and Spring Break—5 pm Thursday through Sunday. For calendar questions contact Tiffany Evans at tiffany.evans@uvu.edu. For IT questions contact it@uvu.edu

Approved by Academic Calendar Committee 15-Apr-2016
 Approved by Academic Affairs Council 19-Apr-2016
 Approved by President's Council 21-Apr-2016

Academic Policies & Standards

Academic Year

The academic year consists of three semesters: fall, spring, and summer. Fall and spring semesters are each made up of 15 weeks of class work and one week for final exams. The summer semester is 14 weeks in length; most classes are offered in one of two seven-week blocks. The time in classes is adjusted to equal the class time of fall and spring semesters, but there is no final exam period during summer.

Introduction

Course Administration

UVU reserves the right to cancel any course at any time. Reasons for course cancellations include, but are not limited to, low enrollment in the course, space unavailability, instructor change, loss of instructor, and/or program changes. Students enrolled in the course will be contacted as soon as possible by the appropriate school or college when the university decides to cancel a course.

Class Periods/Credits

All credit hours are computed in semester hours. Three hours of work per week are, on average, expected to earn one semester credit hour; however, one credit hour may include any of the following combinations of work:

1. One hour of lecture, plus a minimum of two hours of personal work outside of class, regardless of delivery mode (One hour of lecture is considered to be 50 minutes per week) ;
2. Three hours in a laboratory, internships, practica, studio work, or other academic work, regardless of delivery mode, with additional outside work in preparation and documentation;
3. Any other combination appropriate to a particular course as determined by the academic department.

All transfer courses taken on a quarter system will be converted to semester hours using a three to two credit ratio. For example, a three credit hour course from a quarter calendar institution transfers to UVU as two semester credits.

Full-time Student Status

Graduate

UVU considers graduate students registered for 9 credits or more per semester or summer to be full-time graduate students. A 9 credit hour minimum load is generally accepted by sponsoring agencies for certifying full-time status.

Undergraduate

UVU considers students registered for 12 credits or more per semester or summer to be full-time students. A 12 credit hour minimum load is generally accepted by sponsoring agencies for certifying full-time status. Financial aid recipients receiving full benefits and students on scholarships are required to carry a minimum of 12 credits per semester.

For students attending only the fall and spring semesters, 15 to 18 credits per semester is generally required to complete associate degree programs within two academic years or bachelors degrees within four academic years, assuming all prerequisites are satisfied (See individual major requirements for exceptions).

Credit Hour Loads in Excess of 20

Students who enroll in 21 or more credit hours in a semester must have approval from the deans of the appropriate schools and/or colleges.

Year Classifications & Credit Hours

Freshman: 0-29 credit hours

Sophomore: 30-59 credit hours

Junior: 60-89 credit hours

Senior: 90 or more credit hours

Grading Policies

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade "A" is an exceptional grade indicating superior achievement; "B" is a grade indicating commendable mastery; "C" indicates satisfactory mastery and is considered an average grade; "D" indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; "E" (failing) indicates inadequate mastery of pertinent skills or repeated absences from class; "UW" indicates unofficial withdrawal from class.

The following table indicates each grade variant and the equivalent grade points for that variation.

One Credit of:	Equals Grade Points:
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7

D+	1.4
D	1.0
D-	0.7
E	0.0
UW	0.0

The following grades are not computed in the GPA:	
W	Official Withdrawal
I	Incomplete
AU	Audit
CR	Credit Granted
NC	No Credit Granted
CEU	Noncredit—Continuing Education Unit
T	In Progress (Temporary Status)

The GPA is determined by dividing the total grade points earned (credit hours times grade in points above) by the number of semester hours attempted.

Students may view final grades electronically on the myUVU system after the end of the semester. **All financial obligations to the Institution and “holds” on academic records must be resolved before college transcripts are issued.**

Incomplete (I) Grades

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the course work because of extenuating circumstances. The term “extenuating circumstances” includes: (1) incapacitating illness which prevents a student from attending classes (usually more than five consecutive class days); (2) a death in the immediate family; (3) change in work schedule as required by employer; or (4) other emergencies deemed acceptable by the instructor.

If circumstances are deemed appropriate, the student may petition the instructor for time beyond the end of the semester to finish the work. If the instructor agrees, an “I” grade will be given. An Incomplete Grade Form indicating work completed and work to be completed must be signed by the student, instructor, and the department chairperson, and turned into the Registrar’s Office at the end of the semester.

“I” grades should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned. Per policy, students must be passing the course and have completed 70% or more of the course work in order to qualify for an incomplete.

Specific arrangements to remove an “I” grade must be made between the student and the instructor. In most circumstances, work to be completed should be finished in the first two or three weeks following the end of the semester in which the “I” was given. Failing to complete the “I” and replace it with the appropriate letter grade may negatively affect any financial aid.

Incomplete work cannot be completed by retaking the class. If such an option is preferred, the student must take the grade earned and then retake the class for a better grade. The grade for the later class will be calculated in the GPA. In all cases, **the “I” grade must be made up within one year.** If it is not, the “I” grade will change to an “E” on the transcript. “I” grades are not computed in the GPA.

Repeating a Course

No additional credit is allowed for repeating a course in which the initial grade was passing unless the course number for the course ends in the letter suffix “R” or “Z” (a course designed to be repeatable for credit). For other repeated courses, the most recent grade will be used in the calculation of the GPA. Upon successful completion of the repeated course, the repeat is indicated on the student’s transcript (E=Exclude, I=Include). All work will remain on the records, ensuring a true and accurate academic history. (Note: Although not used in computing the UVU overall GPA for UVU purposes, many graduate programs, such as law or dental school, include ALL grades in calculating an overall GPA for admissions criteria.)

Courses are not accepted from other institutions for the purpose of posting a repeat of a course already taken at UVU.

Board of Regents policy requires that students shall be charged at the full cost of the instruction tuition for repeating a course more than once, unless the institution determines that the repetition is a result of illness, accident or other cause beyond the student’s control or unless the course is prescribed by the student’s program of study. This affects all courses beginning January of 2003.

Changing a Grade Other than an Incomplete

Policy

Any student who has reason to believe that a grade assigned in a specific course was not justified has the right to appeal that grade.

Introduction

Procedure

Student Action—

Grades may be appealed **within one year of issuance** in the following manner:

First, the student shall approach the instructor of the course as soon as possible after receiving the final grade. They have the right to discuss the merits of their appeal in an informal and non-threatening environment.

Second, after obtaining feedback from the instructor regarding the rationale for assigning the original grade, and assuming dissatisfaction still exists at the conclusion of the first step, or if the original instructor is no longer available, the student has a right to submit a written appeal to the department chair, in a consultation setting.

Finally, if a mutual understanding cannot be reached in the **second** step, the student has the right to submit a formal written appeal through the Office of the Registrar to the University Academic Standards Committee, which exercises final authority in adjudicating the appeal.

Faculty Action—

During the first year after the issuance of a grade, an instructor for a specific class may submit a grade change form with proper documentation directly to the Records Office.

During the second through fifth years, the grade change form must be accompanied by an Academic Standards Petition filled out by the student and submitted by the course instructor or department chair directly to the registrar. If a grade change is requested and the faculty member who gave the original grade is no longer employed by UVU, the appropriate department chair may make the change if it is warranted.

After five years, a grade change may be considered only where evidence exists to prove that an error occurred in the recording of the original grade or extreme extenuating circumstances existed. In the latter case, an Academic Standards Petition with appropriate documentation may be submitted to the Office of the Registrar for possible consideration by the University Academic Standards Committee.

When the Records Office receives a signed change of grade form from an instructor, the new grade(s) are entered into the computer. An explanation of the transaction is entered into the student's record, including what the old and new grades are.

Withdrawal & Reinstatement

Withdrawal from Classes

Students may drop and withdraw from classes according to the dates and deadlines posted on the Semester Student Timetable. Classes may be dropped and not appear on the transcript through the drop deadline. After the last day to drop noted on the Semester Student Timetable, a grade of "W" will appear on the transcript for all official withdrawals and students will be responsible for tuition and fees. A "W" grade could impact a student's satisfactory academic progress with the Financial Aid and Scholarships Office.

Withdrawing from a course after the last day to withdraw deadline may only be for extenuating circumstances and not solely for academic difficulty, and requires the signature of the department chair with a department approval stamp. Such changes to a student's schedule may adversely affect current and future financial aid, scholarships and/or refunds. Students are cautioned to see a financial aid advisor before attempting to completely withdraw from school.

If a student stops attending (but does not officially withdraw) **before the last day to withdraw**, they should receive a "UW."

If a student stops attending (but does not officially withdraw) **beyond the last day to withdraw**, they may receive the grade earned up to that point, or an "E", at the instructor's discretion.

"UW's" are calculated into the grade point average (GPA) as 0.00, the same as "E's" (failing grades).

Administrative Drops and Withdrawals

Students may be dropped or withdrawn from classes by the administration if they: 1. register, but do not attend courses within the first three class periods of a semester; 2. register for courses for which they have not completed prerequisites; 3. neglect to pay tuition and fees for any given semester by the deadline published in the Student Timetable; or 4. other administrative reasons. Such changes to a student's schedule could affect financial aid, scholarships, and/or refunds.

Withdrawal from the Institution

It is the responsibility of the student who withdraws from school to complete the online Leave of Absence process. If withdrawing (Leave of Absence) after the refund period noted in the Semester Student Timetable, a grade of "W" will appear on the transcript for all official withdrawals and students will be responsible for tuition and fees. A "W" (official withdrawal) grade could impact a student's satisfactory academic progress with the Financial Aid and Scholarships Office. Complete withdrawal from college may adversely affect financial aid and/or Veterans' benefits.

Simply stopping attendance does not qualify as an official withdrawal, and a student who does so may receive a failing grade.

Reinstatement

Students who withdraw from UVU and then desire to be reinstated during the same academic semester may do so by obtaining clearance from the Registrar's Office and completing the late registration process.

Student Military Leave Procedure

Students activated into military service during an academic semester for which they are currently enrolled have the following options to choose from, in addition to other alternatives provided by existing policy and regulation. The student is responsible to notify appropriate Institution officials regarding the implementation of the selected option.

1. A request to withdraw from school will be honored with a full refund of all tuition and fees paid. Non-punitive "W's" will be recorded on the transcript and the date of action maintained on the student's record.
2. Incomplete grades may be negotiated with individual faculty and/or departments based on realistic means of completing the required objectives of the course(s). Where recommended by the department (faculty), the time limit for completing the "I" may be extended. This option may include "home study" as a means of completing the required work with faculty approval and where practical.
3. Current grades (grades earned at the point of termination) may be issued at the discretion of individual faculty. This is also a negotiated option.

In all cases, the student activated into military service is eligible for readmission.

Noncredit Continuing Education Unit (CEU)

Noncredit or Continuing Education Students are taking courses to pursue personal or professional interest, gain general knowledge, learn a new skill, upgrade existing skills, or enrich their personal understanding of a wide variety of topics. These courses do not offer college credit, but in some cases noncredit or continuing education students can earn continuing education units, certification or other evidence of class completion to meet personal or professional requirements. Noncredit course work cannot be substituted for a credit requirement or any required course on a degree pathway.

College Credit

College credit at UVU may be obtained through the following methods: 1. UVU Credit (includes Cooperative Education); 2. Transfer Credit; 3. Challenge Credit; 4. Foreign Language Challenge Credit; 5. Advanced Placement Credit; and 6. CLEP (College Level Examination Program).

1. UVU Credit

UVU credit is obtained through admittance to UVU, registering for classes, and satisfactorily completing all required course work. Courses completed through this method will receive a letter grade that will be used in calculating Grade Point Average (GPA).

Cooperative Education

Cooperative Education (Coop) offers another avenue for students to obtain UVU college credit. Students enrolled in cooperative education work as paid employees of a business, agency, or institution while enrolled at UVU in classes related to their career. Academic credit for cooperative work experience is granted according to the number of hours a student works during the semester using the following formula:

Credit Hours	Minimum Hours of Work
1	75
2	150
3	225
4	300
5	375
6	450
7	525
8	600

Coop credits are registered for at the same time and in the same manner as UVU credits.

Courses completed through Cooperative Education will receive a credit/no-credit grade which is not included in the calculation of the GPA.

The maximum number of coop credits that may be applied toward a certificate is 8; a diploma is 14; an associate or bachelor's degree is 16 credit hours. Departments define how coop credit is applied to specific programs. Additional coop credit may be taken (but not applied toward graduation) with approval of the cooperative education director and the appropriate dean.

2. Transfer Credit

It is the student's responsibility to have official transcripts of any previous college work completed elsewhere sent to the UVU Admissions Office. Transcripts accepted as official by the UVU Admissions Office are automatically sent to the Transfer Credit Office for evaluation and posting. The Transfer Credit Office may require the student to supply the catalog, bulletin, or course outlines from previous schools attended to assist in determining the transferability of specific courses. Transfer credit may or may not apply to UVU graduation requirements, regardless of the number of credits transferred.

Transfer courses with grades below "C-" will not be accepted by UVU. Transfer courses are not calculated in the GPA. Individual departments reserve the right to impose limits on the age and grade level of transfer credit. There is no limit to the number of transfer credits that may be accepted; however, UVU graduation requirements such as residence, total credits, and GPA must still be met.

Transfer courses will not be accepted from other institutions for the purpose of posting a repeat on a course already taken at UVU.

Courses in religion will be evaluated on the basis of the particular orientation of the course as determined by the UVU Religious Studies Committee. In order to be considered, these courses must be listed on an official transcript from a regionally accredited institution and must demonstrate scholarly rigor and critical engagement with the subject matter.

Introduction

General Education for Transfer Students

For transfer students from any Utah State Higher Education institution, UVU shall accept at full value all General Education course work approved by the sending institution, provided it meets the minimum C- letter grade requirement, in any area specified by the Board of Regents document R470. These areas include Composition, Quantitative Literacy, Fine Arts, Humanities, Social and Behavioral Science, Biology and Physical Science. UVU shall require transfer students to complete any additional coursework needed to satisfy the unmet portions of the UVU General Education requirements. Previously completed General Studies course work shall be applied to assure the best possible fit with UVU's General Education requirements. As each transfer student's requirements may vary, see the Graduation Office (BA 114) for specific requirements.

An AA or an AS degree earned at any USHE institution will meet the General Education requirements of UVU. The degree must include equivalents of UVU's English, Mathematics, and American Institutions requirements or the student will have to fulfill these requirements separately.

Credit for ACT/SAT Scores

On May 12, 2015, Senate Bill 196 - Math Competency Initiative passed which mandated that the State Board of Education establish a qualifying score for ACT/SAT scores in order to award college credit for a mathematics course. This course must satisfy the state system of higher education quantitative literacy requirement. This initiative will go into effect as of the 2016-2017 school year. High School students who have graduated during the 2016 school year and onward will be eligible for QL 1900 based off of an ACT score of 26 or an SAT score of 660.

U.S. Institutions outside of Utah

For transfer credit to be accepted by UVU, the institution from which credit is to be transferred must be accredited by one of the following regional associations:

- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools (NCA)
- New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE)
- Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC)
- Western Association of Schools and Colleges/Accrediting Commission for Community and Jr. Colleges (WASC-Jr.)
- Western Association of Schools and Colleges/Accrediting Commission for Sr. Colleges and Universities (WASC-Sr.)

An equivalent AA or AS degree earned at one of these accredited institutions will meet General Education requirements at UVU. The degree must include equivalents of UVU's English, Mathematics, and American Institutions requirements or the student will have to fulfill these requirements separately.

Non-accredited institutions may be accepted on an exception basis by individual departments.

Military courses are evaluated using the ACE recommendations from the Guide to the Evaluation of Education Experiences in the Armed Services. Approved credits will be applied if they directly pertain to a student's individual undergraduate degree program.

International and Foreign Institutions

The Transfer Office, working with department academic advisors and faculty, is authorized to evaluate credit from foreign colleges, universities, and/or International Baccalaureate (IB) Diplomas after a student has been admitted to UVU. International students requesting transfer of credit from foreign institutions of higher education must submit a transcript from an approved Foreign Credentials evaluation Service. See BA 114 for a list of these accepted services.

Transfer courses from international and foreign institutions are not calculated in the GPA.

3. Challenge Credit/Experiential Credit

(Equivalency Examination and/or Documentation of Earned Competency)

No more than 25 percent of the minimum credits required toward a bachelor's degree, and associate degree, diploma, or certificate of completion, may be awarded through experiential and/or challenge credit. Challenge credit and experiential credit are not eligible for use in a certificate of proficiency. Credit for courses that appear in the current catalog may be awarded to individuals who can prove through appropriate assessment and/or documentation that they have already acquired the equivalent knowledge and/or expertise required for successful completion of that course.

To receive experiential/challenge credit for a specific course, the student must

1. Be enrolled at the University.
2. For Challenge credit, complete a comprehensive examination (theoretical and/or applied) with at least a "C-" grade; or for Experiential credit, provide documentation of practical experience to the satisfaction of the department chairperson and dean showing course objectives have been met; or with the departmental approval, complete an advanced course with a grade of "C-" or higher (if deemed necessary by the department) as a validation procedure.
3. Pay, in advance, a nonrefundable processing fee.
4. After successful completion of requirements, pay the per-credit-hour fee.

A specific course shall be challenged only once, and a student shall not receive challenge/experiential credit for a course that the student is/or has been previously enrolled in and received a grade, including a "W" grade.

Duplicate credit will not be awarded.

Grades shall be recorded only as "CR" (credit) and shall not be calculated in a student's university GPA.

4. Language Challenge Credit

Students may obtain an Experiential Language Credit Request Form in the UVU Languages and Cultures Department.

Students who have acquired proficiency in languages **offered at UVU** by means other than college courses (high school, foreign residency, etc.) may earn up to 16 credit hours. To qualify for these credits, a student shall complete a course in that language at a higher level than the credits for which they apply; and the grade in that course must be a "C-" or better.

To qualify for credit for language courses **not offered at UVU**, a student may, as an alternative, take the appropriate language test at any accredited four-year institution and provide UVU with the satisfactory (C- or better) test results. In this circumstance, the student must meet with the Languages and Cultures department chairperson to ascertain the maximum language credits that may be applied to any degree from UVU.

Proficiency tests to determine placement (not credit) in advanced courses are administered in the UVU Classroom Testing Center prior to the beginning of each semester. Students unsure of their language skills must take the test or receive permission from the course instructor before registering for advanced classes.

Students who qualify for credit under the above provisions (for example, they register for, and successfully complete, Spanish 2010 with at least a "C-" grade, thus qualifying for the credits for the previous courses—1010 and 1020) must petition for those credits (application forms are available in the Languages and Cultures Department) and pay a fee for each credit hour. No additional tuition will be charged for those credits. The credits will be listed on transcripts as "**CR**" and are not calculated in the GPA.

Additional information regarding language challenge credit and other policies are available from the Languages and Cultures Department.

5. Advanced Placement Credit

Students who complete an Advanced Placement Exam through CollegeBoard may earn up to 8 academic credits per test with a score of 3, 4, or 5, as per the policies set forth by the Utah State Board of Regents. Students having AP test scores of 3 or higher should contact the Transfer Credit Office to ensure posting of the results to their UVU transcripts.

Specific equivalencies and acceptance criteria are updated annually, upon departmental faculty review and approval.

If all **residence, credit, and grade point average** requirements have been met, there is no limit to the number of Advanced Placement credits that may be accepted; however, duplicate credit for tests and course work shall not be applied.

6. CLEP Credit (College Level Examination Program)

Students may receive college credit for CLEP exams as specified on the approved list in the Transfer Credit Office. Additionally, students intending to transfer to another institution from UVU should articulate with their intended transfer institution to gain advance information on how that institution accepts CLEP credit.

CLEP credit will be posted as a "**CR**" grade and will not be calculated in the GPA.

The amount of credit given through CLEP subject examinations is determined by the appropriate departments. No more than 25 percent of the minimum credits required toward a degree may be awarded through CLEP and/or Challenge/Experiential Credit hours.

Course Number System

0000-0999 Remedial or preparatory noncredit courses; may not be counted toward a certificate, diploma, associate, or bachelor's degree. Technical, nontransferable courses may count toward a certificate.

1000-2999 Lower division (freshman and sophomore courses); courses designed as transfer courses; count toward a certificate, diploma, associate, and/or bachelor's degree.

3000-5000 Upper division (junior and senior courses); courses designed to count toward a bachelor's degree, or any other degree as required by department.

6000 Graduate courses; regular courses in master's level programs.

Learning Enrichment courses with 1000 level numbers do not satisfy General Education requirements for the associate or bachelor's degrees. These classes may count as electives for the Associate in Arts, Associate in Science, and Bachelor of Science degrees.

The letter suffix "R" indicates that a course is repeatable for credit (example: PES 161R). Course descriptions indicate the number of "repeats" allowed.

Variable and partial credit is indicated by letter suffixes of "A," "B," "C," etc. (example: ACC 201A = 4 credits and ACC 201B = 2 credits). Changing the hours of credit for a variable-credit class after registration may be done only through the add/drop (class change) procedure. Such changes must be made prior to completion of that partial course.

"Honors" credit courses are identified on the transcript by an "H" following the course number (example: ENGL 225H).

Global/Intercultural credit courses are identified on the transcript by a "G" following the course number (example: ANTH 101G).

Undergraduate Academic Standards

- **Academic Counseling Center**
- Office: LC 402
- Telephone: 801-863-8425

Policy

Academic standing is determined by the grades a student earns at UVU. A student with the most recent semester grade point average (GPA) and cumulative GPA of 2.0 or higher on a 4.0 scale is in good academic standing. When a full- or part-time undergraduate student fails to maintain a semester or cumulative GPA of 2.0 on a 4.0 scale, the student shall be notified of progressive academic intervention actions.

This policy does not include nor preclude additional program requirements that may be mandated by specific departmental majors.

Procedures

Introduction

Academic intervention shall be applied progressively in the order described below.

Alert Status

When a student is not making adequate progress towards course completion and the instructor is unable to resolve the issue with the student, the student may be placed on alert status. A registration hold may be placed on the student's record. The student must then meet with their academic advisor for guidance before the registration hold will be removed.

Academic Warning

When the semester GPA falls below 2.0 and the cumulative GPA is 2.0 or above, the student shall be placed on academic warning regardless of alert status. A registration hold shall be placed on the student's record. The student must complete an academic success warning workshop and meet with their academic advisor before the registration hold will be removed.

Academic Probation

When the semester and cumulative GPA both fall below 2.0, the student will be placed on academic probation. A registration hold shall be placed on the student's record. The student must complete an academic success probation workshop, develop an academic success plan, and meet with their academic advisor before the registration hold will be removed.

Continued Academic Probation

If the student on academic probation fails to raise the cumulative GPA to a 2.0 or above in the subsequent semester, the student will be placed on continued academic probation. A registration hold shall be placed on the student's record and the student must prepare an academic success plan with their academic advisor as well as the academic standards counselor before the registration hold will be removed. The student may also be required to attend another academic success probation workshop and/or enroll in a college success class.

All students on continued academic probation will be required to submit an in-progress grade report to the Academic Standards Office in order to register for any subsequent semester(s). The student shall continue to receive advisement from the academic standards counselor, as well as their academic advisor, to monitor and promote academic progress.

Academic Suspension

When on continued academic probation, a student receiving a semester and cumulative GPA below 2.0 in a subsequent semester shall be placed on academic suspension. The student shall be immediately dropped from enrollment in all current semester classes and a registration hold shall be placed on the student's record. The student shall be suspended for a minimum of one full semester. During this time the student is expected to resolve all academic problems that led to the academic suspension.

To re-enroll at the University, a student must submit a Petition for Academic Suspension Review to the Academic Support Committee. This committee will make suggestions for specific customized interventions to be approved by the Academic Standards Committee. A decision shall then be rendered as to whether, and under what conditions, the student may continue to study at the University. The student must complete the requirements set forth by the Academic Standards Committee before the registration hold will be removed.

Academic Probation Returning from Academic Suspension

When the academic suspension petition is granted, the student is allowed to resume their academic studies under probation returning from suspension. This status allows the student to register for classes under the guidance of the Academic Standards Office, in conjunction with their academic advisor. As long as the student acquires a semester GPA of 2.0 or above in all subsequent semesters and abides by the conditions outlined by the Academic Standards Committee, the student may continue to enroll in classes. The student will remain on academic probation returning from academic suspension until the cumulative GPA is at or above 2.0.

Academic Dismissal

When failing to comply with the conditions set forth by the Academic Standards Committee while on academic probation returning from academic suspension, the student shall be dismissed from the University and immediately dropped from enrollment in all classes. A registration hold shall be placed on the student's record.

The student may not re-enroll at the University or submit a Petition for Academic Dismissal Review for a minimum of one full calendar year from the date of academic dismissal. During this calendar year, the student may also be required to attend another institution and complete 18 credits with at least a 2.5 GPA. Upon review by both the Academic Support Committee and the Academic Standards Committee, a decision will be rendered as to whether or not, and under what conditions, the student may re-enroll at the University.

Any student who returns to the University after being dismissed will be placed on academic probation returning from academic dismissal and will be required to follow the academic plan outlined by the Academic Standards Committee.

Academic Probation Returning from Academic Dismissal

When the Petition for Academic Dismissal Review is granted by the Academic Standards Committee, the student is allowed to continue their academic studies on academic probation returning from academic dismissal. The student is allowed to register for classes under the guidance of the Academic Standards Office, in conjunction with their academic advisor. As long as the student acquires a semester GPA of 2.0 or above in all subsequent semesters and abides by the conditions outlined by the Academic Standards Committee, the student may continue to enroll in classes. The student will remain on probation returning from dismissal until the cumulative GPA is at or above 2.0.

When a student is unsuccessful at this level and does not have the ability to benefit from continuing with their education at the University, academic counseling will be provided by the Academic Standards Office to explore alternative pathways to success.

Appeals

When the student's Petition for Academic Suspension Review or Petition for Academic Dismissal Review is denied by the Academic Standards Committee, the student may present an appeal to a hearing panel that consists of the Academic Standards Committee and a representative appointed by the President of the Utah Valley University Student Association (UVUSA). After review of the petition, the hearing panel will determine if the student's appeal is granted or denied. If the appeal is granted, the hearing panel shall determine the conditions for re-enrollment at the University.

If the student is unsatisfied with the hearing panel's decision, the student has the right to appeal in writing to the Vice President of Academic Affairs.

Academic Renewal

For students who are challenged with a low GPA or for those who have experienced a period of low grades that does not reflect their academic potential, UVU offers academic renewal. A student is allowed to petition the Registrar for academic renewal only one time during his or her enrollment at the University. This process shall remove a limited amount of previous academic work from the student's GPA and from credit toward graduation. To be eligible a student shall meet the following conditions at the time the petition is filed:

1. The student must be currently enrolled at UVU.
2. A minimum of two years has elapsed since the most recent course work to be eliminated was completed.
3. The student has completed at least 30 semester hours of UVU course work with a minimum cumulative GPA of 2.50. These 30 hours shall have been completed after the course work the student is requesting to eliminate.
4. The student's cumulative GPA is below the level necessary for graduation in his or her current program of study. In most instances, this is a 2.0 cumulative GPA.
5. The requested course work has not been used toward an existing degree.

The student may request a maximum of two specific semesters/terms of academic course work be eliminated from his or her earned credits and cumulative GPA. Individual courses shall not be accepted.

If the petition qualifies under this policy, the student's permanent academic record shall be annotated to indicate that no work taken during the disregarded semester(s) and/or term(s), even if satisfactory, shall apply toward earned credits, GPA, academic standing, and/or graduation requirements. All work shall remain on the records, ensuring a true and accurate academic history. The words "Academic Renewal" and the affected semester(s)/term(s) shall be annotated on the student's transcript.

Academic renewal shall not be requested to earn or change academic honors status on a student's transcript.

No exceptions shall be made to this policy. Students shall be aware that this policy may not be accepted at transfer institutions, and all credit, including those with academic renewal, may still be calculated by the transfer institution.

Academic Distinction

The Dean's list recognizes those who have demonstrated outstanding academic performance during a term or semester. To be eligible:

1. The student must complete 12 semester hours or more in any semester and a commensurate number of hours in any term.
2. The student must earn a semester GPA of 3.6 or above.

Accreditation

Utah Valley University is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

- **Northwest Commission on Colleges and Universities**
- 8060 165th Avenue N.E., Suite 100
- Redmond, WA 98052
- 425-558-4224
- www.nwccu.org

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

In addition, some programs or majors have other specialized accreditation.

Web: www.uvu.edu/accreditation/specialized.html

Introduction

Gainful Employment

Web: <http://www.uvu.edu/hr/jobs/>

Gainful Employment information is provided in compliance with the U.S. Department of Education's disclosure requirements for programs eligible for Title IV financial aid that prepare students for gainful employment in a recognized occupation as required in 34 CFR 668.6(b). All programs list the following information: CIP Code, Level of Program, Program Length, Tuition and required fees, Estimated costs for books and supplies, Debt at program completion, Program completion in Normal Time, Job Placement, and Related Occupations. Gainful Employment Program Disclosure is listed on all marketing materials for potential students.

Admissions

- **Office of Admissions**
- Office: BA 115
- Telephone: 801-863-8706

Admissions Policy

Undergraduate Admissions

Utah Valley University maintains an open admissions practice, admitting all applicants whose qualifications indicate they may benefit from the instructional programs offered.

The University does, however, have enrollment standards. In order to help students enroll in courses that match their academic preparation and ability, admission to the University requires that every student adhere to the established admission deadlines and provide all application materials as stipulated by the university including: English placement scores, an official high school and/or college transcripts, and a \$35 application fee. Returning/Transfer students are required to submit transcripts from all colleges/universities they have attended. After being admitted, most students are required to attend orientation and meet with an advisor to be guided through a personalized enrollment process.

State Authorization Requirements for Online courses and programs

Utah Valley University delivers online education programs and courses throughout the United States and abroad. Recent amendments to the Higher Education Act of 1965 include changes to a regulation on State authorization that impacts online and distance education providers. The regulation changes are designed to address the growing population of students residing at a distance and pursuing university-level education online by requiring institutions to meet any State requirements to be legally offering online education in that State.

Utah is a member of the State Authorization Reciprocity Agreement (SARA) and Utah Valley University is an approved SARA institution which means we adhere to established standards for offering post-secondary online programs in all member states.

UVU is authorized to offer online education in all states and a few territories with some restrictions on internships and practicums. For more information and access to an interactive map visit <http://www.uvu.edu/otl/state-authorization.html>. To review the authorization information, click on the state you intend to reside in while pursuing your degree or program through UVU.^[KC1]

Graduate Admissions

In order to be admitted to the University as graduate students, applicants must meet the following minimum requirements:

1. A bachelor's degree from a regionally accredited college/university, a nationally accredited program, or an international college or university recognized by a Ministry of Education. International Admissions officers shall determine if applicants with international degrees meet the graduate program's requirement of a recognized bachelor's degree or equivalent.
2. A 3.0 cumulative undergraduate GPA or a 3.0 GPA calculated on the last 60 semester hours (90 quarter hours) of undergraduate work.
3. Any additional or more stringent admissions criteria established by specific graduate programs in addition to the minimum required by the University. (Policy 510, Section 4.5).

Admissions Procedure

UVU is committed to equal opportunity in admissions and access to educational programs and activities without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability status, veteran status, pregnancy, childbirth or pregnancy-related conditions, citizenship, genetic information, or other bases protected by applicable law.

Age Exception

New freshmen under the age of 17 and who have not graduated high school seeking admission must apply for exception through the Admissions Office. The student must submit all required documents for admission and demonstrate through assessment testing the ability to succeed. After meeting with the student and at least one parent or guardian in person, the Director or Associate Director of Admissions will make the final determination for admittance.

Students are required to be in the non-degree seeking status High School Concurrent Enrollment (HSCE) until they graduate from high school, receive a GED or are beyond compulsory high school age. Students are required to take ACT/ACT-R or SAT testing and at a minimum must qualify to enter English and Math at a college level (1010 or above.)

Students that do not meet testing minimums, are under the age of 15, or are otherwise found to not be college ready will not be granted an exception to policy.

Enrollment

Admission to the University does not constitute admission into an individual major or program of study. Some programs of study may require an additional program admission process. In programs or courses with limited openings (or seats), enrollment is based on a "first-come, first-served" procedure, assuming prerequisites have been satisfied.

Specific Program Screening

Some programs or majors of the institution are accredited by professional or technical organizations which may recommend certain minimum standards for entrance into the program. Other programs may require prerequisite skills or knowledge that are specific to entry-level courses required for that major.

Undergraduate Admission Steps

To be officially admitted to the University, an applicant must submit the following to the Office of Admissions:

1. Complete the online Application for Admission available at: www.uvu.edu/admissions.
2. Application Fee: Nonrefundable, \$35 application fee accompanying first undergraduate, \$15 for each returning/readmitting undergraduate application for admission, and, \$100 for international application for admission.. Application deadline for undergraduate admissions: fall semester, Aug. 1st; spring semester, Dec. 1st..
3. Official Transcripts: All High School/College/University transcripts must arrive at UVU in an unopened envelope from the sending institution and must be printed with in the last six months to be considered official. High school transcripts can be considered official if they are emailed from the high school counselor to admissions@uvu.edu or faxed, with a cover sheet from the high school, to 801.863.8913. Items must be received or postmarked before the admissions deadline.
4. Official ACT or SAT scores: ACT or SAT test scores are not required for admission to the university but may be a requirement for scholarship consideration. The ACT-R can be taken at Testing Services in the Wolverine Services Center. Expired test scores (two years for math and five years for English) will not prohibit admission to UVU. However, current placement scores may be required prior to registration of math or English courses

Acceptance and resident status will be determined by the Office of Admissions. A declaration of major is accomplished through the Application for Admission. Students desiring to change their major after acceptance to the University are required to do so with the academic advisor for their newly desired major.

Graduate Admission Steps

1. Complete the online Application for Admission available at: www.uvu.edu/admissions.
2. Application Fee: Nonrefundable \$45 fee for each graduate admission application, \$145 fee for each international graduate admission application.
3. Admission Documentation: Submit documentation necessary for admission consideration by deadline published by program being applied to.
4. After receipt and review of necessary documentation each program will decide whether or not to offer admission to the program.

Acceptance of undergraduate students and resident status of all students will be determined by the Office of Admissions. A declaration of major is accomplished through the Application for Admission. Students desiring to change their major after acceptance to the University are required to do so with the academic advisor for their newly desired major.

Resident Classification

Resident tuition applies to residents of the State of Utah.

Utah Valley University will determine student residency in accordance with Utah Law and the State Board of Regents Policy R512.

Nonresident students should note that residency does not change automatically. Students are required to submit a Residency Application with appropriate documentation to the Office of Admissions for review and approval before residency status can be changed.

Applicants for residency classification should allow three to four weeks for a review and determination of his/her residency. All communication regarding residency will be through myUVU. Students should check their myUVU account regularly, for updated information or documentation requests.

Applications for residency for any given semester must be received before the deadline posted on the Residency Application. In accordance with the residency policy, all changes in residency classification must be completed before the 3rd week of each semester. Applications/Supporting documentation received after advertised deadlines will not be considered until the next semester. Residency changes are not retroactive. Check your status and deadlines before registering for classes.

Returning Students

Undergraduate students returning to UVU after a break of seven semesters or more are required to reapply for admission. A \$15 readmission fee will be assessed to returning students. If the student has attended a College/University since their last attendance at UVU an official transcript from each institution attended is required before acceptance back into UVU.

Veterans

Veterans considering enrollment are encouraged to contact the UVU Veterans Services Office (WB 100) during the admissions process to receive assistance in planning programs of study and applying for educational benefits.

Senior Citizens

Utah residents, age 62 and over, may enroll on an audit basis in any University class offered (as space is available) by completing an application for admission but are not charged an application fee. The Office of Admissions will issue an audit form to be signed by the instructor. A \$20 registration fee, which covers all costs except books and special lab and course fees, is required each semester. This policy does not apply to specialized workshops.

Senior citizens desiring credit for courses taken must apply and register according to regular policies and procedures.

Non-Degree Seeking Students

Students that desire to attend courses at UVU for personal or professional enrichment only or to gain credit to transfer back to their home institution and are not seeking a formal degree or award from UVU may enroll as non-degree seeking students for three consecutive semesters. After this time period, non-degree seeking students must reapply following regular admission procedures if they wish to continue enrolling in courses at UVU. Non-degree seeking students are not eligible to receive financial aid or apply for graduation from UVU.

Introduction

International Students: F-1 Immigration Status

The University is authorized under federal law to enroll non-immigrant alien (international) students. An international student is defined as an individual who is legally domiciled in a country other than the United States of America at the time of application for admission to UVU. International students must be 18 years or older for admittance.

Change of Status

Due to regulations involved with the change of Visa status for those holding a B1 or B2 Tourist Visa, Utah Valley University does not facilitate the change of status for this Visa type.

I-20 Certificate of Eligibility

This document issued by the designated international student admissions officer to international students with non-immigrant status, is to be used to apply for an F-1 Visa to the United States.

Only persons who do not intend to remain permanently in the United States and who have adequate financial resources are eligible for such status.

Educational Costs

An estimate of an academic school year costs, as determined by UVU, is stated on the I-20 form prior to issuance to the student. The American Consul uses this information to determine the adequacy of the applicant's financial resources.

Affidavit of Support

UVU requires international applicants (with their sponsors) to submit an "Affidavit of Support" for an International Student at UVU. The affidavit states that a sponsor is legally bound to financially support the applicant. Upon satisfactory completion of other admission requirements, the affidavit is returned to the prospective student with the I-20, which may then be presented to an American Consul or Embassy to gain an F-1 Visa.

Transcript of Credits

This is an official copy of the permanent academic record of the student's high school (12th grade equivalency) and/or college grades. It is used by UVU to determine admission qualifications.

TOEFL or IELTS

The TOEFL (Test of English as a Foreign Language) is a confidential examination given through procedures designed to protect its security before, during, and after its administration. Scores over one-year old are not acceptable. Information for TOEFL may be obtained by contacting www.ets.org/TOEFL. We will also accept the IELTS test for English proficiency. Information for IELTS can be obtained at www.ielts.org.

A minimum score of 520 written test, 184 computer based, or 66 for internet based test for TOEFL an IELTS score of 6.0 is required for admittance to an undergraduate level program at UVU. No scores are needed for admittance to the Intensive English program. Certain majors may require higher scores before acceptance into major.

Graduate level programs require a minimum TOEFL score of 550 paper based test or 80 internet based test or 6.5 IELTS score. Individual programs may require more than University minimums as an admission requirement.

Note: Assessment tests are administered to all incoming students. The results of that exam determine first semester classes.

Financial Aid & Scholarships

International students are not eligible for scholarships or financial aid from the United States Government.

Academic Load

An international student is required to carry a full time course load (minimum of 12 hours of credit for undergraduate students and minimum of 9 credits for graduate students) that applies toward a major each academic semester of fall and spring. Summer is optional unless it is the student's first semester at UVU or the student has attended school for more than one year and uses a semester other than summer as a vacation. The 12 credit-hour requirement may not include repeated classes or audit classes.

Hospitalization & Health Insurance

UVU recommends that international students acquire appropriate insurance while in school. Information can be obtained at the UVU Student Health Services Office.

Tuberculin Skin Test

Each international student must independently acquire a Tuberculin Skin Test after entering the United States. This may be obtained at the Student Health Services office on campus or the Utah County Health Department. Written results must be submitted to Student Health Services prior to registering for classes. An international student transferring from another institution within the United States may present written results from a previous skin test.

Essential Learning Outcomes (ELO)

The Essential Learning Outcomes (ELOs) are a comprehensive set of learning goals that are fostered and developed across a student's entire educational experience. They reflect the knowledge, skills, and competencies needed to meet the challenges of an ever-changing and complex world. The ELOs prepare students for future employment, life, and

citizenship. With the achievement of these outcomes, UVU graduates will possess breadth and depth of knowledge, highly developed intellectual and practical skills, commitment to personal and social responsibility, awareness of the interdependence of communities, and the ability to synthesize and apply their learning to solve complex real-world problems.

Integrative and Applied Learning:

A student will engage in discipline-appropriate experiences with the academic and broader community through integrated and applied learning.

Intellectual and Practical Skills Foundation:

A student will acquire a foundation of intellectual and practical skills including communication, quantitative reasoning, qualitative reasoning (critical, analytical, and creative thinking), and technical and information literacies.

People of Integrity:

A student will become personally and socially responsible by acquiring, developing and demonstrating skills in ethical reasoning and understanding.

Professional Competency:

A student will demonstrate professional competence by meeting the established standards of the discipline, working as a valued member of a team, effectively formulating and solving problems, and actively seeking and honing lifelong learning skills.

Stewards of Place:

A student will demonstrate stewardship of local, national, and global communities by cultivating awareness of: interdependence among those communities; issues within those communities; and organizations and skills that address such issues.

Knowledge Foundation:

A student will demonstrate knowledge of human cultures and the physical and natural world in the following areas of essential study: arts, history, humanities, languages, science and mathematics, social sciences. Knowledge Foundation refers to GE Distribution courses and other courses and experiences within the major.

Financial Aid & Scholarships

Scholarship Application Procedure

To apply for scholarships you must:

1. Be admitted to UVU.
2. Submit the Scholarship Application. Go to www.uvu.edu/financialaid/scholarships and click Apply Now.
3. Submit your high school and college transcript(s) to Utah Valley University.
4. Submit ACT or SAT scores (if Applicable).

Financial Aid Application Procedure

The content contained in this section is subject to change based on federal and state regulations. Financial aid is designed to bridge the gap between the costs of attending UVU and what students and their families are expected to pay. To be considered for financial aid:

1. Be admitted to UVU.
2. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. UVU's school code is 004027.
3. Complete all federal student aid requirements listed in myUVU. Log in to myUVU, go to Students, Paying For My Education, under the Financial Aid header click on UVU Requirements, and select the appropriate Aid Year.
4. Check your financial aid requirements often as additional requirements may be added at any time, even after your aid has disbursed. You must meet all general and program eligibility requirements in order to receive federal student aid. For more information on eligibility requirements please visit the Financial Aid and Scholarships website at www.uvu.edu/financialaid.
5. Accept your federal student aid award through your myUVU account. Only grants are automatically accepted. You must accept all other financial aid awards. Log in to myUVU, go to Students, Paying For My Education, under the Financial Aid header click on Awards, Select the appropriate Aid Year, Terms and Conditions, Accept Award Offer.
6. All students receiving a Direct Loan for the first time must complete entrance loan counseling at www.studentloans.gov.
7. E-sign your master promissory note (MPN) at www.studentloans.gov after you accept your loan in myUVU. You must be enrolled in at least six eligible credit hours (waitlist hours, audited courses, and some repeated courses, are not enrollment hours) and have met all other financial aid requirements to receive a loan.
8. Receiving excess federal student aid: Federal student aid will be applied toward tuition and fees. Once tuition and fees have been paid, any excess aid will be sent to the student. There are two ways to receive a refund: by paper check mailed through the U.S. Postal Service to the local address listed in the student's myUVU account, or by direct deposit. A student must enroll in eRefunds in order to have their refund direct deposited to the bank account of their choice. If eRefund is not setup through myUVU, then the reimbursement will be mailed to them. Not all students will receive a refund of their federal student aid.
9. The Financial Aid and Scholarships Office communicates to students through myUVU and myUVU email. Financial aid rules change often and could impact your requirements and awards that you may have already received. If requested.

Deadlines

To ensure your federal student aid is available to you on the first day of each semester, you must have completed all requirements by the following deadlines.

Introduction

- Fall Semester: August 1st
- Spring Semester: December 1st
- Summer Semester: April 1st

If you fail to meet these dates, you may still be eligible to receive federal student aid for the semester, it will just not be available to you by the first day of class. However, you must have a valid FAFSA and must meet all eligibility requirements by the last day of the semester for which you are enrolled and requesting aid.

Awards

When you complete the FAFSA, you are applying for Federal Pell Grant, Student Loans, Supplemental Educational Opportunity Grant, and Federal Work Study.

Financial Aid Policies and Consumer Information

Financial Aid policies can be found at www.uvu.edu/financialaid.

Consumer information can be found at www.uvu.edu/compliance/healthstudentconsumer.html

For additional information on financial assistance or help completing forms, please contact:

- **Financial Aid & Scholarships Office**
- **Utah Valley University**
- BA 105, Browning Administration
- 800 W. University Parkway
- Orem, Utah 84058-5999
- Telephone: 801-863-8442
- Fax: 801-863-8448
-

Financial Aid Webpage: www.uvu.edu/financialaid

Scholarship webpage: www.uvu.edu/financialaid/scholarships

General Education

General Education Information

Whereas a major provides students with specialized knowledge, General Education ensures that students have the breadth of knowledge that characterizes well-rounded and well-informed citizens. General Education provides the skills of analysis, problem-solving, creative thinking, and critical thinking that prepare students for an unknown and ever-changing future.

Completion of the UVU General Education requirements will fulfill the General Education requirements at all colleges and universities within the Utah System of Higher Education. However, certain majors, both at this institution and other Utah institutions, may require **specific** General Education courses. While UVU has not articulated these courses with higher education institutions outside the State of Utah, they will generally articulate to other regionally accredited colleges and universities in the United States. It is the responsibility of students to complete the appropriate General Education courses required by their departments regardless of the generalized list printed in this catalog.

Note: Students taking General Education courses without having declared a specific major are advised in the Academic Counseling Center, LC 402, telephone 801-863-8425. Students who have declared a specific major that is taught at UVU will be directed to the appropriate academic advisor upon completion of new student orientation and assessment activities.

Department Articulation Agreements

In addition to General Education courses, many departments have articulated specific courses that transfer to help fulfill baccalaureate degree requirements. Information concerning these courses may be obtained from UVU department advisors or the Admissions-Transfer Services Office, BA 114.

General Education Code System

General Education course designator codes (Attributes) aid students and transfer institutions to identify how General Education courses meet graduation requirements.

The following list identifies General Education core and distribution courses as they apply to the Associate in Arts/Science Degrees and Bachelor of Arts/Science Degrees, and can be used to search the registration menu:

AS - American Institutions

BB - Biology

CC - English Composition

FF - Fine Arts

HH - Humanities

LH - Foreign Language

PP - Physical Science

SS - Social Science

QL – Quantitative Literacy

XF - Must be taken with another course to equal FF (see department)

General Education Requirements

Interstate Passport

The Interstate Passport enables successful transfer of a block of lower-level general education learning to other institutions participating in the Interstate Passport Network. Students who complete their Passport at Utah Valley University will not be required to repeat or take additional course work to meet lower-division general education requirements in the Passport's nine areas when they transfer to any other Passport institution. Utah Valley University will begin transcribing the Interstate Passport following the Fall 2016 semester. Students with an interest in achieving the Passport should see our website at <http://www.uvu.edu/transfer/passport.html> and contact their Advisor.

Associate in Arts/Science Degrees and Bachelor of Arts/Science Degrees

These requirements satisfy the General Education requirements for both the Associate in Arts and the Associate in Science Degrees, as well as the Bachelor of Arts and the Bachelor of Science Degrees at UVU, taking into account adjustments that may be required by academic departments to fulfill their specific needs. Honors courses with the same prefix and number also satisfy distribution requirements. Total core and distribution is 35 credits.

Core Requirements

These courses provide basic skills in logic, math, written and oral communications, health, and fitness.

Complete the following for 6 credits:
ENGL 1010/101H Introduction to Writing
and
ENGL 2010/201H Intermediate Writing—Humanities/Social Science
or
ENGL 2020 Intermediate Writing—Science and Technology
Complete one of the following for at least 3 credits:
Certain majors may require a specific MAT, MATH, or STAT course. It is the responsibility of the student to complete the appropriate math class for their major.
MAT 1030 Quantitative Reasoning/MAT 1035 Quantitative Reasoning with Integrated Algebra
or
STAT 1040 Introduction to Statistics/STAT 1045 Introduction to Statistics with Algebra
or
MATH 1050 College Algebra/MATH 1055 College Algebra with Preliminaries
or
MATH 1090 College Algebra for Business
or
One MATH course that requires MATH 1050 as a prerequisite (excluding MATH 1060)
or
QL 1900 – awarded based on achievement of the following test scores:
AP Calculus AB: 3 or higher
AP Calculus BC: 3 or higher
AP Statistics: 3 or higher
IB HL Math: 5 or higher
CLEP Pre-Calculus: 50 or higher
CLEP Calculus: 50 or higher

Introduction

ACT Mathematics: 26 or higher

SAT Mathematics: 660 or higher

QL1900 satisfies the General Education math requirement; however, certain majors may require MAT 1030/1035, STAT 10401045, or MATH 1050 to be taken as a prerequisite for a higher level Math course.

Complete the following for 5 credits:

PHIL 2050/205G/205H Ethics and Values

and

HLTH 1100 Personal Health and Wellness

or

PES 1097 Fitness for Life

American Institutions

Complete one of the following for 3 credits:

POLS 1000 American Heritage

HIST 2700 and 2710 US History to/since 1877

HIST 1700/170H American Civilization

HIST 1740 US Economic History

POLS 1100 American National Government

DISTRIBUTION Requirements

(18 CREDITS)

From Science, Humanities, Fine Arts, and Social/Behavioral Science

A. SCIENCE

All Majors must complete **One course of Biology (BIOL 1010 or BIOL 1610 highly recommended), One course of Physical Science and One additional course from either of those two areas** for a minimum total of 9 credits. One Lab Course is recommended.

Biology

BIOL 1010/101H	General Biology	3.0
BIOL 1070	Genetics	3.0
BIOL 1200	Prehistoric Life	3.0
BIOL 1500	Biological Anthropology	3.0
BIOL 1610	College Biology I	4.0
BIOL 1620	College Biology II	3.0
BIOL 204R	Natural History Excursion*	3.0
BIOL 2500	Environmental Biology	3.0
BOT 2050	Field Botany	3.0
BOT 2100	Flora of Utah	3.0
BOT 2400	Plant Kingdom	4.0
BTEC 1010	Fundamentals of Biotechnology I Career Survey	3.0
HLTH 3400	Human Diseases	3.0
MICR 2060	Microbiology for Health Professions*	4.0
NUTR 2020	Nutrition Through Life Cycle	3.0
ZOOL 1090	Intro to Human Anatomy/Physiology	3.0
ZOOL 2320/232H	Human Anatomy*	3.0

*May be used as the third science only

Physical Science

ASTR 1040/104H	Elementary Astronomy	3.0
ASTR 1050	Investigations of the Solar System	3.0
ASTR 1060	Investigations of Stars and Galaxies	3.0
ASTR 1070/107H	Cultural Astronomy in Our Lives	3.0
ASTR 1080	Life in the Universe	3.0
CHEM 1010	Introduction to Chemistry	3.0
CHEM 1110	Elem Chem for Health Sciences	4.0
CHEM 1120	Elem Organics Bio-Chemistry	4.0
CHEM 1210	Principles of Chemistry I	4.0
CHEM 1220	Principles of Chemistry II	4.0
ENVT 1110	Intro to Environmental Mgmt	3.0
GEO 1010/101H	Introduction to Geology	3.0
GEO 1020	Prehistoric Life	3.0
GEO 1080	Introduction to Oceanography	3.0
GEO 1220	Historical Geology	3.0
GEO 204R	Natural History Excursion*	3.0
GEOG 1000	Intro to Physical Geography	3.0
METO 1010	Introduction to Meteorology	3.0
METO 1060	Climate of the Earth	3.0
PHSC 1000	Survey of Physical Science	3.0
PHYS 1010	Elementary Physics	3.0
PHYS 1700	Descriptive Acoustics	3.0
PHYS 1750	The Acoustics of Music	3.0
PHYS 1800	Energy You and Environment	3.0
PHYS 1850	Aviation Physics	3.0
PHYS 2010	College Physics I	4.0
PHYS 2020	College Physics II	4.0
PHYS 2210	Physics for Scientists/Engineers I	4.0
PHYS 2220	Physics for Scientists/Engineers II	4.0
TECH 1010	Understanding Technology*	3.0

*May be used as the third science only

B. HUMANITIES — One course minimum

AMST 2000	Introduction to American Studies	3.0
ASL 202G	Intermediate American Sign Language II	4.0
CHIN 202G	Intermediate Chinese II	4.0
CINE 2150	Critical Intro Cinema Studies	3.0
CINE 217G	Race Class and Gender in US Cinema	3.0
COMM 1020	Public Speaking	3.0
COMM 1050	Introduction to Speech Communication	3.0
COMM 1500	Introduction to Mass Communications	3.0
COMM 217G	Race Class and Gender in US Cinema	3.0
ENGL 2030	Writing for Social Change	3.0

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ENGL 2130	Science Fiction	3.0
ENGL 2150	Critical Intro Cinema Studies	3.0
ENGL 217G	Race Class and Gender in US Cinemas	3.0
ENGL 2200	Introduction to Literature	3.0
ENGL 2210	Introduction to Folklore	3.0
ENGL 2230/223H	Myths/Legends in Literature	3.0
ENGL 2250/225H	Creative Process/Image Writing	3.0
ENGL 2300/230H	Shakespeare	3.0
ENGL 2310	Technical Communication	3.0
ENGL 2510	American Literature before 1865	3.0
ENGL 2520	American Literature after 1865	3.0
ENGL 2600	Critical Introduction to Literature	3.0
ENGL 2610	British Literature before 1800	3.0
ENGL 2620	British Literature after 1800	3.0
ENGL 376G	World Literature	3.0
FREN 202G	Intermediate French II	4.0
GER 202G	Intermediate German II	4.0
GRK 2020	Intermediate Greek II	4.0
HUM 1010/101G/101H	Humanities Through the Arts	3.0
HUM 2010 /201G/201H	World History Through Arts I	3.0
HUM 2020/202G/201H	World History Through Arts II	3.0
HUM 203G	Art Form Focus I	3.0
HUM 204G	Art Form Focus II	3.0
HUM 2100/210H	Adventures Ideas Through 1500	3.0
HUM 2200/220H	Adventures Ideas After 1500	3.0
JPNS 202G	Intermediate Japanese II	4.0
LATN 2020	Intermediate Latin II	4.0
PHIL 1000/100H	Introduction to Philosophy	3.0
PHIL 1250	Intro to Logic and Critical Thinking	3.0
PHIL 1610	Intro To Western Religions	3.0
PHIL 1620	Intro To Eastern Religions	3.0
PHIL 2110	Ancient Greek Philosophy	3.0
PHIL 2130	Medieval Philosophy	3.0
PHIL 2150	Early Modern Philosophy	3.0
PORT 202G	Intermediate Portuguese II	4.0
RUS 202G	Intermediate Russian II	4.0
SPAN 202G	Intermediate Spanish II	4.0

C. FINE ARTS — One course minimum

ART 1010	Introduction to Visual Arts	3.0
ART 1020	Basic Drawing Non Majors	3.0
ART 1050	Photography I	3.0
ART 1340	Sculpture I	3.0
ART 1350	Ceramics I	3.0
ART 1650	Watermedia I	3.0
ART 3400	Fundamentals of Art Education	3.0

ARTH 2710 271H	History of Art to the Renaissance	3.0
ARTH 2720/272H	History of Art from the Renaissance	3.0
DANC 1010	Dance as an Art Form	3.0
DANC 2110	Orientation to Dance	3.0
EGDT 1720	Architectural Rendering	3.0
MUSC 1010/101H	Introduction to Music	3.0
MUSC 1030	American Popular Music	3.0
MUSC 1100	Fundamentals of Music	3.0
THEA 1013	Introduction to Theater	3.0
THEA 1023	Introduction to Film	3.0
THEA 1033	Acting I	3.0
THEA 2200	Theatre and Drama Elem School	3.0
THEA 2311	Film History I	3.0

D. SOCIAL/BEHAVIORAL SCIENCE — One course minimum

ANTH 101G	Social/Cult Anthropology	3.0
ANTH 1020	Biological Anthropology	3.0
ANTH 103G	World Prehistory	3.0
ANTH 180G	Introduction to American Indian Studies	3.0
BESC 107G	Multicultural Societies	3.0
CJ 1010	Introduction to Criminal Justice	3.0
COMM 2110	Interpersonal Communications	3.0
ECON 1010	Economics As Social Science	3.0
ECON 2010	Microeconomics	3.0
ECON 2020	Macroeconomics	3.0
ENTR 2500	Creativity and Entrepreneurial Thinking	3.0
ES 1150	Community Emergency Preparedness	3.0
FAMS 1150	Marriage and Relationship Skills	3.0
FIN 1060	Personal Finance	3.0
GEOG 130G	Survey of World Geography	3.0
GEOG 1400	Introduction to Human Geography	3.0
GEOG 2100	Geography of U.S	3.0
HIST 1500	World History to 1500	3.0
HIST 151G	World History from 1500 to the Present	3.0
HIST 1700/170H	American Civilization**	3.0
HIST 1740	US Economic History**	3.0
HIST 2700	US History to 1877**	3.0
HIST 2710	US History since 1877**	3.0
HLTH 2600	Drugs, Behavior and Society	3.0
HLTH 2800	Human Sexuality	3.0
HLTH 3000	Health Concepts of Death/Dying	3.0
MGMT 1010	Introduction to Business	3.0
MGMT 2030	Women in Business	3.0
MGMT 2110	Interpersonal Communication	3.0
POLS 1000	American Heritage**	3.0
POLS 1010	Introduction to Political Science	3.0

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POLS 1100	American National Government**	3.0
POLS 2100	Intro to International Relations	3.0
POLS 2200	Intro to Comparative Politics	3.0
PRLG 1000	Intro to American Law	3.0
PSY 1010/101H	General Psychology	3.0
PSY 1100	Human Development: Life Span	3.0
PSY 2800	Human Sexuality	3.0
SOC 1010/101H	Introduction to Sociology	3.0
SOC 1200	Sociology of the Family	3.0
TECH 200G	Technology and Human Life	3.0

**If not used as Core Requirement

Additional Guidelines for Completion of the Associate in Arts/Science Degrees

The Associate in Arts and the Associate in Science Degrees are designed to complete General Education requirements and could complete lower division pre-majors for baccalaureate degrees at UVU or other colleges or universities.

The General Education courses shown above constitute the majority of the credits required for these degrees. In addition to the General Education requirements, these degrees require 25 additional credit hours.

Associate in Arts Degrees require 8 hours of these 25 hours to be from the same recognized foreign language.

See your specific academic department for further information on appropriate course work to complete a pre-major or the remaining 25 hours. The Academic Counseling Center (LC 402) has some specific outlines available to transfer to other institutions.

Associate in Applied Science Degrees

This is a general outline. Refer to the department or Graduation Office for specific requirements. A total of 16 credit hours is required. Students must have a minimum of three credits in each area, except "F" (Physical Ed/Health/Safety/Environment).

A. ENGLISH complete for 3 credits:

ENGL 1010/101H Introduction to Writing
or
MKTG 2200 Business Communication

B. MATHEMATICS complete for 3 credits:

MAT 1000 Integrated Beginning and Intermediate Algebra
or
MAT 1010 Intermediate Algebra
or
Any Higher Mathematics course
or
Any approved Departmental Mathematics Course

C. HUMANITIES/FINE ARTS/FOREIGN LANGUAGE complete for 3 credits:

PHIL 2050/205G/205H Ethics and Values (Highly recommended)
or
Any approved Humanities, Fine Arts, or Foreign Language Distribution Course

D. SOCIAL AND BEHAVIORAL SCIENCE complete for 3 credits:

MGMT 3000 Organizational Behavior
or
Any approved Behavioral Science, Social or Political Science Distribution Course

E. BIOLOGY OR PHYSICAL SCIENCE complete for 3 credits:

Any approved Biology or Physical Science Distribution Course

F. PHYSICAL ED/HEALTH/SAFETY OR ENVIRONMENT complete for 1 credit

Any approved Physical Education, Health, Safety or Environment Course

Transfer Information

For students transferring to four-year Institutions, Colleges, and Universities in the Utah System of Higher Education.

UVU courses numbered 1000 or above will transfer within the Utah System of Higher Education. However, the application of these courses toward graduation is determined by academic departments of receiving institutions.

For students transferring to colleges and universities in the Utah System of Higher Education **before** earning an Associate in Arts or an Associate in Science Degree, or a Bachelor of Arts or a Bachelor of Science Degree, a certified letter verifying completion of the UVU General Education requirements may be requested from the Graduation Office. This letter will cause the gaining institution (run by the State of Utah) to accept the completion of UVU General Education requirements as fulfilling all of the General Education/Liberal Education requirements of the gaining institution.

Note: Completion of an Associate in Arts/Science Degree waives only General Education requirements. It does not waive the necessary hours to graduate. A student transferring to another institution should check with that institution to see how their credits have been accepted toward their degree.

Private, Parochial, or Out-of-State Colleges & Universities

Since these schools are not bound by Utah State Regent's policies, colleges/universities outside the Utah System of Higher Education may have specific requirements and may not accept all courses available at UVU. Students should contact the institution they are transferring to in order to determine how their credits will be accepted.

Brigham Young University

Brigham Young University accepts the Associate in Arts/Science Degrees for completion of its General Education requirements. Courses with grades of "D+" or lower will not transfer. Some departments at BYU have specific General Education course requirements that will still need to be taken at BYU. Individual departments at BYU should be consulted for exceptions.

Note: BYU has a limit on the number of transfer students admitted.

General Information

Mission

Utah Valley University is a teaching institution which provides opportunity, promotes student success, and meets regional educational needs. UVU builds on a foundation of substantive scholarly and creative work to foster engaged learning. The university prepares professionally competent people of integrity who, as life-long learners and leaders, serve as stewards of a globally interdependent community.

Core Themes & Objectives

Student Success: UVU supports students in achieving their educational, professional, and personal goals.

- Objective 1: UVU supports students' preparation for and achievement of academic success at the University.
- Objective 2: UVU provides a meaningful and well-rounded university experience.
- Objective 3: UVU prepares students for success in their subsequent academic, professional, and lifelong learning pursuits including serving as leaders, people of integrity, and stewards of their communities.

Serious: UVU fosters a culture of academic rigor and professional excellence.

- Objective 1: UVU champions learning through outstanding teaching in an academically rigorous environment.
- Objective 2: UVU supports a culture of scholarship and creative work and promotes accomplishment in cultural, academic, and co-curricular/extramural endeavors.
- Objective 3: UVU attracts, develops, and retains high achieving students and highly qualified faculty, staff, and administrators.
- Objective 4: UVU is recognized for high-quality, efficient and effective programs and services.

Engaged: UVU engages its communities in mutually beneficial collaboration and emphasizes engaged learning.

- Objective 1: UVU faculty and staff engage students using real-world contexts within the curriculum and activities outside the classroom to increase professional competence and confidence.
- Objective 2: UVU fosters partnerships and outreach opportunities that enhance the regional, national, and global communities.
- Objective 3: UVU serves as a portal of civic engagement and an engine of regional economic and business development.

Introduction

Inclusive: UVU provides opportunity for individuals from a wide variety of backgrounds and perspectives and meets regional educational needs.

- Objective 1: UVU provides accessible and equitable educational opportunities and resources for all students.
- Objective 2: UVU provides opportunities to improve intercultural competence in an increasingly complex, diverse, and globalized society.
- Objective 3: UVU provides an inviting, safe, and supportive environment for people from diverse backgrounds and perspectives.
- Objective 4: UVU offers an array of courses, programs, and delivery methods designed to reflect students' goals and the region's educational needs.

Essential Learning Outcomes

Integrative and Applied Learning: A student will engage in discipline-appropriate experiences with the academic and broader community through integrated and applied learning.

Intellectual and Practical Skills Foundation: A student will acquire a foundation of intellectual and practical skills including communication, quantitative reasoning, qualitative reasoning (critical, analytical, and creative thinking), and technical and information literacies.

People of Integrity: A student will become personally and socially responsible by acquiring, developing and demonstrating skills in ethical reasoning and understanding.

Professional Competency: A student will demonstrate professional competence by meeting the established standards of the discipline, working as a valued member of a team, effectively formulating and solving problems, and actively seeking and honing lifelong learning skills.

Stewards of Place: A student will demonstrate stewardship of local, national, and global communities by cultivating awareness of: interdependence among those communities; issues within those communities; and organizations and skills that address such issues.

Knowledge Foundation: A student will demonstrate knowledge of human cultures and the physical and natural world in the following areas of essential study: arts, history, humanities, languages, science and mathematics, social sciences. Knowledge Foundation refers to GE Distribution courses and other courses and experiences within the major.

Roles

As a regional state university, Utah Valley University:

Provides quality academic learning opportunities for students through programs at the certificate, associate, baccalaureate, and graduate levels. To encourage responsible citizenship, emphasis is placed on engaged teaching and learning as well as scholarly work, research, creative achievements, career and technical education and community and professional engagement.

Provides access to higher education and offers a broad range of opportunities from developmental education through honors programs. The institution provides services designed to meet the educational and personal needs of students, to foster student success, to prepare students for meaningful lifework, and to provide access through a variety of modalities, including satellite campuses and the use of technology.

Promotes economic and cultural development to contribute to the quality of life of the region and state. The institution fosters economic development and provides a talent-force to meet the needs of a dynamic economy by offering credit and non-credit programs and services for individuals and organizations. UVU provides cultural experiences that enrich the community and offer significant and varied opportunities for continuous learning.

Historical Development

Utah Valley University was established as Central Utah Vocational School in September 1941 with the primary function of providing war production training.

Post-war training needs found the school offering programs throughout the region and at the Utah County Fairgrounds. The three school districts within Utah County combined efforts to purchase a thirteen-acre site close to Provo High School.

In 1963, the name was changed to Utah Trade Technical Institute to emphasize its growing role in technical training. The name change to Utah Technical College at Provo in 1967 was accompanied by the authority to award the Associate in Applied Science Degree. The Associate in Science Degree was added in 1972.

The initial 185-acre Orem Campus was dedicated in 1977. In 1987, the name was changed to Utah Valley Community College and the Associate in Arts degree was added by the Utah State Board of Regents.

In 1993, the name was changed to Utah Valley State College reflecting the change in mission to offer high demand baccalaureate degrees.

The Utah State Legislature approved, in February 2007, a name change to Utah Valley University that became effective July 1, 2008. The Utah State Board of Regents approved the corresponding mission change in December 2007 to give authority to offer master level degrees; this also became effective July 1, 2008.

Accreditation

Utah Valley University is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

- **Northwest Commission on Colleges and Universities**
- 8060 165th Avenue N.E., Suite 100
- Redmond, WA 98052
- (425)-558-4224
- www.nwccu.org

The Northwest Commission on Colleges and Universities (NWCCU) is an independent, non-profit membership organization recognized by the U.S. Department of Education as the regional authority on educational quality and institutional effectiveness of higher education institutions in the seven-state Northwest region of Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

In addition, some programs or majors have other specialized accreditation.

- **Specialized Accreditation, Certification, and Approvals**
- Web: www.uvu.edu/accreditation/specialized.html
-

Gainful Employment information is provided in compliance with the U.S. Department of Education's disclosure requirements for programs eligible for Title IV financial aid that prepare students for gainful employment in a recognized occupation as required in 34 CFR 668.6(b). All programs list the following information: CIP Code, Level of Program, Program Length, Tuition and required fees, Estimated costs for books and supplies, Debt at program completion, Program completion in Normal Time, Job Placement, and Related Occupations. Gainful Employment Program Disclosure is listed on all marketing materials for potential students.

Graduation

- **Graduation Office**
- Office: BA 114
- Telephone: 801-863-8438

Utah Valley University offers the following degrees: Master of Accountancy (MAcc), Master of Business Administration (MBA), Master of Computer Science (MCS), Master of Education (M.Ed.), Master of Science in Nursing (MSN), Master of Public Service (MPS), Master of Science in Cybersecurity (MS), Master of Social Work (MSW), Baccalaureate degrees, Associate in Applied Science (AAS), Associate in Arts (AA), Associate in Pre-Engineering (APE), Associate in Science (AS), Associate in Science in Business (ASB), Associate in Science in Nursing (ASN); Diplomas, and Certificates are also offered.

General Graduation Requirements

Students are expected to familiarize themselves with the rules and regulations of both the University and their specific majors. Detailed information concerning graduation requirements is available in this catalog as part of department descriptions. Responsibility for satisfying all graduation requirements rests upon the student. UVU reserves the right to change graduation requirements at any time.

The University confers degrees, diplomas, or certificates upon students who meet both the General Education requirements of the University and the specific requirements of one of the academic departments.

Credit Requirement

Certificate/Degree	Number of Semester Credit Hours Required for Completion
Certificates of Proficiency	Less than 30 credit hours
Certificates of Completion	30–33 credit hours
Diploma	50 credit hours
Associate in Applied Science Degree	63–69 credit hours (some disciplines may require more due to specialized accreditation)
Associate in Arts or Associate in Science degree	60–63 credit hours
Specialized Associate's degrees	68-85 credit hours
Baccalaureate degree (Bachelor of Arts, Bachelor of Science, and Professional Bachelor's degrees)	120–126 credit hours, 40 of which shall be upper-division credits (level 3000 and above)
Graduate Certificate	9–29 credit hours

Please see the Graduate Studies section of the catalog regarding credit requirements for master degree programs.

Grade Point Average Requirement

Introduction

A minimum cumulative grade point average (GPA) of 2.0 (C) is required for graduation. In some programs specific course grades below 2.0 will not be accepted for graduation and some programs require a higher cumulative grade point average (see individual program requirements).

Graduation Catalog Requirement

Candidates for graduation will be held to the requirements of the catalog under which they were admitted. Students have a maximum of 7 years to complete bachelor degrees and 5 years to complete associate degrees; 6 years are allowed for master degrees. In the case of bachelor degree programs, the seven year limit begins when a student is formally matriculated into the program. When students take longer than the given years to complete, they must choose from any one catalog published within the accepted period prior to their graduation. Programs that are no longer being offered may not be pursued by students who were not admitted or formally matriculated in that program during the accepted period of time. Students may not combine portions of different catalogs to fulfill graduation requirements. Once a catalog is selected, students must abide by all the graduation requirements specified within that catalog. Minors can only be sought if offered during that catalog year. Please see the Graduate Studies section of the catalog regarding catalog year requirements for master degree programs.

Global/Intercultural Requirement

The Global/Intercultural requirement is a graduation requirement at the baccalaureate degree level. Courses that may be used to complete this requirement will be coded with a GI course attribute. The purpose of the Global/Intercultural requirement is to assist students to become better prepared to understand and participate in the global and cultural interdependencies that characterize our world. Students who take courses at another university and want to use them for the Global/Intercultural requirement must petition through the GI committee. See the Office of Senior Registrar (BA 114) for further information. For a complete listing of the courses offered at UVU that fulfill this requirement, see the Course Descriptions section in the back of this catalog for course numbers ending in "G".

Residence Requirement

Credit hours in residency (UVU credits) at a UVU campus, satellite, or branch campus, or through distance education or concurrent enrollment, are required for all certificates, diplomas, and degrees. Minimum hours are as follows:

1. Certificates of proficiency require 25% of total credit hours (rounded up);
2. Certificates of completion require 10 credit hours;
3. Associate degrees and diplomas require 20 credit hours;
4. Baccalaureate degrees require 30 credit hours (10 credits of those 30 shall have been completed within the last 45 credit hours earned for the degree).

Multiple Degrees

Students may earn multiple certificates. Students may earn only one academic associate degree from Utah Valley University; either an Associate in Science or an Associate in Arts. With some exceptions, students may earn multiple Associate in Applied Science (AAS) degrees, specialized associate degrees, and baccalaureate degrees.

A second bachelor's degree may be awarded when all requirements for both degrees are satisfied, along with the following:

1. All UVU General Education requirements are satisfied;
2. Thirty semester hours beyond the original degree are completed;
3. Twenty semester hours of the 30 hours in item 2 above must be completed at UVU (resident hours);

Dual Baccalaureate Majors (One Degree– with Two majors)

A baccalaureate degree with dual majors may be awarded when students complete all requirements for two approved degrees from the approved dual majors list, but has not met the required 30 semester hours for a second degree beyond the original degree. The student shall receive a single baccalaureate degree; the diploma and transcript shall list both majors.

Other information regarding the dual major:

1. Students apply for graduation for one degree, and only one degree type, such as a Bachelor of Arts, or a Bachelor of Science;
2. In order to be awarded a dual major, both majors must be completed during the semester when (or prior to) applying for graduation
3. If Students have already graduated in one of the majors, they may not apply for a dual major.
4. After being awarded a dual major degree, students may not apply for graduation for one of the dual majors separately.
5. Students shall have no more than three course substitutions from the required courses for the two majors combined.
6. Students may not receive minors in either major, but may be awarded a minor from another area if all requirements are met.
7. Credits shall not exceed the 160 credit hour limit with the two combined majors.

Degree Requirements

Master Degrees

Please see the [Graduate Studies](#) section of the catalog regarding degree requirements.

Bachelor of Arts/Science Degrees

Graduation requirements for the Bachelor of Arts/Science Degrees are:

- Completion of a minimum of 120 semester credits, or more if specified by program requirements;
- Overall grade point average of 2.0 (C) or above. Departments may require a higher GPA.
- Residency hours - minimum of 30 credit hours through course attendance at UVU, with at least 10 hours earned in the last 45 hours;
- At least 40 credit hours in upper division courses;
- Completion of General Education requirements. See General Education section above for specific courses required for graduation;

- Completion of specific departmental (major) requirements;
- Completion of Global/Intercultural Requirement course.

For a Bachelor of Arts Degree in programs offering the degree, students must complete 16 credit hours of course work from one language to include the 1010, 1020, 2010 and 202G levels, or transferred equivalents. Some ESL course work may be used to fulfill this requirement. See the ESL department for specific details.

Note: Academic departments may require specific General Education courses in addition to major requirements.

Multiple Emphases

Students may earn additional emphases, with departmental approval under a specific bachelor's degree by completing the requirements for those emphases. Additional emphases shall appear on transcripts, but no additional diplomas will be awarded.

Associate in Arts/Science Degrees*

Graduation requirements for the Associate in Arts/Science Degrees are:

- Completion of a minimum of 60 or more semester credits;
- Overall grade point average of 2.0 (C) or above. Departments may require higher GPA;
- Residency hours - minimum of 20 credit hours earned through course attendance at UVU;
- Completion of General Education requirements. See General Education section for specific courses required for graduation;
- Completion of specific department (major) requirements.

Note: Academic departments may require specific General Education courses in addition to major requirements.

*The Associate in Arts Degree differs from the Associate in Science Degree in that a minimum of 8 credits must be earned in the same Foreign Language.

Language Proficiency

A second language is required to obtain the Associate in Arts Degree. This language must be different from the student's native language. Language proficiency may be demonstrated by any one of the following methods:

- Eight credits of the same language taken at UVU or transferred from another college; or
- Application of foreign language challenge credit as described in the Foreign Language Challenge Procedures (available from the Languages Department Chair);
- Language credit does not apply to the General Education Humanities Distribution area (except for any 202G course) but will apply as elective credit in the Associate in Arts/ Science Degree and as Humanities credit for the Associate in Applied Science Degree.

Associate in Applied Science Degrees

Graduation requirements for the Associate in Applied Science Degrees are:

- Completion of a minimum of 63 semester credits;
- Overall grade point average of 2.0 (C) or above;
- Residency hours - minimum of 20 credit hours earned through course attendance at UVU;
- Completion of department General Education requirements;
- Completion of specific department major requirements.

Diplomas

Diplomas require a minimum of 50 credits in a specialty area. Some programs offering Associate in Applied Science Degrees also offer diplomas. Not all departments offer diplomas. See specific department program listings for details.

Certificates of Completion

Certificates of Completion require a minimum of 30 credit hours. Not all departments offer a Certificate of Completion. See specific department program listings for details.

Certificates of Proficiency

Certificates of Proficiency vary in credit hours from 3-29 credit hours. Not all departments offer a Certificate of Proficiency. See Specific department program listings for details.

General Graduation Information

Application for Graduation

Graduation is not automatic. Prospective graduates must complete the online Graduation Application via Wolverine Track in myUVU. Applicants may also be required to fill out additional forms/surveys. The application must be completed by the Application deadline as listed below:

Application Deadlines

- Fall semester: First Friday in October
- Spring semester: First Friday in February
- Summer semester: First Friday in June

Introduction

Graduation applications are processed each semester. Diplomas are mailed to graduates after final grades are reviewed and graduation requirements are verified as completed for all students at the end of the semester. Students failing to complete graduation requirements by the following dates for which they have applied must reapply for graduation.

REQUIREMENT DEADLINES

- Fall semester: January 15th
- Spring semester: May 31st
- Summer semester: September 15th

Requirements may include, but are not limited to: all current semester grades, all "I" (Incomplete) and "M" (Missing) grades, grade changes, challenge and experiential credit, AP (Advanced Placement) credits, CLEP (College Level Examination Program) and DSST (DANTES Subject Standardized Tests) credit, transferred credit, required testing and departmental exceptions. All of these items **MUST** be completed and submitted by the above deadlines. Failure to comply will cause the student to have their graduation declined for that semester. Students will then have to apply for another graduation semester.

Commencement

Commencement exercises are held once each year at the end of spring semester. Students who have completed their graduation requirements during the summer, fall, or spring of that academic year are invited to participate. Attendance is strongly encouraged, but not mandatory.

Financial Holds

Candidates for graduation who owe money to UVU will not receive their diplomas until all debts are paid.

Graduation with Distinction

Honors at graduation are available to students who meet the following minimum cumulative grade point averages: (Honors designations are computed on hours completed; 20 hours minimum for associate degrees; 30 hours minimum for bachelor degrees.) These Distinctions are awarded and based only upon GPA and are not related to participation in the UVU Honors Program.

- **Associate Degrees**
 - Honors GPA 3.60
 - High Honors GPA 3.80
- **Bachelor Degrees**
 - Cum Laude GPA 3.60
 - Magna Cum Laude GPA 3.80
 - Summa Cum Laude GPA 3.90

Note: Please contact the Honors Program (LC 204) for information about the UVU Honors Program.

Valedictorians

Each of the Colleges and Schools of the University will select a valedictorian from a list supplied by the Graduation Office of candidates graduating with honors during the academic year. The status of valedictorian is determined by each school and college, based on competitive criteria. Please check your school or college for requirements and details.

Registration

- **Registrar's Office**
- Office: BA 113
- Telephone: 801-863-8493

Registration Procedures

A schedule of classes is published online every semester in advance of each registration period, indicating courses offered, times, instructors, and room assignments. Registration procedures are available online at www.uvu.edu.

Special Notice to Students

It is the responsibility of the student to verify registration accuracy and completeness.

University Advanced Standing Requirement

Before students can register for upper-division coursework (3000 or higher), they must qualify for University Advanced Standing (UAS) by:

- Completing, and/or transferring in, at least 24 credits of college-level coursework (1000 or higher);
- Having a cumulative GPA of 2.0 or higher;
- Complete Quantitative Literacy, (MAT 1030 or higher) **and** ENGL 2010 or equivalent.

Academic departments may also establish additional advanced standing requirements that must be met before students will be allowed to enroll in upper-division courses within their disciplines.

Change of Registration (Add/Drops)

After initial registration, students may modify their schedules by adding, dropping, withdrawing, or changing to audit. The Semester Student Timetable specifies the time period when changes may be made.

If a class is full and has a Wait List option, students may add themselves to the Wait List. A Wait List is an electronic list of students who want to enroll in a course that has reached maximum capacity (closed). Wait List is first come, first serve according to the date and time the student selects the Wait List option.

Registration on the first day of the semester/term or later is considered late. Online registration will be available through the deadline date noted in the Student Timetable.

After the Wait List period ends, students wanting to add a class late will be required to follow the Late Registration procedures which include obtaining the instructor and department approval and paying the corresponding fee for each class added late. Students may not attend classes for which they are not officially enrolled.

Students who add classes must pay appropriate tuition/fees for any additional credit by the published dates in the Student Timetable.

Students may drop and withdraw from classes according to the dates and deadlines posted in the Semester Student Timetable. Classes may be dropped and not appear on the transcript through the "Last Day to Drop" deadline. After the last day to drop, a grade of "W" will appear on the transcript for all official withdrawals and students will be responsible for tuition and fees. Withdrawing from a course after this deadline may only be for extenuating circumstances and not solely for academic difficulty, and requires the signature of the department chair with a department approval stamp. Such changes to a student's schedule may adversely affect current and future financial aid, scholarships and/or refunds. Students are cautioned to see a financial aid advisor before attempting to completely withdraw from school. A "W" grade could impact a student's satisfactory academic progress with the Financial Aid and Scholarships Office.

Administrative Drops and Withdrawals

Students may be dropped or withdrawn from classes by the administration if they: 1. Register, but do not attend courses within the first three days of a semester; 2. Register for courses for which they have not completed prerequisites; 3. Neglect to pay tuition and fees for any given semester/term by the deadline published in the Student Timetable; or 4. Other administrative reasons. Such changes to a student's schedule could affect financial aid, scholarships, and/or refunds.

Auditing

Students may choose to register for classes on an audit basis (register for classes as a "listener" without receiving credit). Tuition, registration times and add/drop criteria are the same as for regular class registration. For an audit, the student must complete and sign an "audit form" at the Registrar's Office. Audits may only be requested through the audit deadline specified in the Semester Student Timetable. Students may not change from audit to credit status.

Classes appear as "AU" (audit) on the official transcript. Since they are noncredit, they do not count in the credit load for foreign students, veterans, students receiving financial aid, etc.; nor do they fill graduation requirements.

Students may not challenge courses that they have audited. An incomplete grade may not be made up by repeating the class for audit.

Noncredit Continuing Education Unit (CEU)

The Division of Continuing Education offers a variety of courses and programs for life-long learning. Many of these programs are offered under a noncredit option. The Continuing Education Unit (CEU) is a means for measuring and recording noncredit study.

Noncredit or Continuing Education Students are taking courses to pursue personal or professional interest, gain general knowledge, learn a new skill, upgrade existing skills, or enrich their personal understanding of a wide variety of topics. These courses do not offer college credit, but in some cases noncredit or continuing education students can earn continuing education units, certification or other evidence of class completion to meet personal or professional requirements. Noncredit course work cannot be substituted for a credit requirement or any required course on a degree pathway.

Student Rights and Responsibilities

Purpose of this Policy

The purpose of the enactment of a student rights and responsibilities code is to set forth in a clear and concise manner the rules and regulations of conduct expected of those who join the institution's community. Students, faculty, staff and administration should always exercise their freedom with personal responsibility. This code will outline due process for handling alleged student violations of institutional policies, including, but not limited to the responsibilities set forth in this policy. Further, the purpose of this policy is to delineate the range of sanctions for such violations, and establish procedures for appeal of disciplinary sanctions.

The institution expects all students to obey the law, to show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic environment. In short, a student enrolled in the institution accepts the obligation to conduct themselves in an appropriate manner acceptable at an institution of higher learning.

Policy

Members of the student body should exercise their freedoms with personal responsibility. Should violations of the Student Rights and Responsibilities Code occur, sanctions may be enforced for the protection of the institution and its members.

Behavior which violates the Student Rights and Responsibilities Code should be reported to the office of Student Conduct 801-863-5841 (non-emergency) or Campus Police 801-863-5555 (emergency).

Introduction

A. General Rights

1. A student, while properly enrolled at the institution, will have the right to the following institutional services, treatment and information:
 - a. Free and open discussion, inquiry and expression, subject to constitutional limitations regarding time, place and manner.
 - b. Protection against the institution's improper disclosure of a student's records, work, views, beliefs and political associations.
 - c. Procedural safeguard and personal privacy with respect to testing for drugs and infectious diseases (e.g., AIDS).
 - d. Timely and understandable information and respectful treatment regarding policies, refunds, lab and course fees, library fines, lab breakages, liability, etc.
 - e. Freedom from a discriminatory and offensive environment that may cause emotional stress or a hostile or offensive campus environment directed toward another person.
 - f. Freedom from sexual harassment.
 - g. Full protection under the Constitution for freedom of the press, including constitutional limitations on prior restraint and censorship.
 - h. Due process of law recognized as being essential to the proper enforcement of institution rules.
 - i. Security for his/her person, papers and personal effects against unreasonable searches and seizures.
 - j. Freedom to form and operate an organized student association within the guidelines prescribed by the institution.
 - k. Access to the institution's Ombudsman for consultation in matters of personal and school issues and concerns.
 - l. Student representation through student government on institutional committees, councils, commissions and other formally constituted bodies that make general policy and procedure decisions directly affecting students or that govern student activities and conduct.
 - m. Access to all student government sponsored activities.
 - n. Accurate information in advertising, recruitment, and orientation efforts.

B. Academic Rights

1. A student will have the following rights in academic affairs, services and information when properly enrolled as a student at the institution:
 - a. Performance evaluation based on a written syllabus.
 - b. Appropriate and open discussion, inquiry and expression, both in the classroom and in student/instructor conferences.
 - c. Freedom to take exception to the views presented in a classroom setting and to reserve judgment in matters of opinion.
 - d. Professional and ethical conduct from all institutional personnel.
 - e. Competent and professional instruction.
 - f. Competent academic advisement.
 - g. Protection against improper disclosure of a student's records, academic work, views, beliefs and political associations.
 - h. Information prior to registering regarding the costs of tuition, activity fees, lab fees, etc.
 - i. Scheduled access to and the use of institutional services, facilities and programs.
 - j. Accurate information regarding course offerings, programs, majors, transfer policy, and institutional requirements and expectations.
 - k. Accurate information regarding changes in course programs or institutional requirements and reasonable accommodation of those already enrolled in a program or classes.
 - l. The right to receive academic credit and/or academic degrees when all specified requirements and coursework have been satisfied.
 - m. The right to appeal to the Academic Standards Committee regarding grade changes, withdrawals, etc.

C. General Responsibilities

1. A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to, the following:
 - a. Failure to respect the right of every person to be secure from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.
 - b. Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.
 - c. Unauthorized seizure or occupation of any institutional building or facility.
 - d. Obstruction, disruption or interference with teaching, disciplinary proceedings, institution-sponsored activities and services or events.
 - e. Use or possession of any weapon, explosive device, or fireworks on a person or storage of such on institutional property without prior written approval from the Chief of Campus Police.
 - f. Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug on any property or in any building owned, leased or rented by the institution or at any activity sponsored by the institution.
 - g. Initiation or circulation of any false report, warning or threat of fire, bombs or explosives on institutional premises or during institution-sponsored events.
 - h. Violation of the Utah Indoor Clean Air Act and/or the institution smoking policy (institution Policy 158 Tobacco).
 - i. Sale, possession, manufacture, distribution or consumption of alcoholic beverages on institution properties.
 - j. Unauthorized possession, forging, altering, misusing or mutilating of institutional documents, records, educational materials, identification, (e.g., personal ID, parking decal, etc.) or other institution property.
 - k. Violation of city ordinances and/or state statutes regarding gambling.
 - l. Delivery of false information to institutional personnel.
 - m. Theft or malicious destruction, damage or misuse of institution property or private property of another person on the institution campus or when engaged in activities sponsored or supervised by the institution off campus.
 - n. Intentional or reckless destroying, defacing, vandalizing, damaging or misusing the property, equipment, materials, services or data of the institution.
 - o. Unauthorized possession or use of a key to any institution facility or equipment.
 - p. Obscenity and lewd conduct as defined by institution policy, city ordinances, and/or state statutes.
 - q. Failure to adhere to all laws and regulations governing the duplication and use of copyrighted materials including, but not limited to, printed and audio materials, video, film, and/or computer software.
 - r. Unauthorized use or charges to any institution telephone for long distance calls. Institution telephones are for business use only.
 - s. Unauthorized off-campus fund raising activities on behalf of the institution. All fund raising must have prior written approval from the institution's Development Office.
 - t. Intent to defraud the institution in any financial matter including, but not limited to:
 - u. Failure to conduct oneself in a way that does not endanger the health and well-being of other student and institution personnel.
 - v. Unauthorized commercial ventures or enterprises on institution property.
 - w. Bringing animals on campus, except for those serving the disabled or those used for educational purposes.

- x. Allowing children in institution classrooms or laboratories (unless they are an integral part of instruction) or leaving children unattended in hallways and restrooms or at institution-sponsored events and functions.
- y. Students are encouraged to report violations of this policy to an appropriate institutional office.
 - a. non-redemption of personal checks refused by a bank;
 - b. sale/resale of supplies, books, or equipment in violation of institution agreements;
 - c. falsifying institution financial records; and/or
 - d. non-payment of tuition and fees as set forth by institution regulations.

D. Academic Responsibilities

1. Each student is expected to take an active role in the learning process by meeting course requirements as specified in written syllabi.
2. Each student is expected to display appropriate conduct in classroom situations, that will enhance the learning environment.
3. Faculty members have the right to establish classroom standards of behavior and attendance requirements. Students will be expected to meet these requirements and make contact with faculty members when unable to do so.
4. Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:
 - a. Cheating is the act of using or attempting to use or providing others with unauthorized information, materials or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying other's academic work.
 - b. Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.
 - c. Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
 1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
 2. Listing sources in a bibliography not used in the academic exercise.
 3. Submission in a paper, thesis, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
 4. Submitting as your own any academic exercise, (e.g., written work, printing, sculpture, etc.) prepared totally or in part by another.

E. Expectations

1. The institution expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others.

F. Where Policy Applies

1. The Student Rights and Responsibilities Code applies to conduct that is in violation of institution Policy 541, The Student Rights and Responsibilities Code that occurs on institutional premises and at institution-sponsored activities. It also applies to off-campus conduct that adversely affects the campus community and/or the pursuit of its objectives. The Student Rights and Responsibilities Code applies to a student's conduct even if the student withdraws from the institution while a disciplinary matter is pending. The Director of Student Conduct shall decide whether the Student Rights and Responsibilities Code shall be applied to conduct occurring off-campus, on a case-by-case basis.

G. Informal Resolution

1. Informal resolution of differences or appeals shall be encouraged.

H. Academic Infractions (Grades)

1. Responsibility for and authority over Academic Infractions, and other academic appeals, including Grade Appeals, shall reside with the Dean of the academic area in which an issue may arise.

I. General Infractions

1. Responsibility for and authority over General Infractions shall reside with the Dean of Students.

J. Composition of Campus Appeals Board

1. The Campus Appeals Board shall consist of two faculty members from each academic area appointed by the Faculty Senate in consultation with the respective academic Deans, three staff members appointed by PACE, with approval of the staff members' supervisors, and three students appointed by the Student Body President. Appointments of faculty and staff shall be for three-year rotating terms. Three student members shall be appointed to a one-year term. The Director of Student Conduct shall obtain names from the appointing entities annually prior to May 1, and shall send a letter of appointment to those appointed. The Director of Student Conduct shall organize the initial term lengths for the rotating members of the Board to allow an orderly rotation. The Director of Student Conduct shall chair the Board in a non-voting capacity.

K. Responsibilities of Board

1. The Campus Appeals Board shall be trained by the Office of Student Conduct in due process and other Student Rights and Responsibilities Code matters. A subset of the Board shall hear appeals, as necessary. In hearing appeals, the Board shall be concerned primarily with due process and fairness, recognizing that they do not have the full awareness of professional competence and context, in general. In addition to hearing appeals, the Board shall have the responsibility to train faculty and staff in the Student Rights and Responsibilities Code's (institution Policy 541, Student Rights and Responsibilities Code) expectations, procedures, and due process.

L. Confidentiality

1. Confidentiality shall be maintained for all parties to Student Rights and Responsibilities Code actions, except as necessary to provide due process. If the Campus Appeals Board finds a complaint to be without merit, records of the complaint and proceedings shall be destroyed.

M. Sanctions

Introduction

1. Sanctions must be applied in a fair and impartial manner. Sanctions are assigned in accordance with two criteria: (1) Educational value for the student found in violation of institution Policy 541, the Student Rights and Responsibilities Code, (2) Commensurability of the violation and the assigned sanction.
2. Academic sanctions that may be imposed include:
 - a. Warning
 - b. Requiring a student to retake an exam(s)
 - c. Requiring a student to re-write a paper(s) and/or repeat an assignment(s)
 - d. A grade reduction
 - e. A failing grade
 - f. Probation with specified conditions
 - g. Suspension from the Department, School, or Institution (must be reviewed and confirmed by Vice President of Academic Affairs and President)
 - h. Expulsion from the Department, School, or Institution (must be reviewed and confirmed by the Vice President of Academic Affairs and President)
 - i. Revocation of admission or degree (for fraud, misrepresentation, or other serious violations of institution standards in obtaining the degree; must be reviewed and confirmed by the Vice President of Academic Affairs and President)
 - j. Withholding degree until completion of process and other sanctions relating to a violation of the Student Rights and Responsibilities Code
3. Sanctions that may be imposed for General infractions include:
 - a. Warning
 - b. Probation with specific conditions
 - c. Loss of privileges
 - d. Fine
 - e. Restitution
 - f. Discretionary Sanctions such as work assignments, personal development assignments, essays, or service assignments.
 - g. Suspension from the Department, School, or Institution (must be reviewed and confirmed by Vice President of Student Affairs and President)
 - h. Expulsion from the Department, School, or Institution (must be reviewed and confirmed by the Vice President of Student Affairs and President)
 - i. Revocation of admission or degree (for fraud, misrepresentation, or other serious violations of institution standards in obtaining the degree; must be reviewed and confirmed by the Vice President of Student Affairs and President)
 - j. Withholding degree until completion of process and other sanctions relating to a violation of the Student Rights and Responsibilities Code
 - k. Organizational sanctions, including loss of selected rights and privileges, up to and including deactivation, from the offending organization for a specific period of time
4. Interim suspension:
 - a. In urgent circumstances, interim suspension may be imposed as outlined below:
 1. A classroom instructor, Department Chair, or Dean may ask Campus Police to remove a student immediately from the classroom or other academic area.
 2. If a student is removed, an immediate report must be made to the Director of Student Conduct by the instructor, Chair, or Dean who instigated the removal.
 3. The Director of Student Conduct may impose institutional suspension prior to the completion of appeals and final imposition of sanctions.
 4. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the Campus Community or preservation of institutional property; or
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the institution.
 - d. During the interim suspension, a student shall be denied access to the campus, including classes, and all other institutional activities or privileges for which the student might otherwise be eligible, as the Director of Student Conduct or the Dean of Students may determine to be appropriate.
 - e. The interim suspension does not replace the regular due process, which shall proceed on the normal schedule.
 - f. The student shall be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on campus does not fall within the reasons above (and which they may contest whether a campus rule was violated).

N. Multiple Offenses, Pattern of Behavior

1. If a student is found guilty of the reported infractions and sanctions in his/her disciplinary record, then the Director of Student Conduct shall report the particulars of the student's disciplinary record to the Campus Appeals Board for review of the larger pattern of misbehavior. If a larger pattern of misconduct should appear, additional disciplinary measures may be imposed by the Campus Appeals Board.

O. No Reprisals

1. No reprisals shall be taken by or against any party or legitimate participant in the appeal process by reason of such participation. However, individuals furnishing false information and/or documentation at any point in the formal process described in this policy are subject to disciplinary action.

P. Disciplinary Records

1. Records of disciplinary actions shall not be made a part of the student's academic record except through the appearance in the academic record of grade reductions or failing grades, but shall become part of the student's disciplinary record. The disciplinary record shall be reviewed and expunged. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be provided to the disciplinary/educational records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

Q. Concurrent Jurisdiction

1. In cases of overlapping or concurrent jurisdiction, the Dean of Students and the relevant Academic Dean shall negotiate to agree on the locus of primary jurisdiction. The Dean of primary jurisdiction shall then control the process and communicate outcomes to the other Dean.

R. Student Rights & Responsibilities

1. Student Rights and Responsibilities are delineated in institution Policy 541, Student Rights and Responsibilities Code. Students are also subject to other institutional policies. Alleged violations of institutional policies by students shall be handled according to the procedures set forth below.

S. Appeals Process, Determination & Application of Sanctions

1. Academic Infraction Due Process Procedures
 - a. Instructors shall discuss allegations of misconduct with the accused student in a confidential environment.
 - b. Sanctions associated with Academic Infractions shall be reported by the instructor to the student, within ten (10) business days of the imposition of the sanction by the instructor. Except in cases where there is a significant threat of disruption or of undermining of the academic integrity of the course, instructors shall refrain from implementing irreversible sanctions (e.g. denying access to class or a final exam) until the student has exhausted all appeals.
 - c. Before an appeal, the student must attempt to resolve the issue informally with the instructor.
 - d. In case of an appeal, documentary evidence shall be deposited by the instructor and/or the student with the Office of Student Conduct. Said office shall maintain original documents in a secure location and shall make copies available to the parties and the hearing officer for the appeal. Whether or not there is documentary evidence to deposit, the instructor shall file a copy of allegations with the Office of Student Conduct. Said copy shall be clearly labeled "under appeal" and shall not become a part of the student's disciplinary record until appeals are exhausted.
 - e. Sanctions may be modified at any point in the appeals process if evidence warrants.
 - f. If the student chooses to appeal the instructor's decision, the appeal must be made in writing to the Department Chair within ten (10) business days of the instructor's final decision.
 - g. The Chair will render a decision in writing to the student and the instructor within ten (10) business days of receiving the student's written appeal.
 - h. If either the student or the instructor chooses to appeal the Chair's decision, the appeal shall be made in writing to the campus Appeals Board within ten (10) business days of the Chair's decision, or if the student and instructor agree, the appeal may be made directly to the Dean rather than the Board.
 - i. The hearing body, whether it is the Board or the Dean, shall render a decision in writing to the student and the instructor, with a copy to the Chair, within ten (10) days of receiving the written appeal.
 - j. If either the student of the instructor chooses to appeal a decision of the Board, the appeal shall be made in writing to the Dean within ten (10) business days of the Board's decision. The Dean shall be responsible for determining remediation and sanctions after a finding by the Board that Academic Misbehavior occurred.
 - k. The Dean shall render a decision in writing to the student and the instructor, with a copy to the Chair, and to the Board if they heard the previous appeal, within ten (10) business days of receiving the written appeal.
 - l. The decision of the Dean as to findings of Academic Infraction(s), remediation, and sanctions shall be final except for review of proposed suspension by the Vice President of Academic Affairs (VPAA) and of proposed expulsion, revocation of admission or degree by the VPAA and President.
 - m. Final decisions in which allegations of Academic Infraction(s) have been sustained shall be reported by the final deciding body (or by the instructor in case there are no appeals) to the Office of Student Conduct, with copies to the student or other parties to the appeal, within ten (10) business days of the decision.
2. General Infraction Due Process Procedures
 - a. All allegations of General infractions will be reported to the Office of Student Conduct within ten (10) business days of sufficient information being gathered. Discussions of allegations with the students involved shall take place in a confidential environment. Documentary evidence shall be deposited by the accuser and/or the student with the Office of Student Conduct. Said Office shall maintain original documents in a secure location and shall make copies available to the parties and the hearing officer for the appeal. The allegations shall not become a part of the student's disciplinary record until appeals are exhausted.
 - b. The Office of Student Conduct will notify the student within five (5) business days after receiving a report of violation and schedule a hearing with the Director of Student Conduct.
 - c. The Director of Student Conduct will determine the merit of the complaint and assign sanctions if the complaint is found to be meritorious and to warrant sanctions. The Director of Student Conduct shall notify the student in writing of his or her finding and of any sanctions within ten (10) business days of the hearing. Except in cases of urgent circumstances, the Director of Student Conduct shall refrain from implementing irreversible sanctions until the student has had the opportunity to fully pursue the appeals process.
 - d. Sanctions may be modified at any point in the appeals process if evidence warrants.
 - e. If the student chooses to appeal the decision of the Director of Student Conduct, the appeal shall be made in writing to the Campus Appeals Board within ten (10) business days of the Director's decision. The student may choose to appeal directly to the Dean of Students rather than the Board.
 - f. The hearing body, i.e. the Board or the Dean of Students, shall render a decision in writing to the student and the Director of Student Conduct within ten (10) business days of receiving the written appeal.
 - g. If the student chooses to appeal the decision of the Board, the appeal shall be made in writing to the Dean of Students within ten (10) business days of the Board's decision. The Dean of Students shall be responsible for determining remediation and sanctions after a finding by the Board that a general infraction was committed.
 - h. The Dean of Students shall render a decision in writing to the student and the Director of Student Conduct, with a copy to the Board if they heard the previous appeal, within ten (10) business days of receiving the written notice.
 - i. The decision of the Dean of Students as to findings of General Infractions, remediation, and sanctions shall be final except for review of proposed suspension by the Vice President of Student Affairs (VPSA) and of proposed expulsion, or revocation of admission or degree by the VPSA and President.
 - j. Final decisions in which allegations of General Infractions have been sustained shall be reported by the final deciding body to the Office of Student Conduct, with copies to the student and other parties to the appeal, within ten (10) business days of the decision.
3. Withdrawal of Appeals-An appeal may be withdrawn by the appellant at any time without prejudice.

T. Campus Appeals Board Hearings

1. The Campus Appeals Board Chair shall convene a subcommittee from its members. The subcommittee of the Board shall consist of two members from the School of Division referring the appeal, a third member from another unit of the institution, two students, and a staff member to hear any appeal.

U. Disciplinary Records

1. The Office of Student Conduct shall be responsible for facilitating written appeals and for keeping records of all decisions under this code, whether general or academic.
2. When a sanction has been imposed and made final after any appeals process, a report shall be submitted to the Office of Student Conduct by the final deciding instructor, officer, or Board.
 - a. Disciplinary records shall be kept confidential, and access, as necessary for carrying out their duties, shall be limited to Deans and institutional line officers above the Deans, the Office of Student Conduct, and members of the Campus Appeals Board. Nevertheless, students may give written consent to faculty members or other institutional employees to view their disciplinary records. A student requesting a recommendation that asks about disciplinary actions shall be presumed to give implied consent to the recommender to see the disciplinary record.
 - b. When the student's disciplinary record shows multiple similar infractions or a pattern of improper behavior, the Director of Student Conduct shall report the case to the Campus Appeals Board for further review. The Board shall hold a hearing with the student and determine further sanctions, if necessary and appropriate.
 - c. Determinations of when records are to be expunged or reports removed are to be made only by the Office of Student Conduct in order to maintain a single institutional standard for retention of records of Student Conduct Code actions.
 - d. Factors relevant to the decision to retain or delete specific records include:
 1. How much time has elapsed since the infraction (generally, at least five (5) years).

Introduction

2. Whether the student has graduated.
 3. The seriousness of the infraction and the resulting sanctions - institutional suspension, expulsion, and revocation of admission or degree shall be considered for expunging only upon application by the student to the Director of Student Conduct and then only with the concurrence of the relevant Dean, Vice President, and the President.
- e. Students shall apply to the Director of Student Conduct to have their disciplinary records expunged. If the student applying for expungement has graduated, or if the disciplinary records are at least five (5) years old, they shall be expunged unless the Director of Student Conduct finds circumstances requiring retention of the records, except in the cases of suspension, expulsion, or revocation or withholding of a degree require further review.

Student Services

Academic Counseling Center

- See [University College](#).

Academic Standards

- See [University College](#).

Academic Tutoring

- See Tutoring and Academic Skills Services (TASS) in [University College](#).

Accessibility Services

- **Services for Students with Disabilities**
- Office: LC 312
- Telephone: 801-863-8747

The Accessibility Services Department serves Utah Valley University students and the community by providing access to the campus and curriculum for individuals with disabilities to facilitate, support, and encourage their academic success, their retention and ensure their academic rights. Services are available to students who have documentation substantiating various conditions (including a physical, psychological, or learning disability) and may include: sign language interpreting, testing accommodations, text in audio format, note taking, adaptive equipment, transfer of printed material to Braille, and other individualized services.

Alumni Association

- Office: AL 003
- Telephone: 801-863-8179

The purpose of the UVU Alumni Association is to create lasting relationships between students, alumni and friends of the University for the advancement of the University.

The UVU Alumni Association provides benefits and support for over 200,000 UVU alumni, and is responsible for many services, like publishing UVU Magazine, providing benefits programs, Alumni Awards, Founder's Day, the Family Fun Fair, Homecoming and other similar offerings. In addition, the Alumni Association maintains its home page at uvualumni.org, where both students and alumni can access various services of the association through the online community.

The UVU Alumni Association also sponsors the Student Alumni Association, which is involved in hosting important events and activities on campus, and at regional and national conferences. In addition, they are involved in service projects and annual student giving campaigns. Membership in the Student Alumni Association is open to all students, and applications for the Student Alumni Board are accepted during spring semester. For more information about this and other Alumni related topics, call 801-863-8179.

Bookstore

- Located: SC 102
- Telephone: 801-863-8641
- Hours:
 - Monday - Thursday 7:30 a.m. - 6 p.m.
 - Friday 7:30 a.m. - 5 p.m.
 - (Fall and Spring semesters only)
 - Monday, Friday 8 a.m. - 5 p.m.
 - Tuesday, Wednesday 8 a.m. - 6 p.m.
 - (Summer semester only)
 - Closed Sunday and Campus Holidays

The bookstore is open each weekday to serve the students, faculty and staff of UVU. At the bookstore you will not only find your required text books for rent, purchase or e-book, but also everything else you will need for your college career: school supplies, computers, iPads, iPods, academically-priced software, general reading materials, reference books, candy and sundry items, and UVU apparel, insignia items, gift cards.

Campus Connection

- Located: SC 106f
- Telephone: 801-863-8797
- Hours:
 - Monday - Thursday 8 a.m. - 8 p.m.
 - Friday 8 a.m. - 5 p.m.
 - Saturday 9 a.m. - 2 p.m.
 - Holiday hours may vary

Campus Connection is the place to go to get your UVU OneCard/UVU Plus Card (Student ID) and information on all student activities sponsored by or held at the Utah Valley University Campus along with the following services:

UVU OneCard/UVU PlusCard

The card will allow discounted access to most student activities and athletic events. The card allows free access to library book checkout, PE Issue Room, and athletic facilities. It also offers discounted entrance into selected community events, activities, and dances. Student fees entitle each student to one UVU OneCard for the duration of his/her enrollment at UVU (minimum of 5 years). Students should save their cards even if they skip a semester or a year or two, because the card is automatically validated when registration is paid. Replacement cards (lost, stolen, broken or name changes) are \$15.

UVU PlusCard is everything the UVU OneCard is PLUS it becomes your UCCU Debit Card all in one. Just go to uvu.edu/campusconnection to learn more.

The UVU GreenBucks Account is a debit account made available for students to deposit funds at Campus Connection or online at onecard.uvu.edu (VISA, MasterCard, and Discover cards are accepted to put money on the UVU OneCard). With these funds on their card, students can make purchases on campus for food, books, postal services, and special event tickets. When the UV GreenBucks is used in Dining Services, students receive a 5% discount. There is also a meal plan available that gives 10% off on all meals from Dining Services for \$300. For more details, call Campus Connection 801-863-8797 or go to SC 106f.

UTA Transit Pass

Students are also eligible to receive a UTA Transit Pass for a fee. (Price may vary due to UTA rate increase.) Patrons must be registered for classes of the current semester AND have a UVU ID Card before purchase can be made at Campus Connection or **renewed** online through myUVU. Replacements cards will be charged the same activation fee.

Other Services

Tickets and SmithsTix for various Campus and community events; UTA Bus Passes; Faxing domestic and international; campus lost and found; general information. See uvu.edu/campusconnection for more up to date information

US Post Office

- Located: SC 104
- Telephone: 801-863-6067
- Hours:
 - Monday - Thursday 8 a.m. - 8 p.m.
 - Friday 8 a.m. - 5 p.m.
 - Saturday 9 a.m. - 2 p.m.
- Mail pick-up:
 - Monday - Friday 2:45 p.m.
 - Saturday 12:45 p.m.

The US Postal Service is also available across the hall from Campus Connection. Stamps (singles, books, and rolls), Packaging Products, Express, Priority, Media-Mail, Bound Printed Matter, Global Priority, Global Express, Global Air Mail, Registered, Certified, Delivery Confirmation, and so forth, are available. Cash, Check, Credit, Debit Cards and UV GreenBucks are accepted.

Campus Recreation & Wellness

- Located: SL 213
- Telephone: 801-863-5553

The Department of Campus Recreation & Wellness includes recreational portion of the Student Life & Wellness Center (SLWC), SLWC bowling alley/gaming center, The Project Climbing Wall, and Wellness Programs, Intramurals & Club Sports, Rodeo and Outdoor Adventure Center departments.

Through our various services and programs, we offer a variety of recreational and health opportunities for UVU students and staff. Our mission is to enrich the quality of life for students, faculty and staff by providing a broad range of recreation, wellness, and student engagement opportunities that complement the academic experience. We actively promote the pursuit of a balanced, healthy lifestyle to our diverse university community.

Career Development Center

- Office: LC 409
- Telephone: 801-863-6364
- E-mail: careerdevcenter@uvu.edu
- Web: uvu.edu/cdc
- Hours:
 - Monday - Friday 8 a.m. - 5 p.m.

Introduction

The Career Development Center consists of career services and the CareerPassport and National Student Exchange programs. As a center we enhance individual career success and employment potential by fostering community, national and global relationships. Our services engage students and alumni in exploring and preparing for professional pursuits with the express purpose of empowering them to achieve their unique life goals.

Our services include access to:

- Handshake at uvu.edu/cdc for students and employers (online job posting, job search, submitting resumes, scheduling interviews, etc.)
- Off-campus full-time, part-time, summer and temporary job openings and internships
- Counseling on career planning and preparation
- Training and online workshops on writing resumes, interviewing, networking, negotiating and more
- Labor market, salary and career employment information
- Career Lab walk in hours 9 a.m. - 4 p.m., Monday - Friday
- Job Search Strategies
- Interview Preparation/Mock Interviews
- Career & Internship Fairs
- Part-Time Job Fairs
- Local, national and international employers recruiting on campus
- Group and class presentations on career related topics
- Career resiliency
- Career options for different majors

CareerPassport Program

- Director: Sue Stephenson
- Office: LC 409Q
- Telephone: 801-863-6219
- E-mail: sue.stephenson@uvu.edu
- E-mail: careerpassport@uvu.edu
- Web: uvu.edu/careerpassport
-

CareerPassport is an engaged career preparation program through the Career Development Center with the goal of encouraging students to actively participate in career preparation early while working towards a degree at UVU. The program addresses the individual career preparation needs of students at any stage of their academic experience through participation in expanded career activities and events. The CareerPassport Program is a free, non-graded program available to all students on campus. All self-selected activities and assignments that are completed and submitted through Canvas are evaluated by a career professional providing current, relevant feedback and direction.

CareerPassport participants may earn the Professional Career Engagement distinction (PCE) by actively integrating and applying career preparation activities and experiences to their major coursework. The Professional Career Engagement distinction is awarded upon successful completion of PCE track requirements.

STEPS TO COMPLETE

- PCE Application
- PCE Graduation Application
- PCE Graduation Interview and Testimonial Video

PROFESSIONAL CAREERS ENGAGEMENT DISTINCTION

Core Requirements

- Informational Interview
- Job Shadow
- Career & Internship Fair
- Internship
- CareerPassport Lecture Series of Career "Hot Topics" Series
- Career Networking
- Career Development Retreat

30 Additional Activities (Dispersed among All Four Career Development Stages Listed Below)

- Self Discovery
- Career Exploration
- Career Preparation
- Career Readiness

Center for Global and Intercultural Engagement

- Office: WB 147
- Telephone: 801-863-8342
- E-mail: cgie@uvu.edu
- Web: uvu.edu/cgie

The Center for Global and Intercultural Engagement (CGIE) supports the University efforts to prepare globally competent citizens. To accomplish these objectives, CGIE collaborates closely with colleges, schools, and other units across campus to create a community of students, staff, and faculty that share multicultural and international knowledge, attitudes, experiences, and efforts. We are committed to fostering an inclusive atmosphere for all students and to preparing them for an increasingly complex, diverse, and globalized society. CGIE is comprised of four programs.

1. International & Multicultural Studies (IMS): These programs support and facilitate international study programs, study abroad, international internships, student exchanges, travel resources, global and multicultural faculty training, cultural excursions, and student workshops. The programs include the Global Spotlight Program, mentored research programs, and other engaged learning opportunities for students. IMS also is the primary provider of facilitation, training, and support for the Global/ Intercultural Graduation Requirement. This requirement enables all UVU students to gain critical exposure to issues related to cross-cultural appreciation and understanding. IMS is also committed to inclusive teaching practices and approaches that enhance the learning of students from a variety of backgrounds and cultures.
2. Multicultural Student Services (MSS): Our programs provide a full range of support services targeting historically underrepresented populations with an eye toward inclusion of all students across campus. The mission is to promote educational opportunities and intercultural enrichment for diverse students and the wider campus community. Our programs aim to nurture student achievement and develop relationships that support student success, academic growth, retention, and completion of educational programs. Services include general academic advising, registration and financial aid help, student leadership programs, multicultural club advisement and support, academic and social events, and initiative programs that provide specific resources for Latino, LGBT, Native American, and Pacific Islander student populations.
3. International Student Services (ISS): Our programs provide advisement and support on visa, employment, and academic issues for UVU's international student population. Students with questions regarding immigration, visa, or related issues may visit one of our advisors in LA 114. ISS activities including orientations each semester for all new international students, managing the federally mandated Student and Exchange Visitor Information System (SEVIS) to ensure that all international students at UVU are legally "in status," and providing a variety of services designed to promote the academic success of our international students.
4. International Affairs & Diplomacy (IAD): Our office advances UVU's presence and reach in the international community through cultural exchanges, diplomatic visits, economic development partnerships, and other related activities. Programs include the hosting and connecting international dignitaries including heads of state, ministers, ambassadors, business, educational, and religious leaders.

The Center for the Advancement of Leadership

- Director: Belinda S. Han, MA
- Office: LC 302
- Telephone: 801-863-6466
- E-mail: cal@uvu.edu

The LEAD Program

The Center for the Advancement of Leadership (CAL) provides a variety of leadership development opportunities for the Utah Valley University community. The LEAD Program serves as one of the most notable leadership opportunities within CAL. The LEAD Program allows students a customizable leadership development journey for UVU students. Whether students are majoring in physical therapy, business, engineering, law, emergency services, biology, aviation, or any other degree or program, the LEAD Program is designed for students who wish to advance their personal, interpersonal, organizational and/or civic leadership skills while pursuing their degrees and programs.

The LEAD Program focuses on four key aspects of personal development (Learn, Engage, Acquire, and Discover). Together, these four aspects ensure leadership growth concurrently in both the personal and professional arenas.

At the completion of the first year of the LEAD Program, students can earn a "Standard Certification in Leadership Development" on their transcripts.

At the completion of the second year of the LEAD Program, students can earn a "University Distinction in Leadership Development" on their transcripts.

Beyond this, community mentors are matched with students to help students grow and develop throughout their experience with the LEAD Program.

All students are invited to preview the program by visiting our website at uvu.edu/leadership, attending our monthly Master Mind meeting the first Monday of each month (SC 206), or visiting the CAL office in LC 302 (801-863-6466). Applications for the program typically open in late November and close in early February of each academic year (contact the office for specific dates).

Care about Childcare at Utah Valley University

- Coordinator: Joyce Hasting
- Office: EE 009
- Telephone: 801-863-8557
- Web: uvu.edu/cac

Care About Childcare at Utah Valley University is a resource and referral agency for parents, providers, caregivers and the community. Parents who are seeking child care in Utah, Juab, Summit or Wasatch counties may receive a free personalized list of available child care by calling the referral line at 801-863-8631, toll free 1-800-952-8220 or log onto the website at uvu.edu/cac. CAC at UVU provides technical assistance to students, parents and the community about child development and child care. CAC at UVU also teaches approved professional child care courses to child care providers and caregivers. The program also offers grants, program coaching and technical assistance to center and family based child care providers. All of their services are offered in both English and Spanish.

Dean of Students/AVP Student Life

- Alexis Palmer
- Office: SL 201
- Telephone: 801-863-8311

Introduction

The Dean of Students is committed to providing a growth enhancing environment in which all Utah Valley University students learn and develop to their fullest potential. Student Life at Utah Valley University promotes the psychological, physical, intellectual, occupational, spiritual and ethical wellness of all students, engages students socially, encourages civic involvement, and provides opportunities for experiential learning, leadership, and wellness through collaboration with the campus and community.

Dining Services

- Office: SC 201
- Telephone: 801-863-8664

The Dining Services Department is operated by and under the direction of Auxiliary Services in the Sorensen Student Center. The mission of the department is centered to students and their dining enjoyment and benefit.

The Student Center has two Food Courts with options that are plentiful and a variety of branded retail food options that offer the perfect place to stop for a satisfying meal at an affordable price.

Food Court - First Floor

- **Costa Vida:** Fresh Mexican grill serving Burritos, Salads, Tacos, Desserts and more.
- **Subway:** Fresh Submarine Sandwiches.
- **Pizza Hut Express:** Pizza served hot out of the oven, Pasta, Salads and Desserts.
- **J Dawgs:** Gourmet Hot Dogs. All natural meat, a homemade sauce and locally milled buns.
- **Cupbop:** Korean BBQ
- **Fishbone Sushi:** A variety of Sushi.
- **Sodalicious:** Flavored Soda's.

Food Court - Second Floor

- **Chick-Fil-A:** Chicken Sandwiches, Strips, Wraps and many items on the Breakfast menu.
- **Panda Express:** From Orange Chicken to their health-minded Wok Smart selections.
- **Farr's Fresh & Incredible Edibles:** Breakfast, Sandwiches, Paninis, Salads, Grab 'n' Go options along with a variety of Farr's Fresh Ice Cream and Yogurts.

Both locations offer a relaxed and unique atmosphere for students, faculty and staff.

Other Food Service Locations on Campus are:

- **Mom Fulton's Café** is located in the Library and features Starbucks Coffee selections, gourmet Sandwiches, Soup and Grab-and-Go meal options.
- **Jamba Juice, Taco Bell and The Green Line Café** are located at the intersection of the PE Hallway and the Student Life and Wellness Building
- **Guru's Café** is located in the Classroom Building where you can enjoy a sit down meal of Pizza, Salads, Sandwiches, Soups, Wraps, Pasta's, Breakfast and more.
- **The Roll Up Café** is located in the Computer Science Building, 4th floor offering a variety of Sweet & Savory Crepes, along with Salads and Paninis.
- **The Trades Café** is located on the third floor of the Gunther Trades building and has what you need to fuel you for your day, including Drinks, Fresh Fruit, Salads and Pastries.

Please check Dining Services website at uvu.edu/dining for more exact operating hours of all locations and updated menus and meal options.

First-Year Experience (FYE)

- Office: LC 405
- Telephone: 801-863-4000
- E-mail: success@uvu.edu
- Web: uvu.edu/firstyear

UVU's First-Year Experience (FYE) program is designed to help new students make a smooth and successful transition to college life. Participation in the following FYE programs will help students build a foundation of success:

- Orientation
- Freshman Reading Program
- Freshman Convocation
- StartSmart
- UVCommit
- Freshman Year-End Celebration
- Learning Communities
- Personalized Academic Advisement

Fulton Library

- Telephone: 801-863-8265
- Fax: 801-863-7065
- Web: uvu.edu/library
- Hours:
- Fall/Spring
- Monday - Friday 7 a.m. - midnight
- Saturday 8 a.m. - 7 p.m.

- Sunday 1 p.m. - 9 p.m.
- Summer
 - Monday - Friday 7 a.m. - 9 p.m.
 - Saturday 9 a.m. - 5 p.m.
 - Sunday 1 p.m. - 9 p.m.
- Director: Lesli Baker
- Office: FL 503e
- Telephone: 801-863-8286

The Fulton Library has friendly librarians and staff waiting to help! In-person and online research help is available to assist students and faculty with locating the information and resources they need. The Fulton Library houses hundreds of thousands of materials, including books, films, journals, newspapers, audio/visual equipment for checkout, and much more. UVU ID cards are accepted for checking out materials at all college and university libraries in the state. Interlibrary Loan service quickly gets materials not available at the Library from across the United States for free. The Fulton Library is a dynamic space that hosts two computer labs, a family study room, group study rooms, the Writing Center, a visual arts lab, specialized software, a deaf studies lab, the Assistive Technology Center, the Office of Teaching and Learning, the Center for Constitutional Studies, and an art gallery. It is also home to Mom Fulton's Café and the Bingham Gallery, which contains the Roots of Knowledge stained glass exhibit.

Housing and Residence Life

- Office: SL 214
- Telephone: 801-863-8659
- E-mail: housing@uvu.edu
- Web: uvu.edu/housing
- Hours:
 - Monday - Friday 9 a.m. - 5 p.m.

The Department of Housing and Residence Life provides students with a variety of housing services: housing scholarships, searches, laws, dispute resolution, housing booklet and housing fair. Information concerning local housing options, availability and pricing is available on our website, in the Housing Office, or through email.

Utah Valley University does not own, manage, or approve any student housing on or off campus. The University works closely with local student housing to provide accurate and up-to-date information on all housing options listed within the local area, so that students can choose the most suitable housing while attending UVU.

Should disputes between a Landlord and a UVU Student Tenant arise, a free mediation service is available through the Office Student Conduct and Conflict Resolution located in SL 212b. To schedule an appointment for mediation services, please call 801-863-7237. The Office of Housing and Residence Life does not provide legal counsel regarding housing.

Intramural and Club Sports

- Manager: Dustin LaMont
- Coordinator: Alex Gebers
- Office: SL 213
- Telephone: 801-863-5568
- E-mail: dustin.lamont@uvu.edu
- E-mail: agebers@uvu.edu

The Intramural Sports Program is one of the largest co-curricular activity programs that complement the formal academic curriculum. It offers extensive opportunities to currently enrolled Utah Valley University students, faculty, staff and their spouses/partners in a number of competitive and structured activities each year. Participation in the program is voluntary and determined by interest.

Participation can provide one with opportunities to have fun, learn new sports, meet people from other cultures, test one's physical ability as well as offer a break from routine. Team sports generally take on a league structure and a post-season tournament to determine champions. Special events range from one day to several day tournaments. In most events, skill levels and divisions are established to allow competition for men's, women's, co-ed and Mixed teams at various skill levels.

The Intramural Sports program strives to provide programming for all levels of ability and experience. Our aim is to serve the recreational needs of the majority of the student body and not just the athletic minority.

Club Sports bridge the gap between intramural and intercollegiate athletics by providing competition at specialized levels, participation in tournaments, and opportunities to practice. Although some clubs remain solely recreational, most are highly competitive.

UVU Club Sports offers a structured environment to practice and play the game students' love. Participation in Club Sports allows individuals to engage with the University in a unique way. Club Sports are managed and run by the participants themselves, including coach selection, travel, fundraising, scheduling, practices, and participant development. Club Sports are meant to enhance the individual learning experiences through involvement, commitment, and working in a team setting.

A competitive spirit of fair play and good sportsmanship is encouraged in order to provide all with a wholesome recreational experience. Participants and staff are asked to conduct themselves in a manner consistent with, and in support of, those values set forth by Utah Valley University.

Learning Strategies Support

See Tutoring and Academic Skills Services (TASS) in [University College](#).

Lockers

Introduction

- Office: FC 100 (Facilities Complex)
- 936 S. 400 W., Orem
- (Next to Parking Services)
- Telephone: 801-863-8130
- Hours:
- Monday - Friday 7 a.m. - 5 p.m.

Lockers are available for student use in the Gunther Technology Building and are rented through the Facilities/Physical Plant Office. Locker rentals are \$5 per semester or \$13 per year. This fee is non-refundable. Renewal of lockers needs to be completed before the end of the semester to avoid locker changes and clearance of contents. The renter is responsible for any damages to the locker(s).

Math Lab

See Tutoring and Academic Skills Services (TASS) in [University College](#).

National Student Exchange

- Office: LC 410p
- Telephone: 801-863-6750
- E-mail: sue.stephenson@uvu.edu

National Student Exchange (NSE) is a domestic “study away” experience that fits into university initiatives for globalization and diversity. NSE embodies the overall mission of Utah Valley University by providing meaningful Engagement Opportunities for its students. The National Student Exchange, which is a service within the Career Development Center, provides opportunities for undergraduates, to study for up to one calendar year at another NSE member college or university and pay in-state tuition.

With over 200 colleges and universities from which to choose, students can find a campus that is “custom” to individual degree plans, with just the right combination of courses, facilities, and environment to meet unique personal and academic needs and interests. Spending time at another campus will allow students to grow academically and personally. Students will develop a greater appreciation for the different regions, cultures, and people. NSE extends beyond the borders of the United States to include U.S. territories as well as Canadian provinces. Students participate in order to:

- Broaden personal and educational perspectives
- Explore and appreciate new cultures
- Widen university boundaries
- Take courses not offered at the home campus
- Learn from different professors
- Access courses with different perspectives
- Explore new areas of study
- Experience personal growth
- Live in a different geographic area
- Acquire life skills
- Investigate graduate or professional schools
- Look for future employment opportunities
- Become more mature, independent and resourceful

- Become more mature, independent and resourceful

NSE participants have found their exchanges culturally enriching, academically rewarding, and one of the most significant experiences of their undergraduate education. Since its founding in 1968, more than 100,000 students have had the opportunity to break out of their comfort zone, and experience life from a different point of view.

Students will need a 2.5 cumulative GPA and one-year of university work to join these students who have been placed in life-changing exchange situations which challenged their thinking, expanded their educational and personal experiences, and encouraged them to take healthy risks.

Ombuds

- Office: SL 212b
- Telephone: 801-863-7237

Within the UVU community misunderstandings and disagreements needing resolution occur. The UVU Ombuds is a mediator and resource who is familiar with campus policies, student’s rights and responsibilities, and can help find useful options within these guidelines. In order to serve as a mediator, as opposed to an advocate, the Ombuds neutrally and objectively listens to all problems and works with the parties involved to find a solution. The Ombuds may be used as a resource for help in a variety of difficult situations. The Ombuds can help with:

- University related or personal issues
- Interpersonal conflicts
- Sexual Harassment
- Academic complaints and conflicts
- Housing/Landlord disagreements
- Discrimination complaints
- Grading procedure disputes
- School policy and procedures

- Others

All services are offered free of charge.

Outdoor Adventure Center

- Office: SL 216
- Telephone: 801-863-7052
- Web: uvu.edu/oac
- Hours:
 - Monday - Friday 8:30 a.m. - 5 p.m.
 - (fall and spring semesters)
 - Saturdays 8:30 a.m. - noon during winter months
 - Monday - Friday 9 a.m. - 5 p.m.
 - (summer semester only)
 - Saturdays 9a.m. - 5 p.m. during summer

The Outdoor Adventure Center provides students, staff, faculty and the community an opportunity to learn from the vast outdoor classroom. We offer participants a chance to experience nature while also learning how to protect and preserve the natural environment. Opportunities range from clinics, adventure outings, and afternoon activities. We also offer equipment rentals and retail items that will help get you outside! We collaborate with different academic departments in offering experiential education outside of the classroom, call us today if you are interested in planning an activity for your students. Come in today and let us help with your next adventure. For a list of rental prices visit www.uvu.edu/oac/rentals.

Parking and Transportation Services

- Located: 936 S. 400 W., Orem
- Telephone: 801-863-8188
- Hours:
 - Monday - Friday 7 a.m. - 5 p.m.

Parking permits are required to park anywhere on the UVU main campus and west campus. UVU uses license plate reader technology and assigns a digital permit to your vehicle license plate at the time of permit purchase. Parking permits are available in our office at 936 S. 400 W. or online through the link found at uvu.edu/parking - there is also information on the site regarding parking maps, regulations, and other information to assist you in parking on campus. We can also be contacted by phone at 801-863-8188 Monday through Friday 7 am to 5 pm.

Parking for People with Disabilities

Only those vehicles carrying distinctive (logo) license plates for people with disabilities or temporary/permanent permits obtained from the Utah State Division of Motor Vehicles at 150 E. Center in Provo plus a valid UVU handicapped parking permit shall be allowed to park in stalls for the disabled. If all disabled stalls are full in a given area, those displaying a disabled permit may park in the nearest available stall.

Student and Employee Parking

Students and employees operating vehicles on University properties must adhere to all state, local, and university traffic/parking regulations. To park on campus, students and employees must obtain a valid parking permit from Parking Services. Employees and Students will need to provide their vehicle information e.g. license plate number, make and model before a permit can be issued to them. Permits are not required to park in any employee or student lot after 5 p.m.

Visitor Parking

Visitors operating vehicles on University property must adhere to all state, local, and university traffic/parking regulations. There are three visitor pay lots on campus. The Lakeside Visitor Lot and Admissions Meter Lot are located on the south side of campus, and the Parking Garage is on the north side by the Student Life building. The cost to use the lot is posted at the lot, as well as on the Parking Services website. These lots are pay-by-space parking and each stall is numbered. Pay stations are located in convenient locations in these lots. Payment is required in these pay lots from 5 AM through 10 PM, seven days a week. Payment is required at the time you park at one of the pay stations. If you have any questions regarding parking on campus please contact the Parking Services Office at 801-863-8188.

Physical Education Services (Issue Room)

- PE Services Director: Sam Atoa
- Office: RL 119
- Telephone: 801-863-8567
- Assistant Director: Ashley Iosefa
- Office: RL150 (Issue Room)
- Telephone: 801-863-8628

The Rebecca Lockhart building serves as the home for many Physical Education classes, Intercollegiate Women's Volleyball, and Men's Wrestling.

Facilities included are: men's/women's locker rooms, one main basketball floor, a single lane indoor track, one aerobic/dance area, a martial arts room, weight room, cardio machines, a motor learn lab, dance rooms, and various faculty/staff offices.

Introduction

UVU PE Issue t-shirts are used for the Physical Education Facilities. You must have your UVU ID card or valid ID to check out the issue clothing. Lockers are available to rent each semester. For additional information and hours of operation, please refer to the PE Issue room (RL 150) or call 801-863-8628.

Printing Services

- **Printing**
 - Located: GT 533
 - Telephone: 801-863-8415
- **Student Center Copy Center**
 - Located: SC 101g
 - Telephone: 801-863-8355
- **Gunther Technology Copy Center**
 - Located: GT 516d
 - Telephone: 801-863-7093
- **Visual Arts Lab**
 - Located: LI 209
 - Telephone: 801-863-6853

Printing Services provides copying, offset printing, and graphic design services for the UVU community. The primary digital printing production center is located in the Gunther Technology Building room 516D. A smaller facility is located in the Student Center near the bookstore. Printing Services also operates the Visual Arts Lab located in the Fulton Library. This facility is open to the public but caters primarily to art students. The Visual Arts Lab provides many media and art-related services including digital mat board cutting, laminating, wide format printing, photo mounting, copying, and faxing. The lab also sells a variety of materials and supplies. In addition, lab employees can help students identify and resolve technical issues with their graphics files. Students have access to all of the Printing Services operations except for the offset print shop.

Prospective Student Services

- Located: LC 408
- Telephone: 801-863-8811
- Fax: 801-863-7305
- Web: uvu.edu/futurestudents

The office of Prospective Student Services (PSS) provides future students with the necessary tools, knowledge, and assistance needed to become a student at UVU. Our office coordinates recruitment initiatives and events designed to provide support for new and transfer students. In addition to helping prospective students, PSS establishes positive relationships with high school and junior college counselors and administrators. PSS works closely with the Enrollment Marketing department, coordinating student data management and prospective student marketing publications.

Our office gives campus tours and organizes high school and transfer events. If you would like to schedule a tour, attend an event, or receive additional information about UVU please call 801-863-8811 or visit our website, uvu.edu/futurestudents.

- **Provo adult education**
 - Office: 636 N. Independence Ave., Provo
 - Telephone: 801-374-4840
 - Fax: 801-374-4816

Provo Adult Education offers services to all UVU students who begin their college studies before they have earned a high school diploma. The purpose of PAE is to help students convert college credits into credits that apply toward high school diplomas or prepare to take the GED for the Utah High School Completion Diploma. Any UVU student can participate regardless of age or school district boundaries. Services at PAE include counseling for high school completion, high school level classes, GED testing information and preparation, and skill-building classes.

Sorensen Student Center

- Office: SC 105
- Telephone: 801-863-8612

Located in the heart of the Orem Campus, the Wilson W. Sorensen Student Center represents the center for campus life. The Center provides students, faculty, staff, and guests a setting for informal associations, special events, banquet and workshop facilities, social and cultural activities, and the everyday amenities such as food, books, and supplies. Services and activities provided by the Student Center include the following:

- **Bookstore**
 - Located: SC 102
 - Telephone: 801-863-8641
- **Campus Connection** (UVID and proximity card, information, and box office services)
 - Located: SC 106
 - Telephone: 801-863-8797
- **Copy Center**
 - Located: SC 102t

- Telephone: 801-863-8355
- **Dining & Catering Services**
 - Located: SC 201
 - Telephone: 801-863-8664
- **Food Court**
 - Located: SC 111
- **Office of Student Affairs**
 - Located: SC 109
 - Telephone: 801-863-6158
- **Ragan Theater** (400 seat facility for multi-purpose event and program functions)
 - Located: SC 216
 - Telephone: 801-863-8612
- **Scoops Ice Cream Shop**
 - Located: SC 103f
- **Student Center Administration & Scheduling**
 - Located: SC 105
 - Telephone: 801-863-8612
- **Student Health Services** (medical services, mental health therapy)
 - Located: SC 221
 - Telephone: 801-863-8876
- **U.S. Postal Services**
 - Located: SC 104
 - Telephone: 801-863-6067
- **Utah Community Credit Union**
 - Located: SC 101j
 - Telephone: 801-223-7595
- **Volunteer & Service Learning Center**
 - Located: SC 105
 - Telephone: 801-863-8786
- **Conference Room Facilities**
 - Grande Ballroom: SC 106a
 - The Commons: SC 106
 - Centre Stage: SC 108
 - SC 206a, SC 206b, SC 206c,
 - SC 206g, SC 206h, SC 213a,
 - SC 213b, SC 213c, SC 214

Student Computing

- Office: LA 003V
- Telephone: 801-863-5852
- Web: uvu.edu/studentcomputing

Student Computing has been established to provide computing resources and technical support services that enhance the educational experience of the students of UVU. These services include: The Open Student Computer Labs, Campus Kiosks, student account management, print audit, myUVU portal.

The Open Student Computer Labs are available to all currently registered UVU students on a first-come, first-serve basis. No charge is required for the use of the computers. Lab Assistants are available to provide support and to help keep the equipment running. These labs contain 254 computers and have Internet access and E-mail as well as popular application software to assist students with their class work. There is also tables set up for students to bring their own personal device to charge as needed and get assistance from the Lab Assistants.

- **Info Commons Lab**
 - Located: FL 1st Floor
 - Telephone: 801-863-6932
 - Hours:
 - Monday - Friday 7 a.m. - midnight
 - Saturday 8 a.m. - 7 p.m.
 - Sunday 1 p.m. - 9 p.m.
 - Check with lab assistant for holiday and summer hours

The "D.L.C." lab is located on the bottom floor of the Fulton Library. With 124 workstations, this is the largest open lab on campus.

Introduction

- **Campus View Lab**

- Located: FL 2nd floor
- Telephone: 801-863-5634
- Hours:
 - Monday - Friday 7 a.m. - midnight
 - Saturday 8 a.m. - 7 p.m.
 - Sunday 1 p.m. - 9 p.m.
- Check with lab assistant for holiday and summer hours

The "Campus View" lab is located on the second floor of the Fulton Library overlooking the café and study area.

- **Computer Loft**

- Located: SC 215
- Telephone: 801-863-6081
- Hours:
 - Monday - Friday 7 a.m. - 11 p.m.
 - Saturday 8 a.m. - 5 p.m.
 - Closed Sunday
- Check with lab assistant for holiday and summer hours

The "Computer Loft" lab is located upstairs from the bookstore and across from the Ragan Theater

- **Fishbowl Lab**

- Located: SC 116
- Telephone: 801-863-8390
- Hours:
 - Monday - Friday 8 a.m. - 6 p.m.
- Check with lab assistant for holiday and summer hours

The "Fishbowl" is located at the junction of the Student Center, Losee Center and Woodbury Business building.

- **Wasatch**

- Located: WC 206 (Heber)
- Telephone: 801-863-6628
- Hours:
 - Monday - Thursday 6 a.m. - 9 p.m.
 - Friday 7 a.m. - 7 p.m.
 - Saturday 8 a.m. - 5 p.m.

- **West Campus Lab**

- Located: NG 107
- Telephone: 801-863-7147
- Hours:
 - Monday - Thursday 8 a.m. - 8p.m.
 - Friday 8 a.m. - 4:30 p.m.
- Check with lab assistant for holiday and summer hours

Student Computing has also put in place Open lab Computers in the hallways throughout campus, with printing capabilities.

myUVU provides access to class registration, student information, Canvas and many other online services. To use this system you must be accepted for admission and have a PIN number that is assigned at the time you were admitted.

Student Government

- **Utah Valley University Student Association (UVUSA)**

- Office: SL 122
- Telephone: 801-863-8652

UVU Student Government offers a variety of elected and appointed offices through which students influence and enhance the social and academic culture of the University. All students are members of the Utah Valley University Student Association (UVUSA) and are encouraged to apply for committee positions within the Student Government at any time during the year. Elections to fill officer positions in the Executive Council are held each February/March, while appointed Student Council positions are filled in March/April with any vacancies filled at the beginning of each semester.

Information on involvement opportunities in Student Government and UVUSA can be obtained from the Student Government Office (SL 122) or by visiting the website uvu.edu/uvusa.

Student Health Services

- Office: SC 221
- Telephone: 801-863-8876

Student Health Services is designed to assist students with a variety of health issues. Our purpose is to provide students with opportunities to improve their health through basic medical care, psychological services, suicide prevention and awareness, and learning disability assessment. We offer life enhancing services that increase the safety, productivity and life experience of the individual and the campus. Through our services we enhance the personal development and lifelong opportunities of UVU students.

Therapy Services

Personal Counseling, Emotional Support, Learning Disability Testing and Referral

Student Health Services offers short-term counseling to assist students through stressful and crisis situations affecting their performance in school and personal relationships. We provide assessment and treatment for a variety of mental health concerns such as anxiety, depression, eating disorders, trauma, grief, substance abuse and relationship issues.

The therapists are experienced professionals who offer support in an atmosphere of understanding and confidentiality. Programs offer individual assessment, individual, couples and group counseling and referral to campus and community resources. To set an appointment with a psychological professional, please contact us at 801-863-8876.

Medical Services

Student health is promoted through a complete offering of medical and psychiatric services. We are able to write prescriptions, do lab work, medication management, physical exams, sutures and treat many other medical conditions. We treat a variety of acute and chronic illnesses and injuries. We are staffed by medical doctors, nurse practitioners and medical assistants.

Students currently enrolled at UVU or any of its satellite campus locations are eligible for medical care on the Orem Campus. To set an appointment with a medical professional, please contact us at 801-863-8876.

Suicide Prevention

For staff or classroom training please contact us at 801-863-8876. Crisis counseling is available at Student Health Services. If you are currently in a suicide crisis please notify the front desk for priority scheduling. In the case of an emergency or outside of our business hours, please call 911 or 801-863-5555.

Student Involvement

- Director: Grant Flygare
- Office: LC 205
- Telephone: 801-863-6227
- Web: uvu.edu/studentinvolvement

The Office of Student Involvement builds and facilitates action learning activities and expeditions for student centered learning (out of the classroom, hands-on, experience-centered learning). OSI works collaboratively with students, faculty and professional community partners to bring about a full and exciting student life experience. OSI is engaged learning: it is Student LIFE!

Students may join in student life experiences through creating or joining an Action Learning Community, developing student leadership skills by becoming an Action Learning Leader, or participating in numerous hosted and sponsored activities in the Student Engaged Learning ZONE in the UVU Sorensen Student Center. Faculty are invited to apply for Action Learning Fellowships where they can collaborate with the Office of Student Involvement to create action learning expeditions and receive assistance from an Action Learning Leader as they create engaging expeditions and create professional relationships with community partners.

Details on these opportunities for engaged learning may be found by contacting the Office of Student Involvement.

Student Media & Publications

- Office: SL 214
- Telephone: 801-863-6498

Student Media and Publications is UVU's home of The UVU Review, the independent student newspaper. Students interested in producing news, writing, photography, graphic design, advertising sales, video broadcast content, web page content and design should come for practical experience and learning. These nationally award winning student media are produced year around. If you're interested in receiving hands on experience producing media publications visit us in SL 214. Call Media Coordinator 801-863-6498 for additional information.

Student Success/UV Mentor Program

See [University College](#).

Testing Services

Office: Wolverine Service Center–North Entrance

Testing Services assists both students and staff. It is divided into three branches: the Assessment Center, the Classroom Testing Center, and the Proctored Exam Center.

- **Assessment Center**
- Located: WS 101
- Telephone: 801-863-8269

Introduction

The primary responsibility of the Assessment Center is to assist all new students in developing a first-year educational plan. In addition to orientation and advisement, all students must meet the University's assessment requirements. This information is used to place students into appropriate Math and English courses, which will in turn, help to ensure student success. Testing sessions for new students are conducted throughout the day, no appointment necessary, but check our website for details at uvu.edu/testing-services, as our hours do change at different times during the year.

New students must meet one of following assessment requirements:

- ACT/SAT Scores
 - English: Not older than 5 years.
 - Math: Not older than 2 years.
- New Student Assessment
 - Required for UVU students for assessment purposes. Administered in the Assessment Center. There are 3 sections: reading, writing, and math. For more details and information, call the Testing Services department at 801-863-8269 or visit our web pages: uvu.edu/testing-services. Fees are charged for assessments.
- Transfer Credit
 - Completed English Composition and Algebra at another college/university, with a C or higher (verified by official college transcripts mailed directly from your previous institution to UVU Admissions).
 - Another function of Testing Services is to administer screening instruments, standardized tests, and other assessment instruments required by University programs and departments. Some of these include the GED, CLEP, SAT, ACT, EMT and POST tests. Pre-enrollment English proficiency assessment for international students is also a service provided in Testing Services. The department is an established site for residual ACT testing. Certification testing for different programs offered by UVU and the surrounding community is also available. Students can obtain information on tests in the office and hours of operation by calling 801-863-8269 or by visiting the web page at: uvu.edu/testing-services.
- **Classroom Testing Center**
 - Located: WS 112
 - Telephone: 801-863-7461

The Classroom Testing Center (CTC) is located in the Wolverine Service Center (WS 112). The CTC provides testing services enabling students to take participating instructors' exams in the center on a flexible schedule. The CTC is generally open six days a week Monday - Saturday. Students can obtain test schedules and scores by logging into chitester.uvu.edu and use UV Link user name and password to log in. Highlight the exam name and click on View test score(s).

- **Proctored Exam Center (PEC)**
 - Located: WS 111
 - Telephone: 801-863-8544

The Proctored Exam Center (PEC) provides testing accommodations to UVU students with disabilities as well as services for distance education students who need to have a test proctored from another university or college. Students with disabilities requiring assistance MUST obtain a letter from the Accessibility Services Department before being eligible to use the PEC. Scheduling an individual appointment for testing is required for both parties. For scheduling information and further assistance, call 801-863-8544.

Trio College Prep Programs

Educational Talent Search & Upward Bound

Talent Search

- Director: Michael M. Campbell
 - Telephone: 801-863-8569
 - E-mail: campbemi@uvu.edu
- Coordinator: Rebecca Ayala
 - Telephone: 801-863-7216
- Administrative Support: Kasha Farmer
 - Telephone: 801-863-7414

Talent Search serves young people in grades six through twelve. In addition to counseling, participants receive information about college admissions requirements, scholarships and various student financial aid programs. This early intervention program helps young people to better understand their educational opportunities and options. UVU services Orem, Provo, Wasatch, South Summit, Duchesne, and Uintah.

Upward Bound

- Director: Michael M. Campbell
 - Telephone: 801-863-8569
 - E-mail: campbemi@uvu.edu
- Coordinator: Alex Atwood
 - Telephone: 801-863-8570
- Administrative Support: Kasha Farmer
 - Telephone: 801-863-7216

Upward Bound helps young people and adults prepare for higher education. Participants receive instruction in literature, composition, mathematics and science on college campuses after school, on Saturdays and during the summer. UVU services students from Orem, Provo, Wasatch, Duchesne and Uintah.

TRIO Student Support Services (SSS)

- Office: LA 012
- Telephone: 801-863-8541

TRIO Student Support Services (SSS) is a federally funded program. The purpose of TRIO SSS is to:

- Increase the retention and graduation rates of eligible students
- Foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities through a variety of services such as:
 - needs assessment testing
 - individual education planning
 - academic, career, and transfer counseling
 - tutoring
 - cultural events
 - SLSS 1100 Stress Management--Hardiness and SLSS 1195 Speed Reading
 - workshops and guest presentations

To be eligible to receive TRIO SSS services, a student must meet all of the following requirements:

- Is a citizen or national of the U.S. or meets the residency requirement for Federal student financial assistance
- Is enrolled at UVU or accepted for enrollment in the next academic semester
- Has a need for academic support, as determined by UVU, in order to successfully pursue a post-secondary educational program

Meets at least one of the following criteria:

- Low income
- First generation college student
- Has a disability which inhibits the learning process

Eligible students are selected into UVU's TRIO SSS program based upon their academic need and upon their ability to benefit from the services offered. Space is limited, so students are advised to apply early.

Turning Point (Community Education)

- Director: TBA
- Office: HP 116
- Telephone: 801-863-7580
- Web: uvu.edu/turningpoint

The Turning Point Program is a community and university resource, which provides access to numerous services to help individuals' complete educational goals, build personal relationships, master communication skills, and explore varied career options in the workforce. Dedicated to quality support service, this program increases the emotional, social, and economic well-being of all participants.

Class offerings include:

- Managing Life Transitions I: Personal & Professional Development
- Managing Life Transitions II: Relationships
- Anger Management
- Back to School
- Marriage and Pre-Marriage Workshops

Additional Turning Point Services:

Professional Clothing Source, GED referrals, mentoring, referrals to community and campus resources, and reduced tuition for low-income individuals who qualify.

Tutoring & Academic Skills Services

See [University College](#).

UCCU Center

- Office: EC 012
- Telephone: 801-863-8768

The UCCU Center is a multipurpose facility serving the University and the community. The UCCU Center hosts a variety of local and special performances, sports events, educational seminars, concerts, conventions, trade shows, lectures and other community gatherings.

Introduction

Some events that are hosted here include basketball games, circus performances, business trade shows and expos as well as various types of concerts. The events center is an excellent choice for hosting any kind of event.

Athletics

The mission of UVU Athletics is to provide a wide range of athletic programs that are highly competitive and nationally recognized on a consistent basis. The department seeks to provide the individual athlete with the opportunity to improve athletic skills and abilities while obtaining an exceptional quality education with the best facilities and coaching staff available, to benefit the athlete in future academic, athletic, and vocational endeavors. Each student-athlete is required to be in good standing academically and making progress toward graduation with a bachelor degree according to NCAA requirements.

The Wolverines compete at the NCAA Division I level and currently are members of the Western Athletic Conference. UVU offers the following NCAA Division I sports: Baseball, Softball, Men's and Women's Basketball, Men's and Women's Cross Country, Men's and Women's Golf, Men's and Women's Indoor and Outdoor Track and Field, Men's and Women's Soccer, and Women's Volleyball.

For more specific information regarding any sport or team, please call our Athletic Department Office at 801-863-8998, or look us up on the internet at: wolverinegreen.com.

Cheerleaders & "THE WOLVERINE"

The UVU Cheerleaders are a large part of promoting fan involvement and enthusiasm at UVU athletic events. The squad consists of highly talented young men and women who perform stunting and tumbling routines.

The WOLVERINE is the school mascot who is also involved in crowd interaction and may be seen hanging from the rafters or dropping through the middle of the basketball hoop to excite fans.

Tryouts for these positions are held each spring, and specific information about tryouts may be obtained by calling Student Leadership and Activities at 801-863-8150.

Dance Team

The UVU Dance Team is comprised of 12-16 skilled dancers who perform regularly at UVU Athletic Events. The Team employs a wide range of styles and utilizes Jazz, Funk, and Lyrical Dance numbers, all choreographed by the team members and director. Tryouts are held each spring. For more information call Student Leadership and Activities at 801-863-8150.

UVU Clubs

- Office: SL 122
- Telephone: 801-863-8820

UVU Clubs connects students to UVU in a unique way that reflects each student's individual interests and academic desires.

The UVUSA Clubs Branch, also known as the ICC Executive Council, works with 100+ active clubs by facilitating club success on campus. Many clubs are very active on campus and have received local, state, and national recognitions.

By getting involved in a club, students have the opportunity to increase leadership, citizenship, and service skills that enhance UVU and the community. Students meet new people, develop skill sets, and most of all, have fun. For information on existing clubs and/or procedures for chartering a new club, look on the web at uvu.edu/clubs, or contact the UVU Clubs Office in SL 122.

Veteran Success Center

- Office: WB 100a
- Telephone: 801-863-8212
- E-mail: veterans@uvu.edu
- Web: uvu.edu/veterans

Veterans eligible for VA Education Benefits may obtain assistance at the Veteran Success Center located in the Woodbury Business Building. Veterans not receiving VA educational benefits are also encouraged to send their Military Transcripts or JST transcripts to the transcript office to begin the evaluation process.

Guideline for Enrollment and Progress

According to VA standards of progress, educational benefits will be paid for courses required for graduation in the student's declared educational objective. Eligible persons will be required to maintain a 2.0 cumulative and semester GPA or higher and to actively and consistently pursue their declared educational objective. To receive Veterans Educational Benefits, students are required to attend class. Benefits will be terminated for non-attendance. This may cause an over-payment to the student. Some veterans receiving VA educational benefits must verify their attendance to receive their benefits. Please check with the Veteran Success Center for current procedures.

Veterans and dependents receiving grades of "UW" (unofficial withdrawal) or "W" (withdrawal) will have to reimburse the VA for any difference in pay, retroactive up to the beginning of the semester, unless they can report mitigating circumstances to the Department of Veterans Affairs. Benefits will not be paid for a course that is audited (AU).

New Veterans

New students applying for VA educational benefits may be requested to submit to the UVU Veterans' Service Coordinator either original or certified copies of the following documents: (1) DD Form 214 Member 4 or Service 2 copy (students may be eligible for a minimum of four semester hours of transfer credit), (2) DD-2384 (Notice of Basic Eligibility), (3) VA claim (c) number, if applicable, and (4) Confirmation of Vets.Gov application, (5) Certificate of Eligibility. This information is needed as soon as possible to ensure timely and accurate processing of benefits. UVU forms can be found online at uvu.edu/veterans. Official transcripts from all previously attended colleges or universities are required. The VA will not pay for any course the student has previously taken and successfully completed.

Continuing & Returning Veterans

All continuing and returning veterans must submit to UVU Veterans' Service Office promptly after registering for the semester a Veterans' Class Schedule Form that can be found online. This form must be submitted each semester to indicate that the student requests to receive educational benefits for that semester. Please be aware that adding and dropping classes may cause a debt with the Department of Veterans Affairs.

Volunteer & Service-Learning Center

- Office: SC 105
- Telephone: 801-863-8786
- E-mail: volunteer@uvu.edu
- Web: uvu.edu/volunteer

Welcome to the Volunteer & Service-Learning Center! We help students be the change they want to see in the world by volunteering, leading others, and building awareness about social issues in our community. We connect students to the community in six pathways: direct service, community engaged learning and research, social entrepreneurship, policy and governance, community organizing and activism, and philanthropy. Come join the Service Council, go on an Alternative Spring Break, be a Service Scholar, or take a service-learning class! For more information on all the ways you can get involved, visit uvu.edu/volunteer.

Wee Care Center

- Front Telephone: 801-863-7266
- Web Address: uvu.edu/weecare/
- Director: Todd Harper
- Location: WE 102
- Telephone: 801-863-7267
- Manager: Mary Ellen Larsen
- Location: WE 101
- Telephone: 801-863-7264

The Wee Care Center is designed to meet the childcare needs of student parents of UVU. First priority is given to single parents who are eligible for Pell Grants. The Wee Care Center also accepts married student parents who are also eligible for Pell Grants. Quality care is provided to children ages six weeks to twelve years. All services are based on a sliding scale.

Women's Success Center

- Senior Director: Tara Ivie
- Office: LC 305a
- Telephone: 801-863-3020
- Assistant Director: Jolene Merica
- Office: LC 304a
- Telephone: 801-863-5723
- Program Coordinator - Success Coaching: Peggy Pasin
- Office: LC 303b
- Telephone: 801-863-8080
- Program Coordinator - Women of UVU/Women Lead: Rachel Saunders
- Office: LC 101
- Telephone: 801-863-8498
- Administrative Assistant: Deanna Pitts
- Office: LC 303
- Telephone: 801-863-3010

The mission of the Women's Success Center is to recruit, retain, and graduate female students. Graduating with a degree improves the lives of women, the lives of their families, increases financial stability, and positively impacts society.

Writing Center

See Tutoring and Academic Skills Services (TASS) in [University College](#).

Other Important Student Information

Student Right to Know

Introduction

Utah Valley University hosts information regarding the Student Right-to-Know and Campus Security Act of 1991 on the HEA Student Consumer Information website. The Student Right-to-Know Act of 1991 requires all colleges and universities participating in Federal Student Aid Programs to disclose campus security policies, crime statistics, and information on students receiving athletically-related student aid, graduation rates, and other basic information about the University. To access a copy of the current Campus Security Report please visit www.uvu.edu/police.

Alcohol, Tobacco & Drugs

Utah Valley University, historically and at present, seeks to encourage and sustain an academic environment that promotes the health, safety, and welfare of all members of its community. In keeping with these objectives, alcoholic beverages, unlawful drugs, or other illegal substances shall not be consumed, used, carried, sold, or unlawfully manufactured on any property or in any building owned, leased, or rented by UVU, or at any activity sponsored by the University. (UVU Policy 157)

Any individual known to be in violation will be subject to University disciplinary action and to substantial legal sanctions pursuant to Local, County, State and Federal laws.

Smoking is prohibited in all University buildings and concourses. (UVU Policy 158)

All students can access a copy of the University Drug Policy online each semester at uvu.edu/studentconduct/students/drugalco.html. It explains the policy and University sanctions that may follow as a result of inappropriate drug and/or alcohol use and the known health risks associated with inappropriate use.

Confidentiality of Records Policy

Utah Valley University is concerned for the confidentiality of student academic records, and a reasonable balance between the obligation of the institution for the instruction and welfare of the student and its responsibility to society. The University will make every effort to maintain student academic records in confidence by keeping information from individuals who are not authorized to receive it or who might use it for illegitimate purposes. The policy also reflects the efforts of the University to comply with the provisions of the Family Educational Rights and Privacy Act of 1974.

Upon presentation of appropriate identification and under circumstances which preclude alteration or mutilation of records, students will be able to inspect all records relating to themselves which are not considered by the University to be private records of University Personnel. A student is entitled to an explanation of any recorded data and may initiate action leading to a hearing, if necessary, to correct or expunge information he or she considers inaccurate or misleading.

Faculty and administrative officers who have a legitimate need to use student records will be allowed access to such records, as needed without prior permission from the student. A request from an educational institution to which the student has applied for admission, or from an institution or agency, from which the student is seeking financial assistance will be granted without written permission of the student. Similarly, data will be furnished to university accrediting bodies and governmental officials without written permission of the student.

No student information other than directory information will be given to any third party (except those mentioned above) without written consent of the student, and then only those records accessible to the student. The term party is construed to include parents, employers, government agencies, or any other people or organizations. Parents or guardians may have access to grade reports of a student's activity if the parents establish to the satisfaction of the University that they are providing one-half or more of the student's support. Court orders and subpoenas for records will be referred to and acted upon according to the directions of the Registrar. The University will make a reasonable effort to notify the student prior to release of information in response to subpoenas or court orders prior to actual submission of the material.

Directory information will be released to news media and to others upon request.

Directory information is defined as follows:

- Name of student
- Telephone number of student
- Hometown city and state of student
- Verification of current enrollment
- Dates of enrollment
- Degrees conferred, dates, major field of concentration and honors received

Students may request, at any time, through One Stop, the Admissions Office, and the Registrar's Office of the University, that Directory information be withheld by submitting a Request to Prevent Disclosure of Directory Information form.

Civil Rights

Utah Valley University does not discriminate in recruitment or admission of students on the basis of race, color, religion, age, sex, national origin, or other legally impermissible factors.

Policy

Students who believe that they have been discriminated against or harassed should contact the Director of Student Conduct & Conflict Resolution, SL 201.

Note: Employees or students bringing a grievance against an employee who believe that they have been discriminated against or harassed should contact the Director of Human Resources Services or University Equity Officer.

Students should also consult the Student's Rights and Responsibilities Code, which is printed in this catalog. See Student Rights and Responsibilities Section.

Procedure

- Purpose
The primary purpose of this procedure is to provide a remedy through which to seek redress for alleged acts of discrimination or harassment on the basis of race, color, religion, age, sex, national origin, pregnancy-related condition, disability, or veteran status. This grievance procedure is not applicable for situations for which other appeal and adjudication procedures are provided in State law or in which the University is without authority to act.
- Stages of Redress

- a. Students grieving against another student or an employee who is grieving against a student must present the grievance in written form to the SCCR within 14 days (two calendar weeks) of the violation.
- b. If not satisfied with the response the grievant may appeal within 14 days (two calendar weeks) of receipt of the response to the Dean of Students.
- **Hearing and Decisions**
At each of the levels noted above, the grievant shall be given the opportunity to be present and to be heard. Due process shall be accorded to all parties involved in the grievance, such as written notice of hearing dates and charge, right to counsel, right to present witnesses, and to present written statements. However, formal rules of evidence and trial procedure required in a court of law will not be applicable to such hearings. Decisions by the Campus Appeals Board shall be by a majority of the members present at the meeting. If an appeal is sent to the President, it must be accompanied by all documentation related to the prior hearings. The President's decision is final.
- **Withdrawal**
A grievance may be withdrawn by the grievant at any level without prejudice or record.
- **Reprisal**
No reprisal of any kind shall be taken by or against any party or legitimate participant in the grievance procedure by reason of such participation.
- **Confidentiality**
Appropriate confidentiality will be observed in all grievance procedures.
- **Informal Resolution of Grievance**
Nothing contained herein shall be construed so as to limit in any way the ability of the grievant and the University to resolve any grievance, mutually and informally.

Peaceful Assembly

Policy

Free expression and peaceful assembly are rights guaranteed by the Constitution, subject to time, place and manner regulations. The University acknowledges this right for its students to assemble and express their views peacefully. However, to protect the health and safety of both participants and bystanders, peaceful assembly procedures follow.

Preparation Strategies

- Plan your peaceful assemblies through the Dean of Students Office
- Reserve an appropriate location from the list below
- Schedule appropriate amplification, if necessary
- Contact University Police for traffic and crowd control, if necessary
- Post fliers and/or cardboard signs according to the University Signage Policy
- Pay rental charges, if required
- Commit to obey local, state and federal laws and University policies
- Agree not to disrupt the educational process of the University

Prohibitions

- Interference with the rights of others. Examples are harassment, intimidation and discrimination
- Disruption of normal functions of the University
- Damage to University property
- Endangerment of the health or safety of self or others
- Use of classrooms during academic hours
- Refusal to vacate the premises upon official request by a University administrator or Law Enforcement personnel
- Use of objects that might injure participants or bystanders; examples are wires, ropes, sticks and chains

Penalties

Prohibited acts are grounds for suspension or dismissal. Utah law provides that a student may be barred from campus for up to 14 days following an incident where the student violates University policy or state law. Refusal to vacate premises upon official request warrants immediate temporary suspension and arrest under the law.

Locations Appropriate For Peaceful Assembly

Locations are subject to availability; some locations may not be available at all times due to previously scheduled engagements.

Large assemblies (more than 50 people): Sorensen Student Center: Courtyard Lawn, North Parking Lot, Grand Ballroom, Theater, Centre Stage or meeting rooms; Athletic fields/ Lawn areas; Events Center: Arena, or Presidential Level.

Small assemblies (fewer than 50 people): Student Lounges or Student Center Meeting Rooms.

Resources

Reservations:

- Student Life & Wellness and Sorensen Student Center Scheduling Office, SC 103, 801-863-8612
- Events Center Scheduling, EC Concourse, 801-863-8767
- All other Campus Scheduling, Planning Center, 801-863-8883

Amplification for the Student Life & Wellness, Sorensen Student Center and outdoor areas can occur between 11 a.m. and 1 p.m., Monday through Friday. Saturday hours are flexible. Adequate and effective amplification will be provided within limits necessary to protect the neighboring community. Amplification for small peaceful assembly sites is rarely needed. Contact: Media Services, LC 300, 801-863-8888 or Sorensen Student Center, SC 103, 801-863-8612.

Utah Safety Law

Introduction

In 1965 the Utah State Legislature passed a law requiring every student, teacher, and visitor in any public or private school to wear industrial quality eye protection devices while participating in or observing the following: industrial educational activities involving hot or molten metals; operation of machinery or equipment that may throw particles of foreign matter into the eyes; heating, treating, tempering, or kiln firing of industrial materials; chemistry or physics laboratories when using caustic, explosive, or hot chemicals, liquids, or solids.

Tuition & Fees

- **Bursar's Office/UVU Cashier**
- Located: BA 108
- Telephone: 801-863-7200
- Fax: 801-863-8787
- E-mail: bursar@uvu.edu
- Hours:
 - Monday, Thursday, Friday 8 a.m. - 5 p.m.
 - Tuesday, Wednesday 8 a.m. - 6 p.m.

Tuition & Fees Policy

Tuition and student fees are established by the Utah State Board of Regents. University Policy regarding payment of tuition and fees states that all tuition and fees assessed at the time of registration are due and payable. This policy applies to all registration periods. Tuition and other charges are subject to change without notice. Please check current policies, procedures, tuition and fee tables, payment deadlines, and other important information at uvu.edu/cashier.

Early registration not covered by Financial Aid or paid in full by the published payment deadline may be purged for non-payment. After the published deadline, Utah Valley University will not drop courses for non-payment or non-attendance. Students who change their mind are responsible to drop their own classes or file a [Leave of Absence](#). Filing a Leave of Absence does not absolve a student of any financial obligation to the University for tuition or other charges owing or repayment of a financial aid disbursement. Students must drop or withdraw by the published 100% Refund Date or they will be responsible to pay the total tuition and fees owed. For exact refund and drop deadlines, please refer to the [Student Timetable](#) at uvu.edu/schedule.

Students who default on all or any portion of their tuition and fees will be suspended from further registration and records activity at UVU until their accounts are paid in full. The registration and records activity suspension will be carried forward to perpetuity until all past-due tuition and fees are paid in full.

Past due tuition accounts may be reported to a Nationwide Credit Reporting Agency, and/or turned over to an outside collection agency for collection.

Tuition Surcharge Policy

Students are encouraged to avoid accumulating credit hours beyond those needed to successfully complete their identified program of study. A student may be charged the excess credit hour surcharge for credit hours in excess of 125% of a student's program of study. The surcharge amount for resident students is double the current year's resident tuition rates for the number of credit hours taken. Non-resident students will continue to pay non-resident tuition.

For further information regarding this policy, please contact your advisor or the Graduation/Transfer Services Office.

Dropping/Withdrawing from Courses

When students enroll in a course, they are reserving a seat in the class. If a student decides not to take a class, it is the responsibility of the student to drop the course before the 100% Refund Deadline. Dropping the class before this deadline removes the charges from the student's account and allows other students to register. Charges for classes dropped after the 100% Refund Period deadlines will remain owing and will not be credited back to the student's account balance.

Student Financial Responsibility

Before students can register for classes they must review and agree to the terms and conditions outlined in the Student Financial Responsibility Agreement, then review and update their address and other demographic information. It is important that students carefully update their demographic information as the University periodically sends bills, refund checks, and other important correspondence through the mail.

The Student Financial Responsibility Agreement (SFRA) includes agreements to pay tuition and fees, requires adherence to payment and withdrawal deadlines, outlines the consequences of delinquencies, and presents required financial aid consents. It also provides students an opportunity to consent to electronic delivery of their 1098-T Tax Form. The following is a brief description of terms included in the SFRA. To view the SFRA document in full, visit uvu.edu/cashier/tuition/sfra.html.

- **FINANCIAL RESPONSIBILITY:** I agree to pay all tuition, fees, and other related costs that result from my registration and/or future drop/add activity and understand that acceptance of these terms constitutes a promise to pay agreement.
- **DROPPING/WITHDRAWING FROM COURSES:** I understand and agree it is my responsibility to drop my own classes if I decide not to attend and further understand that I must drop my classes and/or file a Leave of Absence before the 100% Refund Deadline or I will be responsible for all tuition and fees.
- **CONSEQUENCES OF DELINQUENT ACCOUNT/COLLECTION:** I agree to pay all charges by the published deadlines and understand the consequences of delinquencies on my account including late payment charges, registration holds, and possible collection fees.
- **COMMUNICATION:** I understand all correspondence from Utah Valley University will be sent to the student's **myUVU** email account (including my billing statements) and therefore I am responsible for reading the e-mails I receive from UVU on a timely basis. I agree to keep my contact information current with UVU and further agree to allow Utah Valley University and its agents to contact me at any address, telephone, or cell phone number that I provide now or in the future.

- FINANCIAL AID DISBURSEMENTS: I understand that if I am expecting Financial Aid, I am responsible to follow up and ensure I have met all requirements to receive it, and acknowledge that I may be charged a late fee if my Financial Aid has not disbursed by the Late Fee Deadline. I further acknowledge that aid is contingent upon my enrollment and attendance in each class.

Tuition Refund Policy

The tuition refund policy is established by the [Utah State Board of Regents](#) and amended by each college or university to fit their programs. Utah Valley University refunds to students who withdraw from school or drop classes as follows:

Semester:

- Through the 100% refund date published on the Student Timetable....100%
- After the 100% refund date published on the student Timetable....0%

Exact dates for semester, block, and weekend classes can be found at uvu.edu/schedule.

Students must drop classes or completely withdraw by the published 100% Refund Deadline in order to have the charges removed from their account. Students who withdraw after that date will not receive a refund; if they have not paid, they will continue to owe the University for these charges and will be subject to collections procedures if left unpaid.

Changes in enrollment may affect Financial Aid eligibility and amounts received. Financial Aid awards may be pulled back when dropping courses, thus increasing the amount owed.

A Petition to the Refund Policy Form can be obtained online through myUVU or from the Office of the Registrar.

State-Mandated Refund Policies

Students who are living in the following states while actively participating in UVU courses will receive refunds as designated by the state departments of education.

New Mexico

5.100.3.11 PAYMENT AND REFUNDS FOR TUITION:

A. Cooling off period: Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of at least three work days from the date of agreement or payment or from the date that the student first visits the institution, whichever is longer. During the cooling off period the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

B. Refunds prior to commencing instruction: Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment, effective upon personal appearance at the institution or deposit of a written statement of withdrawal for delivery (as defined above), and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges.

C. In the case of students enrolling for non-traditional instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery (as defined above) and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in preparation for that particular student's enrollment.

D. Refunds following commencement of instruction: An institution registered with the department shall adhere to either the following tuition refund policy or to a policy established by the institution's state of residence or accrediting body.

E. A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery (as defined above), and the institution shall be entitled to retain no more than \$200 in tuition or fees as registration charges or an alternative amount that the institution can demonstrate to have been expended in undertaking that particular student's instruction plus a pro rata amount of any additional tuition and fees earned and paid according to the following schedule:

Date of withdrawal as a percent of the enrollment period for which the student was obligated	Portion of tuition and fees obligated and paid that are eligible to be retained by the institution
within 1st 10 percent	10 percent
within 2nd 10 percent	25 percent
within 3rd 10 percent	40 percent
within 4th 10 percent	55 percent
within 5th 10 percent	70 percent
within 6th 10 percent	85 percent
thereafter	100 percent

F. "Enrollment period for which the student was obligated" means a quarter, semester, or other term of instruction followed by the institution which the student has begun and for which the student has agreed to pay tuition.

G. Tuition/fee refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier. Upon request by a student or the department, the institution shall provide an accounting for such amounts retained under this standard within five work days.

Introduction

H. The institution's payment and refund policies shall be clearly articulated in the institution's catalog and as part of all enrollment agreements.

Special Lab & Course Fees

Some classes require fees in addition to standard tuition and fees. The online class schedule indicates such lab, course, and materials fees.

Late Payment Fee (Late Fee)

Late Payment Fees are assessed each Wednesday night throughout the semester with a begin date according to the Student Timetable. Late fees are assessed on ALL unpaid account balances at 20%, not to exceed \$200.00 per semester, including accounts awaiting Financial Aid.

Late Registration Fee (Late ADD Fee)

Special approvals are required to register late for a class. The length of time for each late registration period is relative to each part of term and is governed by the Student Timetable. Students who add classes during the late registration period must finalize the process by paying for appropriate late registration fees in addition to their tuition/fees according to the published dates on the Semester Student Timetable.

Payment Options

At the Cashier Windows or One Stop

- Cash
- Check
- PIN-based debit

Online through Tuition Payment Plus

- Electronic Checks

Electronic Check payments are free of charge and can be made online only with the bank routing number and account number. Payments can be made from a personal checking or savings account. Corporate checks, credit card checks, home equity, traveler's cheques, etc. are not accepted. Electronic check payments are processed through Tuition Payment PLUS, accessed through **myUVU**. Any check returned by the payer's bank for any reason, will be considered a "dishonored" check and all penalties for a "dishonored" check will be applicable.

- Credit Cards

Payments with credit cards are accepted online only and will be charged a non-refundable service fee of 2.85% (minimum \$3.00). Most major credit cards are accepted including VISA, MasterCard, American Express, and Discover.

Tuition Payment Plan

The tuition payment plan allows students to pay for their tuition and fees over the course of the semester in three payment installments with a minimal fee to enroll. If students enroll before the published Payment Deadline dates, their classes will not be dropped for nonpayment. In addition, enrollment in the payment plan before the Late Fee Deadline will prevent the 20% late fee from being assessed. More information about the payment plan can be found at <https://www.uvu.edu/collections/tuition.html>.

Check Cashing Procedures

The University does not accept two-party checks. Checks written to UVU must have the student's UV ID number, the payer's address, and payer's phone number on the face of the check. Two forms of identification are required at all campus check-cashing locations.

Checks made for an amount larger than the total tuition and fees due will not be accepted. Checks written for up to \$5 over the amount of the purchase may be cashed at the Bookstore. All other campus locations accept checks for amount of purchase (or payment) only.

Dishonored Checks

A dishonored check is any check returned by the payer's bank for any reason, including, but not limited to, insufficient funds, no account, bad account, stop payment, unauthorized account, refer to maker. Checks written that later have a "stop payment" placed upon them will be considered as "dishonored".

A service charge will be assessed on each dishonored check unless the payer can document in writing from the bank that it was a bank error.

Third Party/Sponsored Payments

Students are responsible for ensuring that appropriate documentation for a third-party or sponsored payment is submitted to the Accounts Receivable Office prior to the start of classes each semester. If paperwork cannot be submitted to the Accounts Receivable Office by the published Payment Deadline, students should consider enrolling in the Tuition Payment Plan to avoid having their classes purged for nonpayment.

Students who are sponsored by a third-party must comply with the terms of the sponsor agreement and verify that all tuition and fees charges are paid by the sponsor. Any balance not paid by the sponsor remains the student responsibility and is subject to all payment deadlines and late fees.

If a student adjusts their registration schedule after their authorization has been received by UVU, it is the student's responsibility to verify that any course or tuition and fee changes will be paid by the sponsor and that these changes are reported to the Accounts Receivable office for proper processing.

If the sponsor does not provide funding by the end of the semester, the student will be responsible for payment of tuition and fees.

2018-19 Undergraduate Tuition and General Fee Schedule								
Resident					Non-Resident			
Credit Hours	Tuition	Fees	Total		Credit Hours	Tuition	Fees	Total
0.5	287.00	22.00	309.00		0.5	857.00	22.00	879.00
1.0	384.00	39.00	423.00		1.0	1,159.00	39.00	1,198.00
1.5	481.00	56.00	537.00		1.5	1,461.00	56.00	1,517.00
2.0	578.00	73.00	651.00		2.0	1,763.00	73.00	1,836.00
2.5	675.00	90.00	765.00		2.5	2,065.00	90.00	2,155.00
3.0	772.00	107.00	879.00		3.0	2,367.00	107.00	2,474.00
3.5	869.00	124.00	993.00		3.5	2,669.00	124.00	2,793.00
4.0	966.00	141.00	1,107.00		4.0	2,971.00	141.00	3,112.00
4.5	1,063.00	158.00	1,221.00		4.5	3,273.00	158.00	3,431.00
5.0	1,160.00	175.00	1,335.00		5.0	3,575.00	175.00	3,750.00
5.5	1,257.00	192.00	1,449.00		5.5	3,877.00	192.00	4,069.00
6.0	1,354.00	209.00	1,563.00		6.0	4,179.00	209.00	4,388.00
6.5	1,451.00	226.00	1,677.00		6.5	4,481.00	226.00	4,707.00
7.0	1,548.00	243.00	1,791.00		7.0	4,783.00	243.00	5,026.00
7.5	1,645.00	260.00	1,905.00		7.5	5,085.00	260.00	5,345.00
8.0	1,742.00	277.00	2,019.00		8.0	5,387.00	277.00	5,664.00
8.5	1,839.00	294.00	2,133.00		8.5	5,689.00	294.00	5,983.00
9.0	1,936.00	311.00	2,247.00		9.0	5,991.00	311.00	6,302.00
9.5	2,033.00	328.00	2,361.00		9.5	6,293.00	328.00	6,621.00
10.0	2,130.00	345.00	2,475.00		10.0	6,595.00	345.00	6,940.00
10.5	2,227.00	345.00	2,572.00		10.5	6,897.00	345.00	7,242.00
11.0	2,324.00	345.00	2,669.00		11.0	7,199.00	345.00	7,544.00
11.5	2,421.00	345.00	2,766.00		11.5	7,501.00	345.00	7,846.00
Equal Tuition Payment for 12.0-18.0 credit hours								
12.0	2,518.00	345.00	2,863.00		12.0	7,803.00	345.00	8,148.00
12.5	2,518.00	345.00	2,863.00		12.5	7,803.00	345.00	8,148.00
13.0	2,518.00	345.00	2,863.00		13.0	7,803.00	345.00	8,148.00
13.5	2,518.00	345.00	2,863.00		13.5	7,803.00	345.00	8,148.00
14.0	2,518.00	345.00	2,863.00		14.0	7,803.00	345.00	8,148.00
14.5	2,518.00	345.00	2,863.00		14.5	7,803.00	345.00	8,148.00
15.0	2,518.00	345.00	2,863.00		15.0	7,803.00	345.00	8,148.00
15.5	2,518.00	345.00	2,863.00		15.5	7,803.00	345.00	8,148.00
16.0	2,518.00	345.00	2,863.00		16.0	7,803.00	345.00	8,148.00
16.5	2,518.00	345.00	2,863.00		16.5	7,803.00	345.00	8,148.00
17.0	2,518.00	345.00	2,863.00		17.0	7,803.00	345.00	8,148.00
17.5	2,518.00	345.00	2,863.00		17.5	7,803.00	345.00	8,148.00
18.0	2,518.00	345.00	2,863.00		18.0	7,803.00	345.00	8,148.00
End of Equal Tuition Payment for 12.0-18.0 credit hours								
18.5	2,615.00	345.00	2,960.00		18.5	8,105.00	345.00	8,450.00
19.0	2,712.00	345.00	3,057.00		19.0	8,407.00	345.00	8,752.00
19.5	2,809.00	345.00	3,154.00		19.5	8,709.00	345.00	9,054.00
20.0	2,906.00	345.00	3,251.00		20.0	9,011.00	345.00	9,356.00

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20.5	3,003.00	345.00	3,348.00		20.5	9,313.00	345.00	9,658.00
21.0	3,100.00	345.00	3,445.00		21.0	9,615.00	345.00	9,960.00
21.5	3,197.00	345.00	3,542.00		21.5	9,917.00	345.00	10,262.00
22.0	3,294.00	345.00	3,639.00		22.0	10,219.00	345.00	10,564.00
22.5	3,391.00	345.00	3,736.00		22.5	10,521.00	345.00	10,866.00
23.0	3,488.00	345.00	3,833.00		23.0	10,823.00	345.00	11,168.00
23.5	3,585.00	345.00	3,930.00		23.5	11,125.00	345.00	11,470.00
24.0	3,682.00	345.00	4,027.00		24.0	11,427.00	345.00	11,772.00
24.5	3,779.00	345.00	4,124.00		24.5	11,729.00	345.00	12,074.00
25.0	3,876.00	345.00	4,221.00		25.0	12,031.00	345.00	12,376.00

For each credit hour over 25, \$194 per credit hour will be assessed for residents and \$604 per credit hour for non-residents

Admission Application Fee	\$35
Late Admission Application Fee (After deadline of August 1 for fall and December 1 for spring)	\$40 (\$35 +\$40 late fee) total \$75
Readmit Application Fee	\$15
Readmit Late Application Fee (After deadline of August 1 for fall and December 1 for spring)	\$40 (\$15 +\$40 late fee) total \$55
International Student Admissions Application Fee	\$100
International Student Semester Fee	\$40
Late Graduation Application Fee	\$25
Special Lab and Course Fees	(see online class schedule)
Challenge Credit Fee	\$5 per credit
Challenge Credit Form	\$15
Late Registration Fee	\$45 beginning Spring 2018
For each credit hour over 25 for the 2018-2019 Academic Year:	
Resident	\$194
Non-resident	\$604
Late Tuition Payment Fee	Assessed each Wednesday night on ALL UNPAID ACCOUNT BALANCES, including 2 nd block, at 20%, not to exceed \$200
Tuition Payment Plan - Enrollment Fee	\$25
Tuition Payment Plan - Fee for each late installment payment	\$5
Reactivation Fee (Students whose classes are dropped for non-payment must pay the reactivation fee in order to again be eligible for class registration or placement on a wait list.)	\$10

University Police

Crime Awareness & University Police

The safety and well-being of our students, faculty, and staff are a high priority at Utah Valley University.

Although the UVU campus is a relatively safe place, we are not immune to those problems that beset all urban citizens, including problems related to public safety and law enforcement.

The Utah Valley University Police Department (UVUPD), a police force fully accredited by the State of Utah, is charged with protecting your safety and property on our campuses. The following outlines the services, policies, and programs which help us to meet that challenge.

The full support and cooperation of the entire University community is required to allow for the pursuit of knowledge in a safe and secure environment.

Utah Valley University police provide several important services to a diverse University community consisting of over 37,000 students and supporting faculty and staff by providing 24 hour-a-day police patrol and security protection for the benefit of all University properties, employees, students and visitors on campus.

Utah Valley University police officers have the same full police powers and responsibilities as do officers in other Utah law enforcement agencies.

All UVUPD police officers are trained at Utah State Police Academies and each year receive a minimum of forty (40) hours of in-service and specialized training in crime prevention and awareness, first aid, firearms, defensive tactics, legal updates, evidence gathering, traffic control and traffic accident investigation, follow-up on criminal and civil investigations, etc.

Several patrol methods are used to secure and patrol University properties, including uniformed and plain clothes, vehicle, and foot patrol.

University police officers are also responsible for providing a full range of public safety services to the University community, including the handling of all crime reports, investigations, traffic accidents, enforcement of laws regulating underage drinking, the use of controlled substances, weapons violations, and enforcement of all applicable State, County and local laws, in addition to all other incidents such as medical and fire emergencies which require police assistance.

University police officers prepare and submit reports of incidents brought to their attention. As a courtesy, they share information on arrests and serious crimes with any law enforcement agency having a legitimate need to know.

The serial numbers of all vehicles, office equipment, and personal property stolen from our University campuses are reported nationwide through the National Crime Information Center (NCIC).

UVUPD encourages the prompt and accurate reporting of crimes to our office by victims, witnesses or any other persons having knowledge that a crime has been committed on our campus.

The UVU Dispatch office is staffed 24 hours a day, 7 days a week, 365 days a year and can be reached by calling 801-863-5555 or dialing 9-1-1.

The University Police office is located in Gunther Trades 331.

There are emergency telephones located in each Orem Campus elevator. When activated these phones will automatically put you in direct contact with the elevator company.

Crime Awareness/Crime Prevention

An important function of UVUPD is making our campus users aware of how to avoid becoming a victim of crime.

If requested, one of our University police officers will talk to groups regarding Crime Awareness/Crime Prevention.

UVUPD officers will also provide escort services to those who desire assistance in safely getting to their car.

CAMPUS Safety Awareness Programs

The Chief of Police/Director of Public Safety, the University Fire Marshal and other staff members are involved in the University Safety Committee which makes periodic security and safety surveys of campus facilities.

Officer Friendly Program

Several times throughout the school year our University police officers will make an Officer Friendly presentation to the University Child Care Center emphasizing "police are our friends". Child safety is stressed.

Grounds & Building Safety

The University Facilities and Planning/Plant Operations Departments maintain college buildings and grounds with a concern for safety and security. These facilities are inspected regularly; plant staff attempt to make prompt repairs and respond 24 hours-a-day to reports of potential safety and security hazards, such as broken windows and locks. The University Police Department assists maintenance personnel by reporting potential safety and security hazards. Students, as well as employees, are encouraged to call Facilities Planning and Maintenance (801-863-8130) to report any hazard.

Representatives from University Police/Department of Public Safety and Facilities Planning routinely inspect the entire campus to review lighting and environmental safety concerns.

Crime Statistics for the University Community

The University Police Department submits a monthly Uniform Crime Report to the Federal Bureau of Investigation (FBI) through the Utah Bureau of Criminal Identification. UCR data is available online through BCI at publicsafety.utah.gov/bci.

UVU also submits crime data to the Department of Education. For a more detailed breakdown, see www.uvu.edu/police.

A glossary of offenses is available at ope.ed.gov/security/index.aspx.

OFF-CAMPUS STUDENT RESIDENCES

There are numerous privately owned rental units off-campus in which students reside. The University encourages students to locate and investigate off-campus living units whose owners have agreed to exercise reasonable efforts to maintain rental facilities in good repair including properly functioning locks on doors and windows. Some of the large apartment complexes provide their own night security watch.

THE UNIVERSITY CANNOT AND DOES NOT GUARANTEE OR REPRESENT THAT OWNERS AND MANAGERS ALWAYS MEET OUR SUGGESTED PHYSICAL CRITERIA. Thus, students are individually responsible to carefully choose a safe and secure off-campus apartment.

Introduction

Crime prevention and crime awareness programs emphasizing security and what students and employees can do to help themselves from becoming a victim are provided free, upon request, by contacting local police agencies or the University Police Department, telephone 801-863-5555.

The University Police Department is responsible for policing the Utah Valley University campuses. The respective city police departments are responsible to police the surrounding areas where our students may choose to live.

The University Police Department has a mutual working relationship with all Local, County, Federal and any other State law enforcement agencies in Utah County (Utah Valley region), providing each department as requested, or as becomes necessary, with patrol assistance, information exchange, and back up.

Skateboards, Roller Blades, Hover Boards, Roller Skates, Bicycles, & Motorcycles

Skateboards, roller blades, hover boards, roller skates, and bicycles are allowed on campus exterior locations for transportation only. All Utah State traffic laws and University administrative rules regarding the use of such devices must be obeyed at all times. NO stunts or tricks are allowed. Motorcycles and like devices shall not be operated on sidewalks without the approval of the Chief of Police or the Facilities Director, unless it is a university owned vehicle responding to an emergency situation.

Sanctions

Violations of this policy may be enforced against students, employees and visitors of Utah Valley University by notices or citations which may be processed and settled through the police office or court of jurisdiction whichever is appropriate.

Other Facilities Utilized by UVU

UVU has satellite offices located in several communities throughout Utah such as: Spanish Fork, and Heber City. University Police provide law enforcement and crime prevention services for these areas as needed. Routine patrol coverage is by the appropriate local law enforcement agencies.

Please feel free to direct any comments and or questions that you may feel have not been answered in this document to the office of the Director of Public Safety.