



Spring 2026 Section 001 (CRN: 20723) 6 Credits 01/12/2026 to 05/01/2026.

Meeting Times and Location

Arts and Science Building Room 210 **from 10:10 – 12:10 p.m. MoWeFr**

Course Description

Designed for students who have completed at least 6 hours of Spanish or the equivalent, this accelerated 6 credit hour course emphasizes speaking, listening, and reading skills along with continued grammar and vocabulary development and study of Hispanic culture.

Contact Information

Instructor Name: Professor Ramiro Ardón

Office Location

Phone Number

Email: rardon@uttyler.edu

Best way to contact: rardon@uttyler.edu

Office Hours: Days/Times AND: by appointment only before or after class.

I will respond to emails within 24 hours, if classes are in session, and if it is not a weekend.

Course Resources:

Textbook: *Tu Mundo español sin fronteras*, 3rd Edition

ISBN10: 1260899802 | ISBN13: 9781260899801

By Magdalena Andrade, Jeanne Egasse, Elías Miguel Muñoz and María Cabrera-Puche

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The book comes with one registration code for accessing CONNECT which contains the **digital** textbook, Tarea, Adaptive Learning, Exercises and additional resources for this course. The printed version of *Tu Mundo* will be used for reference and to complete

activities in the classroom. **You may use the digital copy since you are required to bring a laptop to the classroom.**

Supplies:

- **Spiral Notebook (required)**
- Index cards (optional)
- Markers
- A 2" three ring binder and dividers (**highly recommended**)

Recommended Reference Book:

501 Spanish Verbs, 10th Ed. | by Christopher Kendris Ph.D. and Theodore Kendris Ph.D.

A Spanish/English Dictionary of your choosing

A Spanish/English Visual Dictionary to quickly expand your vocabulary one option is
<https://www.dk.com/us/book/9781465459312-spanish-english-bilingual-visual-dictionary/>

Course Policies:

Attendance Policy: Students must be on time for class. Every three tardies greater than 20 minutes count as one absence. If the student knows he/she is going to be late or absent for class, he/she must notify the professor ahead of time. Notifying does not excuse the absence or tardy, **but leniency will only be considered with prior notification.** More than three unjustified absences from class may affect your final grade. For example, if a student earns a B in the course, but has more than three absences, the student will receive a C. Make sure to bring justifiable excuse notes to the professor.

The same rule applies if you leave the classroom more than twenty minutes before dismissal. Three times a student has left the classroom more than twenty minutes before the class ends, he/she will be counted absent. Since this is a language course, active participation in listening and speaking is vital. For that reason, you must be in the classroom for the whole time that has been established by the educational institution. Students with (3+) absences will lose the right to earn any extra credits. **Just make sure you notify the professor if you, for any reason, are going to be absent, arriving late, or leaving early for/from class.**

Excused Absences

When accompanied by appropriate documentation, there will be no penalty to your attendance grade for the following absences:

- UT Tyler-Sponsored Events. If you will be absent due to participation in a university sponsored/approved event, you **MUST** notify me in writing via email at least one week in advance of the absence. It is your responsibility to make prior arrangements for coursework. A university sponsored/approved event is an activity where:
 - o the student is an official representative of the university;

- o the university financially supports the activity and/or travel for the event; or
 - o the student is required to attend to maintain a scholarship.
 - o Note: In order to be considered an excused absence, you must be required to attend, engage in conducting the event, or serve as a leader of the organization involved.
- Religious Observance. Please notify me at least one week in advance (refer to Texas Education Code 51.911 for the definition of a religious holy day).
- Illness. Please contact me as soon as possible if you are unable to attend class due to illness, whether your own or illness is on the part of a family member for whom you are a caregiver.
 - o Documentation is required.
 - o Medical emergencies for pets are also counted as excused absences, although I ask that you not miss class if another family member is able to take the pet to the vet on your behalf. Vet appointments for non-emergencies should not be scheduled during class and would fall under “scheduled routine medical care” in unexcused absences below.
- Childbirth for yourself, partner, or immediate family member
- Funeral or wedding for close family member
- Jury duty
- Last minute car trouble, e.g. an accident on the way to school or flat tire the morning of class.
 - o **When it comes to car trouble, I reserve the right to begin marking you absent if you have a pattern of repeated car-related absences. Of course, accidents happen, and everyone has car trouble now and then, but as a matter of habit you need to find reliable transportation that gets you to school on time.**

This list is not exhaustive, and I reserve the right to excuse an absence not on this list if I judge the student has a pressing reason to miss class. Keep in mind that **except in cases of last-minute illness/other genuine emergency, you should always contact me before the class period that you will miss** with the relevant documentation. In case of a last-minute illness/other emergency that prevents you from contacting me prior to class, please send me an e-mail (rardon@uttyler.edu) within 48 hours of your absence if at all possible.

Unexcused Absences

The following situations will result in being marked absent:

- Illness with no documentation (e.g. messaging the professor that you don't feel good, but you have no doctor's note/urgent care documentation)

- Trips (e.g. cruises, vacations, honeymoons)
- Scheduled routine medical care (e.g. routine dental cleaning)

This list is not exhaustive, and I reserve the right to mark you absent for reasons not listed above (including, for example, leaving class for excessive lengths of time and/or phone use during class).

Withdrawing From the Course

If you are unable to complete this course, drop/withdraw by the university's required withdrawal date. After this date, students can no longer formally drop/withdraw from courses and will receive grades based upon the work completed if they choose to discontinue attendance.

AI is Not Permitted in this Course:

I expect all the work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other Generative Artificial Intelligence (GenAI) to aid in graded work, including brainstorming. The use of translation apps like Spanish Dictionary or Google Translate may be used at the word level, but must not be used to translate full sentences, paragraphs, or essays. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values. **Spell check in Word or Google Docs is permitted.**

Use of mobile phones/earbuds in class is not allowed

Please abstain from using your mobile phones in the classroom during class unless it is required by the teacher for oral language purposes. If you are expecting an important phone call during class, please notify the teacher ahead of time. **The excessive use of your mobile phone during class for personal usage is going to be penalized by reducing your participation grade.** This is a language acquisition class, consequently, you must be always engaged in class participation. Please do not wear your earphones (earbuds) during class. **The instructor will infer you are listening to music.**

***Follow Due Dates:** Due dates for all the assignments are listed in Canvas. All dates and times are based on CST. **Assignments turned in late will receive partial credits. You will lose 5% daily, up to six days, of the grade value of that assignment.** Past the six days, the assignment will receive a zero. This is for the writing assignments, not Connect Tareas.

Minimum Technical Expectations:

- To successfully complete this course, in addition to the requirements listed in your syllabus, you will need to have access to reliable internet connection (High-speed internet connection preferred)
- Required computer and browser for Canvas and McGraw-Hill Connect
- Headphones with microphone capabilities connected to a computer (for Online oral activities/exams)

- Students must be able to open and/or submit documents on MS Word and PowerPoint. Access to Microsoft Office.
- You must bring your laptop with enough charge to class and ready to use. We will be taking unexpected quizzes during the semester. You must have headphones because you will be completing some listening activities, quizzes, and exams.

Canvas:

[Basic computer specifications](#)

[Browsers that support Canvas](#)

[McGraw-Hill Connect system requirements](#)

Netiquette Expectations:

- Standards of courtesy and respect must always be maintained in the classroom. Join the classroom oral language activities with respect and remember that consideration for others is crucial for any intellectual discussion.
- Name-calling and personal attacks are not permitted in our learning environment. **Neither the use of inappropriate language.**
- Any violation of the standards of appropriate behavior will be reported to the Dean of Students and appropriate disciplinary action will be taken by the university.

CLASS POLICIES

- Complete the activities in Canvas by the due date.
- Be polite and considerate.
- Reach out via email or in person as soon as you have a question. Do not wait until the day of the test to ask questions.
- **Read the syllabus more than once!**
- No make-up exams will be given. All online assignments must be submitted on time to get credit.
- No Incomplete (I) grades will be granted except under unusual circumstances.

METHOD OF EVALUATION:

100-90	A
89-80	B
79-70	C
69-60	D
59 and below	F

GRADE DISTRIBUTION

Homework (Connect & Canvas)	25%
Chapter Tests (Chapters 8 – 14)	35%
Chapter 14 & Final Exam (cumulative)	10%
Oral Exams (Oral Language Practice in the Classroom)	10%
Active Class Participation (Reading, Writing, Listening, Speaking)	15%
Class Attendance	5%
Extra Credits (Perfect Attendance)	3%

Check “Grades” in Canvas regularly for your grades. If you have questions about any grade, contact your professor immediately.

EXPLANATION OF COURSE COMPONENTS

Connect Homework, Chapter Tests, and Final Exam

CONNECT is where the digital textbook, (La tarea), Adaptive Learning, and all the assignments are located. This semester we will cover Chapters 8 through 14. **We will cover and complete some exercises from chapter 15.** There will be a final comprehensive exam from all the chapters very similar to the tests of each chapter. **It is embedded in the test for chapter 14.**

You are allowed to work on the CONNECT Assignments (La tarea) as many times as you like. If you are not happy with the points you earned the first time, you can work on it repeatedly until you accomplish your goal. If you have any technical problems, **please let McGraw-Hill** know about it.

NOTE: If you decide to use the 14-day free trial from McGraw-Hill, **please make sure to use the same email address when signing in.** If you do not use the same email, everything that you may have done in CONNECT will not transfer to CANVAS.

NOTE: All CONNECT EXERCISES are due on the due date for the chapter exam at 10:10 A.M. Assignments will be graded via McGraw Hill and grades will show in both CANVAS and CONNECT. **Late assignments will receive partial credit.**

CONNECT TESTS

There will be 7 tests for the material covered in CONNECT. The CONNECT tests are in CANVAS. **If for medical or emergency reasons you cannot take a test,** you will have to take it the same day you take the next chapter exam. You may also be allowed to take the missing exam at the testing center. But it is your responsibility to make the necessary arrangements with the personnel at the testing center in the library.

You will take all the chapters’ exams in the classroom. Only students with some specific accommodation will be allowed to test at the testing center. If you access an exam and then close your browser or abandon the exam without submitting the answers, you will get a zero for that exam and you will not be able to retake it. **YOU MUST NOT ACCESS ANY EXAM**

MORE THAN ONCE UNDER ANY CIRCUMSTANCES, unless there is a technical issue with the McGraw-Hill Connect platform.

You are expected to complete all the exams without using the textbook or assistance from anybody or from any source. Scholastic dishonesty is an unacceptable mode of conduct. Cheating on an exam in this course will be dealt with according to university policy on scholastic dishonesty. All the exams are timed.

These tests cover the material presented in CONNECT (textbook and exercises). They must be taken as scheduled (no exceptions).

Note: You will have access to see the Feedback of your exams after the due date.

There will be two oral exams. You will be graded on pronunciation, accuracy, grammar, fluency, and intonation.

Delivery method for grade items

The points earned for CONNECT assignments will be posted in CONNECT's gradebook and in CANVAS. Your tests' grades and exercises grades will be posted in CANVAS under "Grades" tool immediately after the due date. Your grade for the oral exam will be available at "Grades" within 48 working hours after the oral exam closes. If the test is on a Friday, the grades will be available on Monday.

CLASS PARTICIPATION

Active class participation is essential in a course whose main objective is language practice. Good class participation requires regular attendance, and actual involvement in all class activities and assignments. To obtain a good grade for participation, you must turn in ALL homework on time and participate in the oral language activities in the classroom. Please try to avoid personal English conversations during class. **Using the cell phone for personal usage during class will affect your participation grade.**

Extra Credits. - You will have the opportunity to earn extra points by completing some extra credit activities. **If you miss class no more than three times during the semester,** you may have the opportunity to turn in some writing and speaking assignments into a video, to make up for the missing classroom work. Extra credit is calculated at the end of the semester and awarded to students that complete the final written assignment about the course (up to 2%, scored based on adherence to the prompt).

Perfect Attendance Extra Credits. - If you come to class on time and do not miss a single day during the semester, you will be rewarded with a 3% extra credit on top of your grade received from La tarea, Connect Tests and Participation grade.

COURSE CONTENT

In Spanish 2611, we will cover Chapters 1 to 7 in *Tu Mundo*:

1. Verbs with irregular Preterite Forms
2. Stem-Changing Verbs in the preterite
3. Verbs with Special Meaning in the Preterite
4. Expressing ago: hace + (time)
5. Expressing Age: The Verb **tener**
6. Personal and Impersonal Direct Object Pronouns (la, la los, las)
7. Using Affirmative and Negative Words: alguien, nadie, algo, nada
8. Expressing one or you: The impersonal **Se**
9. More on **-e to -i** Stem-Changing Verbs
10. Prepositions and Pronouns
11. The Imperfect Tense
12. Talking About Past Actions in Progress: The Imperfect Progressive
13. Using the Imperfect to Express Intention: ir a, querer and pensar + infinitive
14. The Present Perfect
15. Destination and Time: **por** and **para**
16. Using the Imperfect and the Preterite Together
17. Present Subjunctive with querer, recomendar, and Other Verbs of Volition
18. The Subjunctive in Time Clauses
19. Indirect Object Pronouns with Commands and the Present Subjunctive
20. Unplanned Occurrences: **Se**
21. Describing **Ser** and **Estar**
22. Informal Commands
23. More Uses of the Subjunctive
24. Narrating Past Experiences: The Present Perfect, Imperfect, and Preterite
25. Price, Beneficiary, and Purpose: **por** and **para**
26. Using Indirect and Direct Object Pronouns Together
27. Pronouns Placement Summary
28. Opinions and Reactions: Indicative and Subjunctive
29. The Future Tense
30. More Uses of the Subjunctive
31. The Conditional
32. Past Subjective and Summary of Uses of the Subjunctive
33. Expressing Reactions: More Verbs Like **Gustar**

COURSE DELIVERY METHOD

Lecture; face-to-face

Presentations

Power Points

Course Calendar Spring 2025

Date	Chapter and activities description
01/12/2026 Chapter 8	Read the Syllabus and get access to McGraw-Hill Connect. Review regular preterite forms from Chapter 7. Introducción capítulo – 8 Hablando del pasado Verbs with irregular Preterit Forms, vocabulary, oral language practice
01/14/2026 Chapter 8	Capítulo – 8 Hablando del pasado Verbs with irregular Preterite Forms, vocabulary, oral language practice
01/16/2026 Chapter 8	Capítulo – 8 Hablando del pasado Stem-Changing Verbs in the Preterite, vocabulary, oral language practice
01/21/2026 Chapter 8	Capítulo – 8 Hablando del pasado Verbs with Special Meaning in the Preterite: conocer, poder, querer, saber, tener, vocabulary, oral language practice
01/23/2026 Chapter 8	Capítulo – 8 Hablando del pasado Expressing ago: hacer + (time), vocabulary, Oral Language Practice
Chapter 8 Examen	Capítulo - 8 Hablando del pasado Review the chapter skills leaned in the chapter, oral language practice, Take the Exam for Chapter 8
01/28/2026 Chapter 9	Chapter 9.- ¡Buen provecho! Introduce vocabulary and grammar skills covered in the chapter
01/30/2026 Chapter 9	Chapter 9.- ¡Buen provecho!

	Personal and Impersonal Direct Object Pronouns: lo, la, los, las, Vocabulary, Oral Language Practice
02/02/2026 Chapter 9	Chapter 9.- ¡Buen provecho! Using Affirmative and Negative Words: alguien, nadie, algo, nada, Vocabulary, Oral Language Practice
02/04/2026 Chapter 9	Chapter 9.- ¡Buen provecho! Expressing one or you: The Impersonal Se , Vocabulary, Oral Language Practice
02/06/2026 Chapter 9	Chapter 9.- ¡Buen provecho! More on -e to -i Stem-Changing Verbs, Vocabulary, Oral, Language Practice
02/09/2026 Chapter 9 Examen	Chapter 9 Los recuerdos Review Skills Learned in the Chapter, Oral Language Practice, Take the Exam for Chapter 9
02/11/2026 Chapter 10	Chapter 10 Los recuerdos Introduce vocabulary and grammar skills covered in the chapter
02/12/2026 Chapter 10	Chapter 10 Los recuerdos Prepositions and Pronouns, Vocabulary, Oral Language Practice
02/16/2026 Chapter 10	Chapter 10 Los recuerdos The Imperfect Tense, Vocabulary, Oral Language Practice
02/18/2026 Chapter 10	Chapter 10 Los recuerdos Talking About Past Actions in Progress: The Imperfect Progressive, Vocabulary, Oral Language Practice
02/20/2026 Chapter 10	Chapter 10 Los recuerdos Using the Imperfect to Express Intention: ir a, querer, and pensar + infinitive
02/23/2026 Chapter 10 Examen	Chapter 10 Review Skills Learned in the Chapter, Oral Language Practice, Take the test for chapter 10

02/25/2026 Chapter 11	Chapter 11 De viaje Introduce vocabulary and grammar skills covered in the chapter
02/27/2026 Chapter 11	Chapter 11 De viaje The Present Perfect, Vocabulary, Oral Language Practice
03/02/2026 Chapter 11	Chapter 11 De viaje Destination and Time: por and para , Vocabulary, Oral Language Practice
03/04/2026 Chapter 11	Chapter 11 De viaje Polite (usted) Command, Vocabulary, Oral Language Practice
03/06/2026 Chapter 11	Chapter 11 De viaje Using the Imperfect and the Preterite Together, Vocabulary, Oral Language Practice
Spring break	Spring Break March 9 – 13
03/16/2026 Chapter 11 Examen	Chapter 11 De viaje Review Skills Learned in the Chapter, Oral Language Practice, Take the test for chapter 11
03/18/2026 Chapter 12	Chapter 12 La salud Introduce vocabulary and grammar skills covered in the chapter
03/20/2026 Chapter 12 Oral Exam I	Chapter 12 La salud Present Subjunctive with querer, recomendar, and Other Verbs of Volition, Vocabulary, Oral Language Practice
03/23/2026 Chapter 12	Chapter 12 La salud The Subjunctive in Time Clauses, Vocabulary, Oral Language Practice
03/25/2026 Chapter 12	Chapter 12 La salud Indirect Object Pronouns with Commands and The Present Subjunctive, Vocabulary, Oral Language Practice

03/27/2026 Chapter 12	Chapter 12 La salud Unplanned Occurrences: Se
03/30/2026 Chapter 12 Examen	Chapter 12 La Salud (Last day to withdraw from course) Review Skills Learned in the Chapter, Oral Language Practice, Take the test for chapter 12
04/01/2026 Chapter 13	Chapter 13 La familia y la crianza Introduce vocabulary and grammar skills cover in this chapter
04/03/2026 Chapter 13	Chapter 13 La familia y la crianza Describing Ser and Estar, Vocabulary, Oral Language Practice
04/06/2026 Chapter 13	Chapter 13 La familia y la crianza Informal Commands, Vocabulary, Oral Language Practice
04/08/2026 Chapter 13	Chapter 13 La familia y la crianza More uses of the Subjunctive, Vocabulary, Oral Language Practice
04/10/2026 Chapter 13	Chapter 13 La familia y la crianza Narrating Past Experiences: The Present Perfect, Imperfect, and Preterite, Vocabulary, Oral Language Practice
04/13/2026 Chapter 13 Examen	Chapter 13 La familia y la crianza Review Skills Learned in the Chapter, Oral Language Practice, Take the test for chapter 13
04/15/2026 Chapter 14	Chapter 14 De compras Intro vocabulary and grammar skills...Price, Beneficiary, and Purpose: por and para , Oral Language Practice.
04/17/2026 Chapter 14	Chapter 14 De compras Using Indirect and Direct Object Together, Vocabulary, Oral Language Practice
04/20/2026 Chapter 14	Chapter 14 De compras

	Pronoun Placement Summary, Vocabulary, Oral Language Practice
04/22/2026 Chapter 14	Chapter 14 De compras Opinions and Reactions: Indicative and Subjunctive, Vocabulary, Oral Language Practice
04/24/2026 Chapter 14	Chapter 14 De compras Review Skills Learned in the Chapter, Oral Language Practice, Take the test for chapter 14
04/27/2026 Chapter 14 Oral Exam II	Chapter 14 De compras Review Skills Learned in the Chapter, Oral Language Practice, Skits, Oral Exam II
04/29/2026 Final Exam	Examen final Capítulo 14 (It contains content from chapter 14 and some questions from previous chapters)

Disclaimer: The dates of the activities on the calendar are subject to change if necessary.

Student Learning Outcomes

Upon successful completion of this course, students will:

1. Engage in conversations using level-appropriate grammatical structures including narrating events that take place in the present and past, and producing questions and responses on a variety of topics dealing with everyday life.
2. Demonstrate understanding of level-appropriate spoken Spanish.
3. Write simple sentences and organize them into short paragraphs.
4. Read and comprehend level-appropriate texts.
5. Identify and discuss traditions, customs, and values of the Hispanic world.
6. Compare and contrast the traditions, costumes, and values of the Hispanic world with characteristics of their own culture.

STUDENT RESOURCES

Resources to assist you in the course:

- [UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning)

- [UT Tyler Writing Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [UT Tyler Supplemental Instruction](#)
- [Upswing \(24/7 online tutoring\) - covers nearly all undergraduate course areas](#)
- [Robert Muntz Library and Library Liaison](#)
- [Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)
- Digital Support Toolkit (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)
- LIB 422 -- Computer Lab where students can take a proctored exam
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)
- [Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

- [UT Tyler Counseling Center](#) (available to all students)
- [MySSP App](#) (24/7 access to Student Support Program counseling through phone or chat and online wellness resources available in a variety of languages)
- [Student Assistance and Advocacy Center](#)
- [Military and Veterans Success Center](#) (supports for our military-affiliated students)
- [UT Tyler Patriot Food Pantry](#)
- [UT Tyler Financial Aid and Scholarships](#)
- [UT Tyler Student Business Services](#) (pay or set up payment plans, etc.)
- [UT Tyler Registrar's Office](#)
- [Office of International Programs](#)
- [Title IX Reporting](#)
- [Patriots Engage](#) (available to all students. Get engaged at UT Tyler.)

UNIVERSITY POLICIES AND INFORMATION

Withdrawing from Class: Students, you are allowed to [withdraw](#) (drop) from this course through the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, and speak with your advisor, and visit the One-Stop-Shop (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career¹. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance.

CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#).

CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course.

CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

Artificial Intelligence Statement: UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased.

Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met:* (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or

NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy: Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

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 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 the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa: To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA: UT Tyler follows the [Family Educational Rights and Privacy Act \(FERPA\)](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities: This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays: This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students: This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry: We respect the right and privacy of students 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>.