

**Entertainment Arts & Engineering
Bachelor of Science in Games degree
University of Utah**

Policies and Guidelines - Effective Fall 2021

The following information is important for any student taking courses in, or seeking degrees from, the Entertainment Arts & Engineering program. Students are responsible for reading, understanding, and adhering to this information.

ACADEMIC ADVISING

Undergraduate advisors are available by appointment to discuss academic planning and schedules, suggested electives, probation or other academic issues, and to assist students in navigating other student resources on campus.

Appointments may be made online: <https://eaeugadvising.as.me/schedule.php>

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PRE-MAJOR REQUIREMENTS

EAE 1010: Survey of Games

EAE 1050: Digital Content Creation

COMP 1010: Programming for All I

COMP 1020: Programming for All II

APPLICATION TO THE MAJOR

Students who have completed all of their pre-major courses, including COMP 1010, COMP 1020, EAE 1010, and EAE 1050, and have earned a *minimum 3.0 GPA* in all of their University of Utah courses AND in the pre-major courses can apply for Full Major Status. We encourage you to declare Full Major Status as soon as you qualify. Contact your EAE academic advisor to

make an appointment to declare. Full major MUST be declared before enrolling in EAE 4500: Senior Project I, although we advise that declaration be made much earlier.

ADDING CLASSES

Please read carefully: All classes must be added within the FIRST TEN academic days of the term. Students are responsible for understanding the dates associated with each semester. Adding a course late is allowed only with an instructor's signature. Any request to add a class after the census date will require signatures from the instructor, department, and Dean in the College of Engineering, and need to be accompanied by a petition letter to the Dean's office.

*** A \$50 FEE WILL BE ASSESSED BY THE REGISTRAR'S OFFICE FOR ADDING CLASSES AFTER THE CENSUS DATE. ***

WITHDRAWAL PROCEDURES

See the Class Schedule online <https://registrar.utah.edu/Catalog-schedules.php> for more details.

*** Please note the difference between the terms "drop" and "withdraw." *Drop* means that the student will not be held financially responsible (under normal circumstances), and a "W" will not be listed on the transcript. *Withdraw* means that a "W" will appear on the student's transcript and tuition will be charged. ***

ACADEMIC MISCONDUCT POLICY

Students in the EAE program are bound by the University of Utah's Academic Misconduct Policy which is outlined in the Code of Student Rights & Responsibilities (available here: <https://regulations.utah.edu/academics/6-400.php>). As defined in this code, academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another student to commit an act of academic misconduct. A primary example of academic misconduct would be submitting as one's own work that is copied from an outside source.

Students who are found to have participated in academic misconduct in a class will be sanctioned with a failing grade for the course. Students who are sanctioned a second time will not be allowed to take further EAE courses at the University of Utah. Further, students who are in the degree program will be removed from the program.

GOOD STANDING/ GRADUATION

To remain in good standing and graduate with a B.S. in Games, a student must maintain a cumulative GPA at the University of 2.75 or higher in **all** courses. Students whose GPA falls below 2.75 will be placed on probation and given conditions to return to good standing. The requirements for returning to good standing will be specified to the student in writing upon being placed on probation.

All major courses (COMP, EAE, and Allied courses) must be passed with a C- minimum or better.

B.S. in GAMES DEGREE PROBATION STATUS

If a student's GPA falls below the minimum 2.75 requirement, the student will be placed on probation.

Through the system of probation, students receive advice and assistance in correcting past issues to allow them to again progress toward earning the degree. In general, a student will have two semesters (excluding summer) to meet the requirements for returning to good standing. If the issues are not corrected in the specified time, a student will be removed from the B.S in Games degree and counseled toward a more appropriate degree.

- **WARNING**

The first semester of probation is called the "warning" semester. During this semester, the student will retain Full Major Status (FMS) and all rights associated with that status. Probationary students should talk with an advisor before registering for this semester in order to take the best set of courses to achieve success.

- **EXTENDED PROBATION – FMS SUSPENDED**

The second semester of probation is called the "extended probation" semester. A student on extended probation will be allowed to register for EAE courses. However, after the semester add deadline, the student will have their FMS suspended (students will be prevented from registration for future courses until satisfactory progress is made).

At the end of the "extended probation" semester and once grades are posted, it is the responsibility of the student to petition EAE to be reinstated. At the time of the petition, if the student shows that their continuing GPAs (both cumulative and EAE) are above the required GPA, the student will be reinstated to FMS. Alternatively, students who have not met this requirement, but have made strong gains toward it, may petition for an additional semester of "extended probation".

STUDENTS PREVIOUSLY ON PROBATION

A student who has previously been on probation and then removed from probation, but is once again placed on probation, will be placed in the "extended probation" category by

default and will have only a single semester to improve their GPA. Such students are again strongly encourage to talk with the Director of Undergraduate Studies or a staff advisor about the best path for returning to good standing.

PROBATION DUE TO TWO REPEATS

Students must adhere to the policy on repeating courses, namely that a course may be taken at most twice. Students who are unsuccessful in completing a required EAE course in two attempts will be placed on “extended probation” with the requirement that they successfully petition to retake the course and then successfully pass the course at the next offering. Failure to do so will result in the student being permanently removed from the major.

APPEAL OF PROBATION STANDING

Students who believe that they have been incorrectly placed on probation or had their FMS suspended have until the mid-point of the probation semester to speak with the Director of Undergraduate Studies to rectify the problem. Failure to do so will result in the probation standing.

REPEAT POLICY

When an Entertainment Arts & Engineering class is taken more than once, only the grade for the second attempt will be counted. Grades of W, I, or V on the student’s record count as having taken the class. Departments in the College of Engineering enforce these guidelines for other courses as well (e.g., math, physics, biology, chemistry). Each attempt at a course, including attempts made at a transfer institution, count as one attempt. Courses taken at the University of Utah may not be taken a second time at another institution. If a second attempt is needed, it must be at the University of Utah. Please work with your department advisor to determine the value of repeating courses. Students should note that anyone who takes a required class twice and does not have a satisfactory grade the second time may not be able to graduate. It is the responsibility of the student to work with the department of their major to determine how this policy applies in extenuating circumstances.

***Please Note: EAE does not allow students to take the same class with the same content more than once for credit toward the major. The B.S. in Games degree is new and the number of courses we offer continues to expand. Most classes are taught at first as a Special Topic (EAE 4900) course to gauge interest in the topic. Once it is determined that we will offer the course permanently, the course is renumbered into a “regular” course number. Students should be aware that if they took a course as a Special Topic, they will not be able to take it again for credit, even though it has a new number. Talk with your advisor to make sure your courses are being counted correctly, and that you aren’t registered for something you have already taken. ***

COLLEGE AND SCHOOL SCHOLARSHIPS

All students in EAE are encouraged to apply for scholarships. This includes scholarships specifically for EAE students, as well as for scholarships set aside for College of Engineering students. Applications, deadlines, and information can be found at:

<https://games.utah.edu/scholarships>

- **Online Application and Deadlines**

Dec. 1, 2021	<i>Application Opens</i>
Feb. 1, 2022	<i>Deadline: all current engineering students and incoming freshmen.</i>
April 1, 2022	<i>Deadline: transfer students entering the U during the Fall 2021 semester.</i>

- **EAE NextGen Scholarship**

The *EAE NextGen Scholarship* provides one \$1,200 scholarship to an undergraduate student enrolled in the Entertainment Arts and Engineering program and attending the University of Utah full-time during the 2021/2022 academic year. Preference will be given to first generation students and/or to students participating in the LEAP program.

PREFERRED NAME AND PRONOUN

Class rosters are provided to the instructor with the student's legal name as well as "Preferred first name" (if previously entered by you in the Student Profile section of your CIS account). While CIS refers to this as merely a preference, our instructors respect our students right to be called whatever name and pronoun that feels best for you in class, on papers, exams, group projects, etc. Please advise your instructor of any name or pronoun changes (and update CIS) so they can help create a learning environment in which you, your name, and your pronoun will be respected. If you need assistance getting your preferred name on your uIDcard, please visit the LGBT Resource Center Room 409 in the Olpin Union Building, or email bpeacock@sa.utah.edu to schedule a time to drop by. The LGBT Resource Center hours are M-F 8am-5pm, and 8am-6pm on Tuesdays.

POLICY ON UNDERGRADUATES TAKING GRADUATE COURSES:

Undergraduate students may choose EAE classes from the 1000 level to 5999.

6000+ course numbers are for graduate students only. In rare cases, students may inquire about taking non-project grad courses as undergraduate electives. However, doing so is subject to instructor discretion, increased graduate level fees, permission codes and advisor approval to update the undergraduate Degree Audit.

UNIVERSITY COMMUNICATION

Email communication amongst students, staff, and faculty must be made using the University email system (umail account). In accordance with FERPA regulations, University officials may only communicate with the enrolled student unless a FERPA release has been approved by the student.

Check umail and the CIS main page for important departmental and University announcements and possible holds.

PRIOR CREDIT

<https://admissions.utah.edu/prior-learning-credit/>

Advanced Placement (AP), Concurrent Enrollment, International Baccalaureate (IB), and transfer credits will be awarded for general education courses through the Admissions Office after confirmed enrollment at the University of Utah.

Any major specific credit will be determined by the EAE Undergraduate Director. Major advisors can help aid in this process during Transfer Orientation Advising.

Advanced Placement (AP) scores in Computer Science - Discuss with your Games advisor.

AMERICANS WITH DISABILITIES ACT (ADA)

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you need accommodations in a class, reasonable prior notice needs to be given to the instructor and to the Center for Disability and Access (CDA), 162 Olpin Union, 581-5020 (V/TDD) to make arrangements for accommodations. All written information in a course can be made available in alternative format with prior notification to the Center for Disability Services. Visit: Disability.utah.edu

ADDRESSING SEXUAL MISCONDUCT

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

SAFETY AND WELLNESS

Safety and Wellness Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (located throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If, at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give them a call. If you are in crisis, call 801-587-3000.

For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu

[Courtesy escorts](#) (main campus: 801-585-2677; Hospital: 801-581-2294) and the [SafeRide program](#) are available to campus community members. The Center for Student Wellness [Victim-Survivor Advocates](#) are also available to provide confidential support to campus community members who have experienced interpersonal violence.

The university has other excellent resources to promote emotional and physical wellness, including the Counseling 27 Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction. Attending graduate school can be challenging. Talk with a counselor or a wellness advocate.

INTERNATIONAL STUDENTS IMMIGRATION AND VISA ISSUES

International students have a unique set of obligations that they have to follow in order to be allowed to stay in the U.S. The University's International Student and Scholar Services (ISSS, also known as the International Center; <https://issu.utah.edu>) is the key resource. If you are an international student, please check in with ISSS if you have any questions at all related to your visa and immigration status. Staying in compliance with your visa is essential. ISSS personnel are experts, ready to help. The department is on your side, too. If you need anything visa-related, like a letter of support or getting your advisor's signature or authorization on a visa application, then contact ISSS and the graduate academic advisor as soon as possible.

If you are an international student, you are not alone at the University of Utah! There are

organizations like the Chinese Students and Scholars Association (cssauu.utah.edu) that provide a network of support and social activities.

UNIVERSITY SUPPORT SERVICES

[University Police](#)

Phone: 911 or 801-585-COPS / 801-585-2677

[Crisis \(24/7\)](#)

Phone: 801-587-3000 for crisis intervention, emotional support, and mental health needs, any time.

[Suicide prevention in Utah](#)

Crisis Prevision

[SafeUT smartphone app](#)

Free 24/7 access to counselors for crisis prevention and emotional support

[Center for Student Wellness](#)

[Center for Disability and Access](#)

[Dean of Students](#)

[Insurance Information](#)

[International Student & Scholar Services](#)

[Leave of Absence](#)

[LGBT Resource Center](#)

[Office of Equal Opportunity and Affirmative Action](#)

[Personal Money Management](#)

[Student Counseling Center](#)

[Student Health Center](#)

[Student Success Advocates](#)

[University Writing Center](#)

[Women's Resource Center](#)

[Undergraduate Student Handbook](#)