

D. L. SIMMONS SYLLABUS FALL 2020

ART 3300 Composition and Design

ART 3300 Section 001 HYBRID

ART 3300 Section 060 ONLINE

This syllabus is subject to change.

ONLINE CLASS: You must login into ZOOM through CANVAS from 2:00pm-4:45pm during Tuesday and Thursday class periods, synchronous with ART 3300 section 001.

MEETING DATES: 08/24/2020 – 12/12/2020 : See link to UTT academic calendar below.

Last day of class is 12/04/2020.

<https://www.utttyler.edu/schedule/files/academic-calendar-20-21.pdf>

NOTE : Virtual class meetings will be held via ZOOM, synchronous with the scheduled class meeting times of section 001 of ART 3300, 2:00pm-4:45pm.

HOLIDAYS: September 07, 2020 – Labor Day. All offices are closed, no classes held.

November 23 -28, 2020. Thanksgiving Holidays. No classes held.

CENSUS DATE: September 04, 2020.

Deadline for all 15 week session registrations and schedule changes.

WITHDRAWAL POLICY: November 02, 2020.

Last Day to withdraw from one or more classes.

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

OFFICE HOURS: 11:00am – 12:30pm on Tuesday and Thursday.

Office hours to be held virtually, via ZOOM, from 11:00am – 12:30pm – TuTH..

Students must contact me through official UTT email to request either a virtual meeting or to make an appointment for an in person meeting.

If student is unable to meet during the listed office hours, please email my official UTT email address, and I will make an appointment for another weekday and/or time.

No appointments will be made on weekends or holidays.

EMAIL: dlsimmons@utttyler.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, contact the professor through your official Patriot email account.

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(CRN) 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.

This course does not have a final exam date, however all projects and portfolios are due by last day of class. All PORTFOLIOS WILL BE DUE BY 11:59pm on December 03, 2020.

Portfolios are to be uploaded into the corresponding folder on CANVAS.

UTT ACADEMIC CALENDAR:

<https://www.utttyler.edu/schedule/files/academic-calendar-20-21.pdf>

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

RESOURCES FOR STUDENTS:

UT Tyler Technology Support Center-903.565.5555, RBN 3022, itsupport@uttyler.edu

<https://www.uttyler.edu/ccs/ccs/>

Hours-Monday-Thursday: 7am- 11pm, Friday:7am-8pm, Saturday and Sunday: Noon-10:00pm

The center is the only general use computer lab on campus. It is open to all students of the university.

The lab is furnished with late-model computer systems and software that may be needed by anyone on campus. All computers have access to the Internet.

Technology support is available REMOTELY for students, staff, and faculty by email.

UT Tyler Robert R Muntz Library-903.566.7343, library@uttyler.edu,

<https://www.uttyler.edu/library/>

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

<https://www.uttyler.edu/writingcenter/>

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

<https://www.uttyler.edu/tutoring/online.php>

UT Tyler Mathematics Learning Center, RBN 4021, math@uttyler.edu

This is the open access computer lab for

math students, with tutors on duty to assist students who are enrolled in early-career courses.

<https://www.uttyler.edu/math/mlc.php>

UT Tyler Counseling Center- 903.565.5746, University Center Room 3170

<https://www.uttyler.edu/counseling/>

UT Tyler Covid-19 Information-

Procedures to Return To Normal Operations

<https://www.uttyler.edu/reboot/files/ut-tyler-fall-2020-procedures-rev-07-14.pdf>

<https://www.uttyler.edu/reboot/>

Coronavirus COVID-19 Precautionary Information

<https://www.uttyler.edu/coronavirus/>

Cancellations and Postponements

<https://www.uttyler.edu/coronavirus/cancellations/>

COVID FACE MASK REQUIREMENTS:

UT Tyler will require face coverings in public settings. Given the nature of campus operations (i.e., large groups in common areas, physical distancing difficult to control), UT Tyler will proceed as follows:

- Students, faculty, staff and visitors will be required to wear face coverings when inside University buildings.
- Students, faculty staff and visitors will be required to wear face coverings when outdoors and physical distancing is difficult.
- Face coverings are not required when alone in an office or in assigned residence hall rooms.
- Accommodations will be available for individuals with religious, medical or other concerns, which will be processed through the Office of Human Resources (faculty and staff) and the Office of Student Accessibility and Resources (students).

COURSE DESCRIPTION:

ART 3300 - This course is a continued study of the visual structure and organization of two-dimensional and three dimensional space. In addition to building on the vocabulary of art and design skills, this course will utilize a variety of media and technology as students explore how digital technology applies to design concepts and resulting artworks.

Course Prerequisites: ART 1311 and ART 1312.

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:

No textbook is required, but you are required to purchase Adobe Photoshop CC. The membership to Photoshop CC will include access to necessary didactic materials.

https://www.adobe.com/creativecloud/buy/students.html?sdid=1SQHD8RQ&mv=search&ef_id=Cj0KCQjwgo_5BRDuARIsADDEntQV19apwcOZy5xcjvUSYZHWcP-NJSqUOeBYJiXAkqFSBhSsWXcr7IIaAqq2EALw_wcB:G:s&s_kwid=AL!3085!3!377775848335!e!!g!!photoshop%20education

Photoshop book is highly recommended, but not required.

Adobe Photoshop Classroom in a Book(2020 release)

by Conrad Chavez, Andrew Faulkner

ISBN:0136447996

ISBN:978-0136447993

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 with a camera and access to CANVAS/Internet.

Students must have access to a computer and a cell phone so they can participate unimpeded in ZOOM meetings.

You need to be proficient in WORD and POWERPOINT and be able to upload/download complete files, as example, doc,docx, PDF, JPEG, PNG. You must be able to attach documents to emails, and upload/download files with text and images into CANVAS.

All of the functions of this course in CANVAS, may not be available on a tablet nor smart phone.

IP and/or hardware problems are not an acceptable excuse for missing submission deadlines of assignments.

CANVAS access is available to every student in the Library and the Computer Lab.

If you cannot turn in a project electronically, you will need to consult with me.

CLASS BEHAVIOR EXPECTATIONS:

Integrity, honesty and civility is expected of each student. Students disrupting the classroom will be asked to leave the classroom, or removed from online discussions.

COURSE REQUIREMENTS:

1. Online participation is required.. This class is to be fully online, each student must log into CANVAS a minimum of 3 times per week. I will be checking your log in dates. If you are unable to log in for a week, you must contact the professor. If you are unable to electronically notify the professor, you must contact the department.
2. Students must maintain decorum in discussion boards and online social discussion spaces.
3. Participation in class is expected. Participation is crucial for successful completion of this class.
4. Questions and discussion are encouraged.
5. The student will be prepared with required class materials.
Students are required to participate online.
6. Timely completion of class and homework assignments is required.
7. “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.
8. The student will maintain projects and homework digital files and final portfolio. Homework assignments, projects and final portfolios must be uploaded by due dates to corresponding file in CANVAS.
9. 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.
In online environment you are to maintain decorum in discussion boards and online social discussion spaces.
10. Students can expect to spend 4 – 7 hours per week outside of classroom on projects and assignments.
11. 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. Failure to adhere to the terms of the Art Safety Agreement will result in the loss studio facility access.

Deadline for Art Studio Safety Training is September 04, 2020

ART STUDIO SAFETY TRAINING

The training will be through CANVAS.

SAFETY AGREEMENTS WILL BE AVAILABLE IN CANVAS.

CELL PHONES / TEXTING /:

Have your phones on silence during ZOOM class. Unless you are speaking, it helps to have your ZOOM set to mute.

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 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. Students MUST wear proper protective eye wear, 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

20. **UTT 2D classes required dress code**. No open toed shoes are allowed in the studio. Students are expected to wear long pants. It is preferred that students wear long sleeved shirts, but short sleeved shirts may be permitted as long shoulders are covered. Required PPE 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. When not wearing your mask for chemicals, each student must wear a mask, we encourage you to purchase KN95 masks.

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.

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Project #1

Project #2

Project #3

Project #4

Project #5

Project #6

Project #7

Home work assignments are separate from Projects. The homework assignments are designed to be supplemental in order to aid in successful completion of your projects.

PORTFOLIO: Classroom assignments, homework assignments, projects.

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

DIGITAL IMAGES

Portfolio is to include images of projects #1 - #7 uploaded as a Powerpoint and as a PDF into the corresponding folder in CANVAS.

COURSE SCHEDULE AND ASSIGNMENTS -TENTATIVE.

Virtual 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 COVID -19, weather effects, equipment difficulties, class progress etc.* It is up to each student to stay informed of all changes by attending class, and during hybrid online learning, by logging in to CANVAS for class updates.

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

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

ALL WORK should be uploaded electronically into CANVAS, so I will have a full record of this semester in CANVAS.

If you need to email me concerning a particular project, be sure to use your name, student number, the course CRN, and the project number in the subject line of your emails.

Please upload your best images for projects and all other assignments into the corresponding folders by the DUE date and time.

WEEK ONE

TUESDAY	AUGUST 25	First Day Introduction. Work day.
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THURSDAY	AUGUST 27	Virtual class.
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WEEK TWO

TUESDAY	SEPTEMBER 01	Project #1 DUE by 11:59pm. Upload digital images of your project into corresponding file in CANVAS.
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THURSDAY	SEPTEMBER 03	Virtual class. Critique project # 1.
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WEEK THREE

TUESDAY	SEPTEMBER 08	Work Day
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THURSDAY	SEPTEMBER 10	Virtual class.
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WEEK FOUR

TUESDAY	SEPTEMBER 15	Project #2 DUE by 11:59pm. Upload digital images of your project into corresponding file in CANVAS.
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THURSDAY	SEPTEMBER 17	Virtual class. Critique project # 2.
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WEEK FIVE

TUESDAY	SEPTEMBER 22	Work Day.
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THURSDAY	SEPTEMBER 24	Virtual class.
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WEEK SIX

TUESDAY	SEPTEMBER 29	Project # 3 DUE. Upload digital images of your project into corresponding file in CANVAS.
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THURSDAY	OCTOBER 01	Virtual class. Critique project # 3.
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WEEK SEVEN

TUESDAY	OCTOBER 06	Work Day.
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THURSDAY	OCTOBER 08	Virtual class.
WEEK EIGHT		
TUESDAY	OCTOBER 13	Project #4 DUE by 11:59 pm. Upload digital images of your project into corresponding file in CANVAS.
THURSDAY	OCTOBER 15	Virtual class. Critique project # 4.
WEEK NINE		
TUESDAY	OCTOBER 20	Work Day.
THURSDAY	OCTOBER 22	Virtual class.
WEEK TEN		
TUESDAY	OCTOBER 27	Project # 5 DUE by 11:59 pm. Upload digital images of your project into corresponding file in CANVAS.
THURSDAY	OCTOBER 29	Virtual class. Critique project # 5.
WEEK ELEVEN		
TUESDAY	NOVEMBER 03	Work Day.
THURSDAY	NOVEMBER 05	Virtual class.
WEEK TWELVE		
TUESDAY	NOVEMBER 10	Project #6 DUE by 11:59pm. Upload digital images of your project into corresponding file in CANVAS.
THURSDAY	NOVEMBER 12	Virtual class. Critique project # 6.
WEEK THIRTEEN		
TUESDAY	NOVEMBER 17	Project #7 DUE by 11:59pm. Upload digital images of your project into corresponding file in CANVAS.
THURSDAY	NOVEMBER 19	Virtual class. Critique Project #7
WEEK FOURTEEN		
TUESDAY	NOVEMBER 24	Thanksgiving Holidays. No Classes
THURSDAY	NOVEMBER 26	Thanksgiving Holidays. No Classes
Students do not return to class after Thanksgiving Holidays.		
WEEK FIFTEEN		
TUESDAY	DECEMBER 01	Work Day. VIRTUAL CLASS.

Be sure to be preparing files for final portfolios.

THURSDAY DECEMBER 03

LAST CLASS DAY

Portfolios due by 11:59 pm.

Upload as a digital file into corresponding folder in CANVAS. Must include projects.

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 also learn by participating in online learning, discussions, and demonstrations. 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, portfolio, and participation in online class requirements in CANVAS. Other methods could be determined by the instructor.

ATTENDANCE POLICY:

This is a studio course, and as such, ATTENDANCE IS MANDATORY. You will be required to upload projects by due dates, and participate in discussion boards. You must log into CANVAS a minimum of 3 times per week. As well as continue to participate in any scheduled class periods through ZOOM meetings. The student is responsible for notifying the professor of absences, if they are unable to log in to CANVAS for a week. Email will be considered as a notification.

Composition and Design meets 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.

For any situation that concerns attendance/absence, contact the professor through your official Patriot email account.

To contact me through email, DO NOT use the email in CANVAS, instead use my official UTT 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(CRN) 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.

The student is responsible for any material missed.

Official UTT Attendance Policy can be found in UTT Catalog.

<https://www.uttyler.edu/catalog/files/2020-2021-ut-tyler-catalog.pdf>

GRADING:**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.

IP and/or hardware problems are not an acceptable excuse for missing submission deadlines of assignments.

CANVAS access is available to every student in the Library and Computer Lab.

If you cannot turn in a project electronically, you must consult with me.

FINAL GRADE:

Completion of Assigned Projects #1-#7	60%
Homework assignments	30%
Presentations	05%
Final Portfolio	05%

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. 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 and will be reported to school. 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.utt Tyler.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:

<https://www.utt Tyler.edu/registrar/policies/repeating-courses-grade-replacement.php>

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.utt Tyler.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.