

D. L. SIMMONS FALL 2019

UTT 80777 ART 1316 DRAWING I Section 001-LEC Regular

This syllabus is subject to change.

ROOM: Tyler Fine Arts Complex - Room 00170

TIME: Friday 9:00 am – 2:45 pm (Lunch Break is Included)

MEETING DATES: 08/26/2019 - 12/14/2019

HOLIDAYS: September 02, 2019 Labor Day, All offices closed, no classes held.

November 25-30, 2019 Thanksgiving holidays for faculty and students.

CENSUS DATE: September 09, 2019. Deadline for all registrations and schedule changes

WITHDRAWAL POLICY: November 04, 2019. Last Day to withdraw from one or more classes.

OFFICE and CONTACT: ARC 102 Office Phone 903-566-7297

OFFICE HOURS: Tuesday - 3:00pm – 4:00pm, Thursday - 1:00 pm – 3:00pm

EMAIL: dlsimmons@uttyler.edu

You must email with your official UTT email address to receive a response. Emails will be answered during business days within 48 hours of receipt. I will not answer emails on the weekend.

Any situation that concerns attendance/absence, EMAIL IS NOT CONSIDERED NOTIFICATION. Contact the professor in person or set up an office appointment. To contact me through email, DO NOT use the email in CANVAS, instead use my official email. I will email the class as a whole through CANVAS with information concerning respective courses, but not to correspond. I will not email you back through CANVAS.

All emails need to be formal and professional, as all emails are part of a permanent record. When emailing me, please list your name, student number, and class identification number in the subject line. For any questions or concerns revolving around class or the university, do not contact me through social media, please remember to use your official UTT email.

Studio courses do not have a final exam date. All portfolios will be due by the beginning of class period on Friday, December 06, 2019.

Final Critique will be during this class period.

UTT ACADEMIC CALENDAR:

<https://www.uttyler.edu/schedule/files/academic-calendar-19-20.pdf>

Please see UT Tyler's academic calendar for all important academic deadlines and dates.

RESOURCES FOR STUDENTS:

UT Tyler Writing Center - 903.565.5995, BUS 202, writingcenter@uttyler.edu

UT Tyler Tutoring Center - 903.565.5964, LIB 401, tutoring@uttyler.edu

UT Tyler Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

UT Tyler Counseling Center - 903.565.5746, University Center Room 3170.

COURSE DESCRIPTION:

An introductory studio course focusing on basic drawing principles, strategies, motivations, and techniques.

STUDENT LEARNING OUTCOMES:

BFA

1. Technical Proficiency

The student will develop and assemble a technically proficient body of art work that demonstrates technical proficiency within his or her chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

2. Conceptually Proficiency

The student will develop and assemble a conceptually proficient body of art work that demonstrates conceptual proficiency within his or her chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

3. Historical Context

The student will develop an understanding of how his or her work relates to art history.

4. Contemporary Trends

The student will develop an understanding of how his or her work relates to current trends in contemporary art.

5. Written Analysis

The student will engage in written critical analysis of their artwork.

6. Verbal Analysis

The student will engage in critical verbal analysis of their artwork.

REQUIRED TEXTBOOK:

Drawing On The Right Side Of The Brain-Starter Kit, Betty Edwards

ISBN 978-0-399-16790-4

MATERIALS LIST:

A separate list of all required materials and supplies will be provided.

Materials list is subject to change.

See MATERIALS LIST document in CANVAS.

TECHNOLOGY REQUIREMENTS:

Students must have access to a computer and access to CANVAS/Internet.

CLASS BEHAVIOR EXPECTATIONS:

Integrity, honesty and civility is expected of each student. Students disrupting the classroom or determined by the professor to be a detriment to the class as a whole, will be asked to leave the classroom.

COURSE REQUIREMENTS:

1. Attendance is mandatory. Follow the Attendance Policy.
2. The student is expected to arrive to class on time and stay for the entire class period. It is recommended that students arrive five to ten minutes early to set up for class.
3. Students disrupting the classroom will be asked to leave the classroom.
4. Participation in class is expected. Attendance and participation are crucial for successful completion of this class.
5. Questions and discussion are encouraged.
6. The student will come to class prepared with required materials.
7. Timely completion of classroom and homework assignments is required.
8. Students will be expected to attend all gallery openings and any art lectures (unless excused)
9. Students will have access to CANVAS

10. Student will be assigned a research presentation/essay.
11. The student will maintain a SKETCHBOOK AND PORTFOLIO. Final projects will be presented at Exam.
12. Participation in class critique and portfolio reviews is expected. Your opinion must be substantiated with clear, accurate and relevant information.
13. At all times the student will maintain a respectful and professional attitude in class and while discussing the works of your peers.
14. The student can expect to spend 5-7 hours per week out of classroom on sketchbook and assignments.
15. "Self motivated work Principles". The student is encouraged to explore and research subject matter outside of class, in order to aid in the growth of discussion and use of terminology.
16. Students are required to clean up and put away supplies that have been used during the class.
17. Students will follow all safety procedures and sign an **Art Safety Agreement after completing a safety training course offered by the instructors and reading : Department of Art After Hours Studio Policy.**

ART STUDIO SAFETY TRAINING FRIDAY, SEPT. 6 AT 5:00pm.
The training will be through CANVAS

SAFETY AGREEMENTS WILL BE AVAILABLE FRIDAY (IN CANVAS), SEPT. 6 AT 5:00pm.

CELL PHONES / TEXTING / LAPTOPS:

There will be ABSOLUTELY no phones or head phones in this class.

If you have a cell phone out or head phones, you will be asked to leave and have **(1) one absence counted against you.**

ZERO TOLERANCE FOR CELL PHONES>

If you are using a phone or unapproved laptop during a test you will **automatically receive a zero score for the test and be reported for cheating.**

STUDIO MAINTENANCE:

Be respectful and clean your area after each use. Any student not maintaining their space, will be given 2 warnings, either verbally or electronically. After 2 warnings, the student's final grade will be deducted 1(one) letter grade.

HEALTH AND SAFETY:

Students will follow all Health and Safety Requirements.

Facility Access & Studio Lab Safety and Mechanical Safety Training

Studio facility access is for enrolled students only. Students are required to use appropriate safety equipment (PPE) and practice safe operation procedures when using any hazardous equipment or materials. All students must successfully complete the lab safety training and mechanical safety training and quizzes on Canvas and complete an Art Safety Agreement through Canvas before after hours access to the complex is granted. Failure to adhere to the terms of the Art Safety Agreement will result in the loss studio facility access.

Personal Protective Equipment (PPE)

For your safety, you must follow all safety requirements established by the department and university. It is required that you provide your own Personal Protective Equipment for use in studio areas. This equipment includes: dust mask with at least a N95 rating and attached filter, safety glasses, ear protection, gloves, close-toed shoes, and appropriate clothing. Failure to use this equipment while working may result in the loss of studio privileges.

Materials and Chemicals

Any additional materials or chemicals not included on the course material list must be approved by the faculty member in charge of the area where the chemical (material) will be used prior to the material/chemical being brought into the studio. Students are responsible for notifying the studio technician of any new materials/chemicals the day they are brought to the studio in order to insure that the appropriate Safety Data Sheet is on file and in the SDS binder.

Labels for any new, approved chemicals brought into the art studios must include the following information when they are transferred to a new container or if the original chemical label is damaged: Name of Chemical, Date chemical was opened, and any basic hazards associated with the chemical. Labels are located in each studio and must be filled out and adhered to the container immediately.

Additional:

1. For access and use of the art studio at The University of Texas at Tyler after hours, you must have on file a signed Department of Art Safety Agreement and follow all requirements and guidelines stated in the safety agreement.
2. After completing the safety training and delivering your safety agreement to the art administrative assistant you will be placed on the list to access the studios after hours.
3. Violations of the agreement will result in loss of art studio access. No exceptions will be made.
4. You may work in the studio/studios of the studio classes that you are enrolled in this semester.
5. Do not use tools or equipment outside of class unless you are certain you know how to use them safely. If you are not sure how to use a tool or material safely then do not use it.
6. A list of safety rules and guidelines are provided and are to be strictly followed. There is an MSDS on every chemical in the studio located in a yellow binder.
7. Make sure you leave the building locked and follow all rules as provided and posted in the art studios.
8. Food is not allowed in the art studios.
Never eat food or have drinks in the labs. Eat food/drinks in designated areas, student Break room only
9. Please do not prop the doors open.
10. Clean area before leaving to prevent any cross-contamination of products.
11. Never block aisles, allow for fire exits.
12. Children and non-registered students are not allowed in the studio at any time

COURSE SCHEDULE AND ASSIGNMENTS -TENTATIVE

A tentative schedule of assignments and deadlines is provided.

Professor reserves the right to make changes to calendar, or assignments at any time.

**SKETCHBOOK JOURNAL- 2 drawings per week. Kept up to date weekly.
Check will be weekly, as shown on calendar.**

VOCABULARY HANDOUTS are to be taken home to complete. Vocabulary handouts will be used as a reference.

HOMEWORK ASSIGNMENTS – Save Drawings for use in Portfolio.

Assignment 1	Begin Sketchbook
Assignment 2	1 Gesture Drawings of Single Objects- Save For Portfolio
Assignment 2	1 Gesture Drawings- Concentrate on Value- Shadow And Light
Assignment 3	1 Blind Contour Drawing
	1 Modified Contour Drawing
Assignment 4	1 Cross Contour Drawings
Assignment 5	1 Combination Drawings- Line and Value, Volume
	Read Assignment on Perspective
Assignment 6	1 Perspective Drawings
Assignment 7	1 Planar Linear Perspective Drawing
	1 Perspective Drawing – Still Life
Assignment 8	1 Composition Drawing
	1 Cross Hatched Value Drawing (Graphite)
	1 Blended Value Drawing (Graphite)
Assignment 9	1 Ink Line Drawing with Stippling or Crosshatching
	1 Reductive Value Drawing
Assignment 10	1 Additive Value Drawing With Charcoal
	1 Atmospheric Perspective Drawing
Assignment 11	1 Three Tone Gesture Drawing- Conte Crayon
	1 One Hue Translational Drawing- Conte Crayon
	Read Assignment for Landscape
Assignment 12	1 Field Drawing
	1 “A Square Foot of Area” Drawing
Assignment 13	1 Mixed Media Drawing From Field Drawing
Assignment 14	1 Expressive Drawing
Assignment 15	STUDENT SELECTED FINAL PROJECT – DUE AT EXAM

PORTFOLIO - Portfolio is to be maintained and kept up to date. Drawings can be either from classroom assignments or Homework Assignments. Student should choose best representation. Final Portfolio should be presented neatly, no bends, creases, or smudges.

All works signed and dated.

The Portfolio should contain the following 20 drawings , plus the Final Exam Project. Drawings should be signed, dated, and neatly presented:

The Introductory Drawing
1 Linear Gesture Drawing
1 Value Gesture Drawing
1 Blind Contour Drawing
1 Modified Contour Drawing
1 Caged Volume Drawing
1 Line/Value Combination Drawing
1 Linear Perspective Drawing- Object
1 Linear Perspective Drawing- Still life
1 Composition Drawing

1 Value Drawing – Ink
1 Gesture Drawing –Ink
1 Crosshatched Value Drawing- Graphite
1 Reductive Value Drawing- Vine Charcoal
1 Additive Value Drawing- Mixed Charcoal
1 Atmospheric Perspective Drawing- Mixed Charcoal
1 Conte Drawing
1 Field Drawing
1 Mixed Media Drawing
1 Expressive Drawing
Final Project

COURSE SCHEDULE AND ASSIGNMENTS -TENTATIVE.

-A tentative schedule of assignments and deadlines is provided. ***Professor reserves the right to make changes to calendar, or assignments at any time.*** The professor reserves the right to make adjustments or changes in the course due to weather effects, equipment difficulties, class progress etc. It is up to each student to stay informed of all changes by attending class.

Please see UT Tyler's academic calendar for all important academic deadlines and dates.

<https://www.uttyler.edu/schedule/files/academic-calendar-19-20.pdf>

Important dates for critiques and assignments will be posted on Canvas, announced in class, and stated on handouts. There are no required fieldtrips for this course.

AUGUST 30

Introduction.

Undirected drawings, self-evaluations

Gesture Drawing- Mass and linear, from observation – single objects

Homework Assignment (1) Due Next Class

SEPTEMBER 06

Gesture Drawing- Mass and linear, from observation- Still life

Value Gesture Drawing- Shadow and Light

Homework Assignment (2) Due Next Class

SEPTEMBER 13

Blind Contour Drawing – single object

Modified contour drawing- Still life – Cross hatch, shading

Homework Assignment (3) Due Next Class.

SEPTEMBER 20

Volume, space, and form- Negative, positive space- Cross contour

Modified contour drawing- Still life – Cross hatch, shading

Homework Assignment (4) Due Next Class.

SEPTEMBER 27

Volume, space and form- Negative, positive space Caged Volume

Integrating Value and Line

Homework Assignment (5) Due Next Class.

Reading Assignment on Perspective to be assigned

OCTOBER 04

Introduction to Perspective

Homework Assignment (6) Due Next Class

OCTOBER 11

Planar forms in Linear perspective from observation

Cylinders- geometric forms in Perspective, Perspective Drawings- multiple objects/still life

Homework Assignment (7) Due Next Class

OCTOBER 18

Value with Line – Value of simple geometric shapes in cross hatching (graphite)

Value with line and Blending- Value drawings – blended values (Graphite)

Homework Assignment (8) Due Next Class.

OCTOBER 25

Value – Ink line and wash- Ink Gesture Value drawing Ink line with stippling value or crosshatching

Reductive Value- Gesture Value Drawing with erased Lights

Toned Paper Still Life with Erased Lights

Homework Assignment (9) Due Next Class

NOVEMBER 01

Additive Value- Surfaces – Vine Charcoal- Still Life objects - Reflective, Clear, and Textured

Homework Assignment (10) Due Next Class.

NOVEMBER 08

Mixed Technique- Atmospheric Perspective- Depth – Edge -- Vine and Compressed Charcoal-

Color, Hue and Value – Three Tone Gesture Drawing – One Hue Translation Drawing-

Conte Crayon

Homework Assignment (11) Due Next Class

Reading assignment on Landscape to be assigned

NOVEMBER 15

Field Drawing- Landscape and Natural Objects

Homework Assignment (12) and Homework Assignment (13) Due Next Class

Review of Value / Color

Mixed Media and Working from Sketches – Combining Media in one Drawing

Choose Final Project (Assignment 15) Due Last Class

NOVEMBER 22

Mixed Media- And Working from Sketches -

Expressive Drawing – Concepts and Techniques

Homework Assignment (14) Due Next Class Along with Final Project and Portfolio

NOVEMBER 29 THANKSGIVING HOLIDAYS

DECEMBER 06 Last Day of class. PORTFOLIOS are DUE. FINAL CRITIQUE.

ART AND ART HISTORY - Fall 2019 Events

Keep up with updates, reference the website.

<https://www.uttyler.edu/meadowsgallery/fine-arts-complex-gallery.php>

Thursday, August 29, 6 pm:	UT Tyler Studio Art Faculty Exhibition reception and gallery talks
Tuesday, September 3, 12:30 pm:	Art history faculty research presentations
Thursday, September 5:	UT Tyler's Career Success Conference
Saturday, September 14, 6 pm:	Jim Pace exhibition reception
Friday, October 4, 9 am - noon:	Annual High School Art Day
Thursday, October 17, 6 pm:	Texas State Studio Art Faculty Exhibition reception
October 17-18, TBD:	Workshops/Demonstrations/Lectures by Texas State Faculty
Thursday, October 24,	TBD:MA Exhibition Reception (Michael O'Hara)
	TBD: BFA Exhibition Receptions

UT TYLER HONOR CODE:

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

METHOD OF EVALUATION:

This is a studio course and as such attendance is mandatory. Students will learn through lecture, demonstration, direct experience, assigned reading, assigned projects, critiques, discussion, and visual presentations. The student will demonstrate their knowledge and understanding of course materials through class participation, completion of homework and classroom assignments, writing/presentation assignments, portfolios, and critiques. Methods of student evaluation/assessment may include portfolio, classroom participation, assignments, tests (which may include –matching, definitions, multiple choice, true/false, brief essay), presentation/writing assignments, and portfolio. Other methods could be determined by the instructor.

ATTENDANCE POLICY:

This is a studio course, and as such, ATTENDANCE IS MANDATORY.

Drawing I meets ONE (1) day a week. After missing TWO (2) classes you may be dropped a full letter grade from your semester GPA. Students with THREE (3) absences may be penalized TWO (2) letter grades, students with three absences should consider dropping the course. Any student with FOUR (4) or more absences will be assigned a failing grade for this course.

Students arriving 20 minutes late or leaving 20 min early may receive one absence.

Students must be present and on time for each class and critique!

Any extenuating circumstances **MUST** be discussed with the professor. Excused absences include illness, family emergencies, and other similar contingencies. All absences must be properly documented. The student is responsible for notifying the professor of absences, EMAIL IS NOT CONSIDERED NOTIFICATION. Contact the professor in person or set up an office appointment. The student is responsible for any material missed.

Official UTT Attendance Policy can be found in UTT Catalog, pages 42 – 43.

<https://www.uttyler.edu/catalog/files/2018-19-catalog.pdf>

PORTFOLIO AND ASSIGNMENTS TO BE GRADED AS FOLLOWS:

Understanding the concepts of each assignment	25 points
Proper use of techniques	25 points
Composition	25 points
Presentation- visual image, neatness, timely completion, progress	25 points

TOTAL

100 points

ANY LATE PROJECT WILL RECEIVE A ZERO. If you have an excused absence for the day a project is due, you may turn the project in on the *FIRST DAY* of your return along with the appropriate written documentation.

FINAL GRADE:

Completion of Assigned Projects	60%
Sketchbook	10%
Research essay	05%
Quizzes Vocabulary	10%
Final Exam/Portfolio:	
Final exam will be Final Individual Project and Portfolio	15%
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Total	100%

GRADING SCALE:

A = 90 - 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 & Below

PLAGIARISM POLICY:

Plagiarism (using others' work, including paraphrasing—from the web or any place else—without proper attribution) will result in a zero. Plagiarism is a violation of the student honor code and will be reported to the Dean of Students. Your grade on everything in the course is to be based on your own work. Cheating on papers, quizzes assignments, and exams is a violation of the honor code and will be reported to the Dean of Students. A first offense will result in a zero for the exercise/test. If the offense is not the first the consequence will be more severe, including possible failure for the course. I will be running your papers through a plagiarism service programs such as Safe Paper / Grammarly.

A plagiarism prevention service is used in evaluation of written work submitted for this course. As directed by the instructor, students are expected to submit or have their assignments submitted through the service in order to meet requirements for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions.

DISABILITY/ACCESSIBILITY SERVICES:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator.

For more information, including filling out an application for services, please visit the SAR webpage:

<http://www.uttyler.edu/disabilityservices>

The Student Accessibility Resources office is located in the University Center, # 3150

The Student Accessibility Resources phone number is 903.566.7079.

GRADE REPLACEMENT POLICY:

Official policy found on page 41 of UTT catalog.

<https://www.utttyler.edu/catalog/files/2018-19-catalog.pdf>

A student may request grade replacement only for three course repeats (See Repeating Courses policy) during his/her undergraduate career at UT Tyler. Grade replacement means that only the last grade earned is used to compute the grade point average. However, all grades will appear on the student's official transcript. Students must complete a Course Repeat / Grade Replacement Enrollment Form and note the repeated course as "For Grade Replacement" at the time of enrollment.

In cases where a student repeats an eligible course without requesting grade replacement, or has exhausted their available number of "For Grade Replacement" repeats, the student must note the course as repeated "Not For Grade Replacement" on a Course Repeat / Grade Replacement Enrollment Form at the time of enrollment. If a student selects "For Grade Replacement" after exhausting their available grade replacements, the form will be processed as if "Not For Grade Replacement" were selected. For all course repeats using the "Not For Grade Replacement" option, both the original and last grade earned in the course will be used to calculate the overall grade point average.

If a student attempts to repeat a course but withdraws and receives an automatic "Q" or "W," the attempt counts against the grade replacement limit and the original grade remains. Students may, on or prior to the Census Date, request in writing to change their "For Grade Replacement" / "Not For Grade Replacement" selection for a repeated course by contacting the Enrollment Services Center.

A student may not exercise grade replacement for courses taken at UT Tyler and repeated at another college or university, nor may grade replacement be used when a course taken elsewhere is repeated at UT Tyler. The grade replacement option may not be exercised to remove a grade awarded in a case of academic dishonesty. Once a degree has been awarded by UT Tyler, grade replacement may not be used to replace a grade taken before that degree was awarded.

Grade Replacement/Forgiveness and Census Date Policies:

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.utttyler.edu/registrar>.

Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware:

Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

Receiving 100% refunds for partial withdrawals. There is no refund for after the Census Date.

Schedule adjustments such as section changes, adding a new class, dropping without a "W" grade.

Being reinstated or re-enrolled in classes after being dropped for non-payment.

Completing the process for tuition exemptions or waivers through Financial Aid

CLASS ATTENDANCE/EXCUSED ABSENCES:

“Class attendance is the responsibility of the student. When a student has a legitimate absence, the instructor may permit the student to complete missed assignments. In many cases, class participation is a significant measure of performance, and non-attendance may adversely affect a student’s grade. When a student’s absences become excessive, the instructor may recommend that the student initiate a withdrawal. Instructors shall include a statement in each course syllabus indicating how a student is to make up assignments missed which result from a legitimate absence.”

Refer to Syllabus “Attendance Policy” and “Portfolio and Assignments To Be Graded As Follows” sections.

Excused Absence for University Events or Activities:

“When it is necessary for students to miss one or more regularly scheduled classes in order to participate in an official university event or activity, faculty sponsors and program directors will assist students to assure they have the opportunity to make up missed work. Each student delivers a copy of the memorandum to the instructors, in person, at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time with the student when the make-up assignment or equivalent work will be completed. Make-up work will be mutually arranged; however, availability of the instructor will be given priority in setting the arrangements.*

It is expected that students will not abuse the privilege of being absent from class for authorized university events or activities.

**Events scheduled within the first month of an academic term may require a shortened lead time.”*

Excused Absence for Religious Holy Days:

“An institution of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

Any student seeking to be excused for religious observance, must provide written notification to the instructors at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time with the student when any make-up assignment or equivalent work will be completed. Make-up work will be mutually arranged; however, availability of the instructor will be given priority in setting the arrangements.*

It is expected that students will not abuse the privilege of being absent from class for religious observance.

***Events scheduled within the first month of an academic term may require a shortened lead time.”*

Excused Absence for Active Military Service:

“Any student who has been called up for military service after a semester begins should immediately provide the Enrollment Services Center and course instructors a copy of the military orders. Such students are excused from attending classes, turning in assignments, taking examinations or participating in any other required activity if the absence is for no more than 25% of the total number of class meetings (excluding final examination period). If the absence is for more than 25% of the class meetings, please refer to the policy on Withdrawal for Military Service. Within 5 days of the student returning to UT Tyler from active service, he or she shall notify the Enrollment Services Center and course instructors. The student will be allowed to complete all assignments and examinations within a reasonable time as agreed upon by the course instructors and under the same requirements in effect when the student enrolled in the course. Should any dispute arise as to the student’s inability to complete assignments or examinations within a reasonable time after the absence, the student should

first seek informal resolution with the faculty member, the department chair and then the dean of the college in which the course or courses are located. If an informal process is not successful, the student may institute a grade grievance process after the final course grade is recorded.”

Absence Due to Injury, Illness, Death, or Major Illness in a Student's Immediate Family:

“When a student has an injury/illness that is too severe or contagious for the student to attend class or when a student experiences a death or major illness in their immediate family the student may request of an instructor that the absence be excused. Instructors are encouraged to review documentation on a case by case basis and allow students to make up missed coursework. Should an instructor(s) deny a request for an injury/illness or family emergency the student can contact the academic chair or dean the course reports to for further review.

State-Mandated Course Drop Policy 6-Drop Rule:

Please contact the Enrollment Services Center if you have any questions, Administration Building, Room 230.

Any student who began college for the first time as a freshman in Fall 2007 or thereafter may not drop more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the published Census Date

(See Academic Calendar. <https://www.uttyler.edu/schedule/files/academic-calendar-19-20.pdf>)

Exceptions to the 6-drop rule include, but are not limited to, the following: 1. totally withdrawing from the university; 2. being administratively dropped from a course by an instructor or the university; 3. dropping a course for a provable illness or disability, for care for a sick or injured person, or for a death in the immediate family or a person who has a sufficiently close relationship to the student; 4. dropping a course for documented change of work schedule; 5. dropping a course for active duty service with the U.S. armed forces or Texas National Guard; 6. dropping a course that does not carry college-level credit such as a developmental course or a zero-credit course; or 7. dropping courses taken as required co-requisites such as a lecture class with a required laboratory. In such cases the lecture and lab are counted as one drop when dropped at the same time. Petitions for exemptions must be submitted to the Enrollment Services Center and accompanied by documentation of the extenuating circumstances beyond performance in the course.

Please contact the Enrollment Services Center if you have any questions. A grade of “Q” will appear on the official transcripts of any student who has dropped a course where an exemption or exception was granted; this takes the place of the standard “W” grade. All Texas institutions are required to honor the exemptions and exceptions granted by a transferring institution. Procedures for implementing the law vary among institutions. Therefore, students have an obligation to keep track of the number of non-exempted dropped courses across all institutions to ensure that they do not exceed the six dropped courses limit.

DISABILITY/ACCESSIBILITY SERVICES:

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator.

For more information, including filling out an application for services, please visit the SAR webpage:
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The Student Accessibility Resources office is located in the University Center, # 3150

The Student Accessibility Resources phone number is 903.566.7079.

STUDENT RIGHTS AND RESPONSIBILITIES:

<http://www.uttler.edu/wellness/rightsresponsibilities.php>

The above link provides information for student rights and responsibilities for:

Student Health and Wellness

- Academic Dishonesty
- Academic Grievances
- Alcohol, Tobacco and Other Drug Policies
- Athlete Conduct Policy
- Student Conduct
- Rules and Regulations of the Board of Regents
- Disciplinary Procedures – (Manual of Policies and Procedures for Student Affairs - Chapter 8)
- Family Educational Rights and Privacy Act (FERPA)
- Hazing
- Nondiscrimination Policy and Complaint Procedure
- Speech, Expression, and Assembly – (Manual of Policies & Procedures for Student Affairs - Chapter 6)
- Student Right-to-Know and Campus Security Act

STUDENT STANDARDS OF ACADEMIC CONDUCT:

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:

- copying from another student’s test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
 - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
 - falsifying research data, laboratory reports, and/or other academic work offered for credit;
 - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
 - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software. UT Tyler

SOCIAL SECURITY AND FERPA STATEMENT:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

CAMPUS CARRY:

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT TYLER A TOBACCO-FREE UNIVERSITY:

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

EMERGENCY EXITS AND EVACUATIONS:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.