

**CRIJ 4355 – Senior Seminar  
Spring 2021 Section 060  
University of Texas at Tyler**

Synchronous Online Course

Dr. Jennifer Klein  
Office: CAS 135

Office Hours: Tuesday 9:00am-12:00pm by Zoom only

Meeting ID: 903-566-7438 Passcode: Klein

Additional Appointments Available Upon Request

Phone: (903) 566-7438

Email: [jenniferklein@uttyler.edu](mailto:jenniferklein@uttyler.edu)

**Course Prerequisite:**

All core Criminal Justice major requirements. Course to be taken in the semester of graduation.

**Course Description:**

CRIJ 4355, Senior Seminar, is one of the final courses you will take as an undergraduate criminal justice student at the University of Texas at Tyler. This course is very different from other courses you have completed thus far. While this course will still be academically demanding, it is meant to help students with the transition from college student to working professional in the criminal justice system. One of the major goals of this course is to help students prepare for job searches, interviews, and employment in policing, corrections, law adjudication, and other related fields.

This course will focus on three main areas of study: Employment, Research, and Policy Application. We will focus on these topics throughout the semester, but they are interwoven throughout the course in terms of assignments and class meetings. In terms of employment, students will have the opportunity to create and improve resumes, find current employment opportunities, and even mock apply to these positions. The research and policy aspects of the course are interconnected. Beginning with research, students will apply the concepts and knowledge learned in CRIJ 4322 (Research Methods) and individually research the effectiveness of a current policy.

Within the Research Methods course, you should have already been exposed to survey creation, data collection, analysis and interpretation of the results in written format. Instead of the group work encountered in the Research Methods course, you'll be on your own in Senior Seminar. The research portion of the class will be an individual requirement and by the end of the semester, students will have completed their own research evaluation of a current criminal justice policy. Within the policy section of the course, students will use the findings from their research project to make suggested changes to the policy to improve that policy's efficacy. While this course does have a reputation for being work intensive, by the end of the semester, students

will have the tools to gain employment, evaluate research and promote efficient and ethical criminal justice policies.

**Required Course Materials:**

- 1) Harr, J. S. & Hess, K. M. (2010). *Careers in Criminal Justice and Related Fields: From Internship to Promotion*, 6<sup>th</sup> Edition. Cengage Publishing. ISBN-13: 978-0495600329
- 2) Welsh, W. N. & Harris, P. W. (2016). *Criminal Justice Policy and Planning*, 5<sup>th</sup> Edition. Routledge Publishing. ISBN-13: 978-1317271550

**Course Objectives:** During the semester, students will be expected to:

- 1) Develop an understanding of the job market for criminal justice graduates.
- 2) Create a quality resume and cover letter for a job application.
- 3) Learn how to successfully interview for a variety of positions.
- 4) Learn how to gain promotion within their careers.
- 5) Understand the basic concepts of both quantitative and qualitative research.
- 6) Evaluate published research for its scientific merit and real-world implications.
- 7) Learn how to complete a polished research project, and how to present and report findings.
- 8) Understand that as UT Tyler graduates they have the potential to affect policy.
- 9) Learn how to discuss policy issues in a variety of situations.
- 10) Practice presenting arguments related to criminal justice policy.

**Course Policies**

**COVID-19 and this Course:** As you are well aware, this is not a normal semester and right now, you are not experiencing a typical college experience. This course is completely online, but is synchronous at times, and has weekly deadlines. I am very sympathetic to what is happening in the world right now. If you test positive for COVID-19, please let me know as soon as you are able to do so. We can work out a plan to make sure you can make up whatever work you lose when you are too ill to work.

I know that many of our students have families, including children and older parents that they are the primary caretakers for. Being a caretaker or a parent is a huge responsibility and that can take a toll on school work. If your family member has tested positive for COVID-19, please let me know when you are able to do so and we can figure out a plan together.

If you have tested positive for COVID-19, please let me know or inform the university through this link: [https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout\\_id=32](https://cm.maxient.com/reportingform.php?UnivofTexasTyler&layout_id=32) or call the UT COVID-19 hotline at: 903.565.5999

**COVID-19 and On-Campus Activity:** Although this is an online course, I imagine that many of you will be on campus at some point this term. Please note that if you come to campus, please follow proper social distancing protocols, wash your hands/use hand sanitizer, and please make

sure to wear a mask. I know that there are some of you who are resistant to wearing a mask, but it is a campus-wide rule handed down from the UT Tyler Administration and it will be enforced in public spaces. Please do your part to help stop the spread of the virus so that we can get back on track and back in the classroom. For more information about UT Tyler's plan to open campus safely, please visit: <https://www.uttyler.edu/reboot/>

*Official Statement from UT Tyler:* Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by [Procedures for Fall 2020 Return to Normal Operations](#). The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

**Scheduling Changes:** At this time, I do not expect any scheduling changes as this is an online course with pre-recorded lectures. However, that does not mean that there won't be scheduling changes made by the university overall. Please keep in mind that I will do everything possible to mitigate the level of confusion associated with those changes, but some things may be out of my control. If changes need to be made, I will inform you as soon as I am able. As of right now, you have everything you need for the full semester. In the event that I get ill, you will be informed of who will be taking over the course and for how long.

**Class Conduct:** Students are expected to conduct themselves in a courteous manner, both in their interactions with other students and with the professor. As this is an online class, you are permitted to work at your own pace but must complete all work as required by the instructor. Additionally, we will be meeting almost weekly via Zoom. That means that all regular class conduct is expected of you. When we meet via Zoom I expect you to be on time, prepared for class, have your camera turned on, and are dressed for class. You wouldn't come to campus in a bath towel or your pajamas, so please don't come to Zoom class that way either.

Furthermore, this class is an exercise in professionalism in the workplace. As you are preparing to enter into the workforce (you may even be there already), it is important that you treat this class as though it were your job. Late work and poor attitudes are not acceptable in this class or any other. Please be respectful of others' opinions and experiences, and do not be aggressive or combative over the topics being discussed in the course. You are all adults and are expected to use Netiquette appropriately while working in an online class.

**Repeat Student Clause:** While it is rare, I do have some students repeat this course for one reason or another. Primarily, students repeat this course because they do not complete the

Capstone Exam or the Major Field Test (MFT). I will discuss those two exams in more detail later in the syllabus. Please note that if you are a repeat student, you will need to complete this course from scratch. That means all of the assignments you submit must be original work completed this term. If you resubmit assignments from last term that are verbatim, this is considered self-plagiarism and you will receive zeros for those assignments. This rule applies to all assignments (the small ones through the major research project). Please note that you must also pick a new research topic to study this term. You will not be permitted to complete the same research project two semesters in a row.

### Course Grade

Your course grade for the semester is dependent on the work that you put into the class. I do not curve grades, nor do I offer extra credit at the end of the semester. I am a firm believer in the idea that you earn the grade that you earn. I do not “give” grades; you are the ones to earn your grade in this class. **Please do not ask for extra points at the end of the semester that would boost you to the next letter grade – they will not be given.**

### Beginning of the Semester Quizzes/Assignments

*Syllabus Quiz:* To ensure you are prepared for the semester, you will have two activities to do in the first days of class. First, I require that students read this syllabus thoroughly and completely outside of class. You will then take an online quiz to test your comprehension of the material covered here. Think of this syllabus as a binding contract – if you violate its rules and regulations, you will be penalized.

*Plagiarism Tutorial:* Each semester, I encounter multiple instances of plagiarism in all of my classes. Some of you may think that you are writing papers correctly and are not guilty of plagiarism, but are unaware of what really constitutes this violation. Therefore, you will be required to review material on plagiarism and APA citation skills before this class begins in earnest. If – after you review this material – you plagiarize in my class, you will automatically fail the assignment and possibly the entire course as that is within my discretion as a professor. This is your one warning. The plagiarism materials can be found with the other Week One work, and will be worth 20 points toward your final grade. You must submit the plagiarism certificate by the deadline. Late submissions will not be accepted.

### Synchronous Zoom Meetings:

Traditionally, I teach this course as an asynchronous online course but this semester I am going to try something different and have us meet once a week together in Zoom. This would be your opportunity to ask questions, get feedback, and explore the weekly topics in a way that is different from lecture. That being said, there are still online lectures that you will have to watch every week which will help with the assignments provided.

These meetings will primarily focus on the research project and the different components that you will have to complete throughout the semester. We will not meet every single week though. You will need to watch the semester schedule to see which weeks we meet online and

which ones are independent work weeks. However, I will have office hours weekly in addition to the synchronous lectures this semester. If we don't meet as a group one week and you do still want to meet with me independently, then please come to office hours or schedule an appointment please. These synchronous meetings are mandatory and will count for 10 points each week.

### **Research and Policy Assessment:**

As part of your final semester experience here at UT Tyler, students are required to demonstrate that they can analyze data, apply it to problem-solving issues, and critically think about solutions to real world problems. This semester, you will be investigating community member perceptions of a topic of your choosing. You will need to collect data, and analyze that data. Then you will need to write a literature review, and present your methodology and results at the end of the semester. While more instructions will be provided on Canvas, you will find a list of all assignments related to this project below. Please be aware that all assignments described below are not group assignments.

### **Research Project**

Before getting into the descriptions of the semester assignments, please note that each step of the research project requires specific approval from me before you can move on to the next step of the project. If you do not receive approval from me and you choose to move on to the next step of the project, all subsequent assignments will result in a zero. For example, if you do not receive approval from me on the topic selection, and you move on to survey creation, you will receive a zero on the survey creation assignment because you did not get approval to move forward with your research.

**Project Topic Selection:** The first step in this project is to choose a topic. This semester, you will be allowed to choose your own topic. Your topic must have a criminal justice focus AND it must focus on the bigger picture of the CJ system. This is a very early assignment and you must submit by the listed due date. This assignment is worth 10 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless as it will shape the entire remainder of the semester. Think about this topic choice a little bit as you will not be allowed to change topics later.

**Literature Review:** In the first assignment for your research project, you will be required to examine your chosen topic/policy as it currently exists. This is essentially, a literature review that examines any current legislation and background research as it pertains to your topic. This section of the paper will need to be completed before you can begin the research component of the project. This section of the presentation is worth 50 points toward your final grade. I will provide feedback on the paper and that feedback must be incorporated before the poster submission at the end of term. Please see Canvas for instructions regarding the formatting and word limits of the literature review.

**Methodology:** In the second section of your research project, you will need to describe your methodology and analysis plan for the research paper you completed. This section of the

paper is worth 50 points toward your final grade. This will be done before your survey is created and before data collection occurs. Again, all feedback I provide must be incorporated before the submission of the before the poster submission for the end of term. Please see Canvas for instructions regarding the formatting and word limits of the methodology.

**Survey Creation:** As part of this project, you will need to individually create a survey that asks questions regarding your chosen topic. Largely this project will focus on your participants' views toward your chosen topic. Therefore, your measures must examine how people view the topic in general. The survey must be created using Google Forms, and must be submitted by the due date listed. The survey must follow the principles you learned in CRIJ 4322 (Research Methods) regarding survey creation and measurement. This assignment is worth 25 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless. Once the survey is created, I will provide feedback for you. You are NOT permitted to collect data until you have my written approval for you to do so.

**Data Collection:** Once your survey is approved, you will be permitted to begin data collection. You must collect your data based on the collection technique described in the methodology section you wrote earlier in the semester. You must collect a minimum of 20 participants. You can ask family, friends, or complete strangers to take the survey, but you must have at least 20 people complete it. The data must be submitted through Canvas by the due date listed.

I encourage you to go above and beyond in this area – the more data the better. Within this section of the course, I will offer an extra credit opportunity for you all. For every 10 additional participants you collect responses from, I will give you 1 extra credit point (not to exceed 10 points, or 120 participants). For instance, if you submit responses from 50 participants, you will get 3 points of extra credit. As extra incentive, the one student who collects the MOST participants for the semester will earn an additional 5 points extra credit (15 points total). The course record to beat is 1,431 participants. This assignment is worth 25 points toward your final grade. If you do not submit on time, you must still complete this portion of the assignment regardless as you will need it for the final presentation and data analysis portion of the research project.

**Code Book:** Before you can complete your data analysis, you must create a code book for the different variables you included in the survey. This code book must contain the original measures and response options, and must also show the codified response options that you will use in your data analysis. This assignment is worth 25 points toward your final grade. Example code books can be found on Canvas.

**Data Analysis:** After collecting data from at least 20 participants (but hopefully way more than that), it will be time to analyze the data and present it in table form. This analysis will require you to complete univariate and bivariate statistics for your final poster presentation. I will provide you with a refresher on how to complete these analyses, but again, these are concepts you should have learned in Research Methods. This portion of the presentation will be included in the final presentation grade, but I am not requiring you to submit it separately to me.

**Research Poster Presentation:** In the final section of the research project, you will be required to complete a results section, and recommendations based on your findings. You will need to provide several concrete recommendations and changes to your policy program, and be prepared to orally discuss ways in which these changes would improve the criminal justice system from a political, economic and social perspective. In addition to submitting the results and policy recommendations, you will be submitting the revised versions of your literature review and methodology sections for a complete and final poster presentation submission. This assignment is worth 200 points toward your final grade and will be the last week of the regular semester.

### **Exams:**

**Capstone Assessment:** Because this is the Criminal Justice Program's Capstone Course, it is appropriate to assess students' comprehension of the learning objectives of all core (required) CJ courses. This examination will consist of 10 objective style questions from each of the core courses (excluding Ethics) in the CJ program and a short essay section. I will provide you with videotaped lectures through Canvas which will provide you with reviews from the core classes. You are responsible for watching these reviews, taking notes, and preparing for the exam. There will be no review sheets provided.

The Capstone Assessment is worth 100 points toward your final grade. **If you do not take the Capstone Assessment Exam, you will fail the entire course.** This exam cannot be made up even for medical reasons. This exam is part of our assessment purposes and it is imperative that all students take it during the same time. Please schedule your availability according to the scheduled dates listed in the Course Schedule for this exam.

**Major Field Test (MFT):** The second assessment exam of the semester is a national standardized exam covering key elements about the criminal justice system. While this exam is required for assessment purposes, it will not count toward your final grade. However, it must be completed in order for students to graduate from the Criminal Justice program at UT Tyler. Bonus points will be added to the student's semester average for each standard deviation above the national mean for that student's score. One to four grade points will be awarded to your final semester average depending on how well you score on the exam (one standard deviation above the mean).

**If you do not take the MFT Assessment Exam, you will fail the entire course.** This exam cannot be made up even for medical reasons. This exam is part of our assessment purposes and it is imperative that all students take it during the same time. Please schedule your availability according to the scheduled dates listed in the Course Schedule for this exam. **The exam takes 2.5 hours to complete.**

You will need to schedule a remote proctoring appointment with the company that hosts the Major Field Test. You will be provided a whole month to book an appointment and to schedule a proctor session for this exam. This company, Educational Testing Services (ETS), requires the appointment to be made 72 hours prior to the actual proctoring session. If you do not show up to your scheduled appointment, then the company forfeits your exam. The department

will be required to cover the cost of the exam regardless of whether you take the exam. If you are still within the available window to take the exam, you may schedule a second appointment to complete the exam BUT you will be required to pay out of pocket. The cost of this exam is roughly \$50. The department will not pay for your individual exam twice. This provides additional incentive for you to take this exam the first time you schedule the appointment. Please note that I am not affiliated with this company in any way, and I do not have access to the exam or to their scheduling process. This process is similar to taking any external, standardized exam through a proctor service.

In order to complete the exam through the remote proctoring session, you will need a laptop/desktop with audio/visual capabilities. You will need to download a unique browser in order to complete the exam through ETS, so a Chromebook or other similar computers probably won't work for this assignment. You are permitted to take the exam in the library, computer lab, or anywhere else on campus that allows for the use of institutional computers. You may also borrow someone's computer, but it is up to you to find a computer system that works for you.

There will not be any additional exams besides the MFT and Capstone Assessments. As this is an online course and you have ample time to complete both assessments, there will be no makeup exams provided for any reason. You must plan accordingly to make sure you are able to take the exams. I understand that students get sick or emergencies happen, but these exams are special and related to assessment. Please understand that it is possible to still make up other course work, provided that the student has documentation for the emergency. If you have Canvas issues, it is your responsibility to get those fixed before the exam occurs. Unless there is a widespread outage, individual technology issues may not be accepted as an excuse for an incomplete exam.

DO NOT wait until the last possible minute to take these exams. Weekday appointments allow for the best access to technical support and to me. If you wait until the last weekend before the due date to take the exam, you risk doing so on your own without any technical assistance. These exams occur near the end of the semester and the bulk of your work is already finished before these assessments happen. I really, really, really don't want to have to fail you for not taking these exams... But I will and I have done so in the past. Please don't try and call my bluff on this one. It's the only way you will automatically fail the course.

Technical Support for Educational Testing Service (ETS):

- Phone: 1-800-514-8491 (Monday – Friday, 8:00am to 6:00pm EST)
- Email: [MFTSupport@tests.com](mailto:MFTSupport@tests.com)
- After Hours Support: 1-800-514-8491 and Press 1

**Other Online Assignments:**

This semester, there will be some online lectures that are administered via pre-recorded videos. Some weeks you may not have a lecture and other weeks you might have multiple lectures. The nature of this course is different from those online classes you may have taken with me in the past. These online lectures and readings enable us to cover some material from your



textbooks, but also allows us to broaden the discussion surrounding employment, research, and policy. Please check your course schedule to determine when reading and lecture quizzes are due.

**Reading Quizzes** (10 points each): Each reading quiz will consist of 10 multiple choice/true-false questions derived from the text. This will assess how well you are reading the chapters and digesting the information. Reading quizzes will be worth 10 points per quiz and cannot be made up unless there are extenuating circumstances.

**Lecture Quizzes** (5 points each): Lecture quizzes will consist of five questions derived from the lecture materials. You must watch the lecture in order to complete the associated quiz. These quizzes will be worth 5 points each and cannot be made up unless there are extenuating circumstances.

**Online Weekly Activities:** Each week you will be required to complete an online activity that corresponds with the materials presented in the textbook or in lecture for the week. These will be online activities that will be completed individually. You will be provided with instructions for each activity, and they will differ based on what is required for the week. Each activity, no matter the assignment, will be worth 10 points toward your final grade. Please refer to the course schedule to see the format in which these activities will take place.

### **Extra Credit Opportunities:**

Our final issue to address is the idea of extra credit. There are two extra credit opportunities for you to be able to earn bonus points. As mentioned earlier, you can get up to 10 points extra credit when collecting your data. If you plan the survey out in advance and do well on that assignment, you can collect data early. Giving yourself the most amount of time possible will help you increase the number of people you collect surveys from. Also, have a good plan to distribute the survey to the most amount of people. Get that 10 points of extra credit if you can!

Next, if you do well on the MFT exam that is taken toward the end of term, you have the opportunity to earn up to 3 points extra credit on that exam as well. This occurs when you score above the national average on this exam. In the past, I have had students earn all 3 points and do very well on this exam. But remember, this one does not count toward your final grade. It's completion is for assessment purposes only. However, it is mandatory that you still take it in order to pass the class and graduate on time.

### **Final Grading Scale**

Your grade will consist of points awarded to the successful completion of the following components:

- Syllabus Quiz 20 points
- Plagiarism Activity 20 points
- Synchronous Zoom Meetings (7 x 10 points each) 70 points

- Project Topic Selection 10 points
- Codebook 25 points
- Data Collection 25 points
- Literature Review Writing Assignment 50 points
- Methodology Writing Assignment 50 points
- Results and Final Poster Presentation 200 points
- Capstone Assessment 100 points
- Weekly Reading Quizzes (9 x 10 points each) 90 points
- Weekly Lecture Quizzes (14 x 5 points each) 70 points
- Online activities (4 x 10 points each) 40 points

**(770 total points)**

Letter Grades will be assigned as follows:

Total Points	Grade Percentage	Letter Grade	Grade Points
770 – 693	100 – 90%	A	4.0
692.5 – 616	89.9 – 80%	B	3.0
615.5 – 539	79.9 – 70%	C	2.0
538.5 – 462	69.9 – 60%	D	1.0
461.5 – below	59.9% and below	F	0.0

### **Additional Policies**

#### **Late Assignment Policy**

As a general rule, I do not accept late assignments. I never spring any last-minute assignments on you – from the first day of class, you will know what is due and when it is due to me. It is up to you to plan accordingly as you have ample time to complete these assignments. If you do not turn in your assignments on time, it is a zero in the gradebook and I will not grade the assignment. If you are severely ill, you must inform me of your illness within 2 days of the missed assignment and it is mandatory for you to provide medical documentation to me in order to be eligible for a make-up. The same policy goes for a death in the family. I know this may sound strict to you, but time management is your responsibility in a university class. That being said, there are always individual exceptions – this semester seeing COVID-19 being the biggest exception.

#### **Email Policy**

I like to keep open lanes of communication between students and myself. If you need to ask any questions or discuss anything class related, please do not hesitate to email me or call me during office hours. As I said before, please include CRIJ 4355 in the subject line so I know that it is class related. You may also email me through Canvas, but please do not leave comments in the assignments themselves. I do not go back and check for those. My preferred method of contact is through email, please try that first. Also, it is polite to address your instructors by their chosen title. Do not email and simply say “Hey,” as it does not make me the happiest of professors.

Proper introductions to emails and a little professionalism go along way with me and with all of your other instructors and professors as well.

You are responsible for checking your email daily. I frequently email students individually or as a group – if I send you an email I assume that you have read it and are informed with the message. It is a pet peeve of mine when students do not check their email – I will not hound you trying to get you to reply to my emails. At most, I will send you two emails and if I do not have a response in a reasonable amount of time then I will assume you have chosen not to reply to me and I will act accordingly. For instance, if you submit a paper and I cannot open the attachment I will email to send me another copy of the paper. I will always include a reasonable deadline – if you do not respond by that deadline that I will not grade the paper and you will not receive credit for it. So please check your email.

### **Instructor Expectations**

Just as I have certain expectations of you, you should have certain expectations of me. Every semester I have an open-door policy with students. I will be available during the office hours listed and if I am unavailable, you will be notified. If you email or call me, you will receive a response within 48 hours during the business week and business hours. Email responses during late hours and the weekend are not a guarantee, so late minute questions for assignments may not receive answers if they are sent during those times. As for grading, you will receive feedback on all assignments within 2 weeks. Please do not email within a day or two of the assignment submissions looking for a graded assignment. If there is a technological issue, please get in touch with the university IT department. I am unable to fix Canvas issues that are system based.

### **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.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **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](http://www.uttyler.edu/tobacco-free).

### **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. (For Fall, the Census Date is January 27th). 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. These include:

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 these after the Census Date)

Schedule adjustments (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

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping 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 census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the

extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Plagiarism and Cheating Policies**

Plagiarism is simply using someone else's work and presenting it as your own. You must avoid this at all costs! Your credibility is on the line. Your work product must be your own. If you are borrowing someone else's facts, ideas, or opinions without providing the individual proper credit you are stealing. In the academic world this is referred to as plagiarism and the penalty is severe. If the thought is not your own, you must cite your source to give proper credit. If you are borrowing someone else's words, you must enclose them in quotations as well as citing the source. Plagiarism also includes you borrowing, buying, or stealing someone else's work product and presenting it as your own. DO NOT commit intellectual theft because you will compromise your academic future.

### **Penalties for Plagiarism**

Should a faculty member discover that a student has committed plagiarism, the student will receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, has the right to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade. This option is not available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse.

### **Still Unsure about Plagiarism? Here is how the University articulates it.**

#### Statement Regarding Academic Dishonesty

Academic dishonesty is a violation of University policy and professional standards. If compared to a violation of the criminal law, it would be classed as a felony. Academic dishonesty is defined as cheating, plagiarism, or otherwise obtaining grades under false pretenses. The penalty for academic dishonesty in this class will be no less than immediate failure of the course and a permanent student record of the reason therefore. In most cases, a written record of academic dishonesty or an instructor's report of same to an agency investigator during a background check will bar an individual from employment by a criminal justice agency as it is considered indicative of subsequent corrupt acts.

Many students have an inadequate understanding of plagiarism. Any idea or verbiage from another source must be documented. Anytime the exact words from another author are used they must be enclosed with quotation marks and followed by a citation. However quotations should only be used on rare occasions. Student papers should be written in the student's own words; therefore excessive quotations will result in a failing grade.

Make-up Tests: The *University Catalog* does not establish make-ups as a student right. Major tests are forecasted; therefore, no make-up opportunities are contemplated. Opportunities to make-up missed examinations will be provided only for exceptional reasons and must be documented

(e.g., hospital records, obituaries). Make-up examinations may be in forms completely different from original examinations and will be scheduled at the convenience of the instructor.

### **Penalties for Cheating**

Should a faculty member discover a student cheating on an exam or quiz or other class project, the student will receive a “zero” for the assignment and not be allowed to make the assignment up. The incident must be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an “F” in the course, and the matter should be referred to the Honor Council. Under no circumstances should a student who deserves an “F” in the course be allowed to withdraw from the course with a “W.”

### **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 at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.