

D. L. SIMMONS COURSE SYLLABUS FALL 2019
UTT 80762 ART 2333 BEGINNING PRINTMAKING
This syllabus is subject to change.

Section 001-LEC Regular

ROOM: Tyler Art Complex Print Studio 143

TIME: TuTh 8:00AM - 10:45AM

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.

For 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 the class period on Thursday, December 05, 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:

ART 2333 - An introduction to various forms of printmaking.

Prerequisite: ART 1311, ART 1316 or CI.

STUDENT LEARNING OUTCOMES:

BFA Program

TECHNICAL PROFICIENCY: Students develop and assemble a technically proficient body of art work that demonstrates technical proficiency within their chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

CONCEPTUAL PROFICIENCY: Students develop and assemble a conceptually proficient body of art work that demonstrates conceptual proficiency within their chosen concentration (2D or 3D), as well as general proficiency in the greater arena of all mediums.

HISTORICAL CONTEXT: The student will be able to develop an understanding of how his or her work relates to art history.

CONTEMPORARY TRENDS: The student will be able to develop an understanding of how his or her work relates to current trends in contemporary art

WRITTEN ANALYSIS: The student will be able to engage in written critical analysis of artwork.

VERBAL ANALYSIS: The student will be able to engage in verbal critical analysis of artwork.

REQUIRED TEXTBOOK: *The Complete Printmaker*, by John Ross, Clare Romano, and Tim Ross, ISBN 0-02-927372-2

Other readings will be in CANVAS.

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 will be asked to leave the classroom.

COURSE REQUIREMENTS:

1. Attendance is mandatory. Follow Attendance Policy.
2. The student is expected to arrive to class on time and stay for the entire class period.
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. At all times the student will maintain a respectful and professional attitude in class.
9. "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 the use of terminology.
10. Students will be assigned a research essay.
11. The student will maintain a sketchbook/notebook and portfolio. The final projects will be presented at final critique.
12. Participation in class critique and portfolio reviews is expected. Your opinion must be substantiated with clear, accurate and relevant information. The instructor shall have full

discretion over what behavior is appropriate/inappropriate in the classroom.

13. Student can expect to spend 4 – 7 hours per week out of classroom on sketchbook and assignments.
14. Students are required to clean up and put away supplies that have been used during the class.
15. Students will follow all safety procedures and sign an **Art Safety Agreement after completing a safety training course offered by the instructors and reading the 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 IN CANVAS ON FRIDAY, 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**
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.**

FOOD/DRINKS:

NO FOOD OR DRINKS ARE ALLOWED IN THE PRINTMAKING STUDIO EVER, ABSOLUTELY NEVER. ZERO TOLERANCE. YOU MAY EAT AND DRINK IN THE STUDENT BREAK ROOM, AS PROVIDED.

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 you 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 SAFETY PROCEDURES

1. Dispose discarded materials in waste disposal containers provided in the studio for that purpose. NEVER dispose of such in the sink.
2. Do not use flammables such as spray paint, aerosol glues, and fixatives near an open flame, or in an enclosed space, like the studio.
3. Do not have open flames in the lab unless instructor is advising.
4. Use aerosols outside the building away from doors. NEVER use aerosols indoors.
5. Use mat knives, X-acto knives, and scissors with care. Retract, or cover blades after use. Dispose of used blades properly in designated SHARPS container.
6. Read, understand, and follow all recommendations for health and safety precautions labeled on products.
7. Read, understand and follow all manufacturer recommendations (MSDS) for the proper use of products, materials, and tools.
8. Follow all recommended studio rules and procedures.
9. Wear proper protective eyewear, dust masks, protective clothing, shoes, etc. as indicated. DO NOT WEAR CONTACTS IN PRINTMAKING LAB- EVER. YOU HAVE BEEN WARNED.
10. Do not operate tools or equipment without being instructed in their proper and safe use.
11. Do not use materials without being instructed in their proper and safe use.
12. Always work in a well ventilated, well lighted, and safe workplace.
13. Report any unusual incident with materials, tools or equipment immediately to the instructor.
14. Return tools to their designated area.
15. Lock and label all jars into personal locker. Never leave out supplies when not in use.
16. Clean area before leaving to prevent cross-contamination of products.
17. Never block aisle-way spaces in order to allow for fire exits.

18. *Never eat food or have drinks in the labs. Eat food/drinks in designated areas, student breakroom only.*

If I find you eating in the lab, your final grade will be reduced by one letter grade.

19. Children and non-registered students are not allowed in the studio at any time.

PROJECTS:

A **TENTATIVE** schedule of projects is provided. Due dates are usually critique days. Professor retains the right to change the schedule for any purpose. It is up to each student to stay informed of all changes.

Project #1	Direct Drawing or Trace Monotype (also known as transfer drawing)
Project #2	Monotype, and monotype processes
	A. Reductive/ Viscosity monotype
	B. Collage
	C. Xeroxed monotype multiple process
Project #3	Monoprint
	A. Xeroxed CMYK –Paper Litho
	B. Stencil and Xeroxed Print – Paper Litho
	C. Viscosity- Rainbow Roll
Project #4	Relief / Linoleum cut.
	A. Linoleum block, one color.
	B. Three color reductive linoleum print.
	C. Linoleum Block Multi Plate Rainbow Roll
Project #5	Intaglio
	A. Drypoint
	B. Etching
Project #6	Chine Colle
Project #7	Collagraph

SKETCHBOOK JOURNAL: Kept up to date weekly. Check will be weekly, as shown on calendar.

PORTFOLIO: Classroom assignments, homework assignments, projects.

Final Portfolio should be presented neatly, no bends, creases, or smudges.

All works signed and dated.

VOCABULARY – Printmaking terms and definitions to be kept by the student for further reference.

See PRINTMAKING TERMS AND DEFINITIONS document in CANVAS.

COURSE SCHEDULE AND ASSIGNMENTS -TENTATIVE.

Class Meets 2 Hours and 45 Minutes per class period.

-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.utt Tyler.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.

WEEK ONE

FIRST DAY OF CLASS

TUESDAY	AUGUST 27	First Day Introduction, Demos, For Project ONE, Start working in sketchbook
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THURSDAY	AUGUST 29	Start Project #1
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WEEK TWO

TUESDAY	SEPTEMBER 03	Sketchbook Due
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THURSDAY	SEPTEMBER 05	NO CLASS Students Required participation in UT Tyler's Career Success Conference
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WEEK THREE

TUESDAY	SEPTEMBER 10	Sketchbook Due
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THURSDAY	SEPTEMBER 12	Project #1 Due, Demo, Start Project #2
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WEEK FOUR

TUESDAY	SEPTEMBER 17	Sketchbook Due
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THURSDAY	SEPTEMBER 19	
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WEEK FIVE

TUESDAY	SEPTEMBER 24	Sketchbook Due
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THURSDAY	SEPTEMBER 26	Project #2 Due, Demo, Start Project #3
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WEEK SIX

TUESDAY	OCTOBER 01	Sketchbook Due
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THURSDAY	OCTOBER 03	
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WEEK SEVEN

TUESDAY	OCTOBER 08	Sketchbook Due
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THURSDAY	OCTOBER 10	Project #3 Due, Demo, Start Project #4, PORTFOLIO DUE, PORTFOLIO CRITIQUE
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WEEK EIGHT

TUESDAY	OCTOBER 15	Sketchbook Due
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THURSDAY	OCTOBER 17	
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WEEK NINE

TUESDAY	OCTOBER 22	Sketchbook Due
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THURSDAY	OCTOBER 24	Project #4 Due, Demo, Start Project #5
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WEEK TEN

TUESDAY	OCTOBER 29	Sketchbook Due
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THURSDAY	OCTOBER 31	
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WEEK ELEVEN

TUESDAY	NOVEMBER 05	Sketchbook Due
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THURSDAY	NOVEMBER 07	Project #5 Due, Demo, Start Project #6
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WEEK TWELVE

TUESDAY	NOVEMBER 12	Sketchbook Due
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THURSDAY	NOVEMBER 14	
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WEEK THIRTEEN

TUESDAY	NOVEMBER 19	Sketchbook Due
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THURSDAY	NOVEMBER 21	Project # 6 Due, Demo, Start Project #7 Project # 7 is Final Project
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WEEK FOURTEEN

TUESDAY	NOVEMBER 26	THANKSGIVING HOLIDAYS
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THURSDAY	NOVEMBER 28	THANKSGIVING HOLIDAYS
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WEEK FIFTEEN

TUESDAY	DECEMBER 03	FINAL Sketchbook Due Be sure to be working on completing portfolio.
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THURSDAY	DECEMBER 05	FINAL PORTFOLIO DUE-CRITIQUE
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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:	<i>UT Tyler Studio Art Faculty Exhibition</i> 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:	<i>Texas State Studio Art Faculty Exhibition</i> 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, discussion, and visual presentations. The student will demonstrate their knowledge and understanding of course materials through class participation, completion of homework and classroom assignments, and formal testing. 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.

Beginning Printmaking and Advanced Intaglio/Relief meet two (2) days a week.

Any student with five (5) or more absences will be assigned a failing grade for this course.

The final grade of students with three (3) absences will be penalized one (1) letter grade.

Students with four (4) absences will be penalized two (2) letter grades.

Any extenuating circumstances **MUST** be discussed with the professor. Excused absences include illness, family emergencies, religious holidays, and other similar contingencies. All excused 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
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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	10%
Final Exam/Portfolio:	
Final exam will be Final Individual Project and Portfolio	15%

Total	100%
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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 anyplace 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.uttyler.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.uttyler.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.

STUDENT RIGHTS AND RESPONSIBILITIES:

<http://www.uttyler.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.