

Course Syllabus
CRIJ 4309: Family Violence
Cowan Fine Arts Center Room #01009
9:30-10:20 AM
Fall 2023

Professor: David M. Scott, Ph.D.

Email: dscott@uttyler.edu

Office: CAS 133 / (903) 565-6582 Office Line

Office Hours: Tuesdays and Thursdays 8:00-9:00 PM and 1:30-2:30 PM; and by appointment.

Email: dscott@uttyler.edu (Best method to contact me.)

I will make it a point to respond back to you **within 24 hours** to your question or concern. If you attempt to contact me on a Friday, you will have a response no later than early Monday morning or sooner.

Required Text:

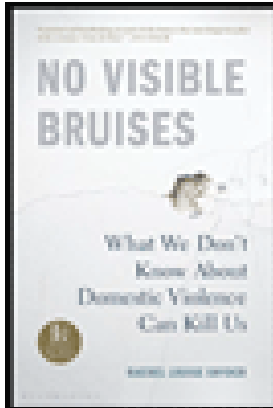
- 1. Responding to Domestic Violence**
Buzawa, Eve S. 6th Edition
ISBN: 9781544351278



2. **No Visible Bruises: What We Don't Know About Domestic Violence Can Kill Us**

Rachel Louise Snyder

ISBN: 9781635570984

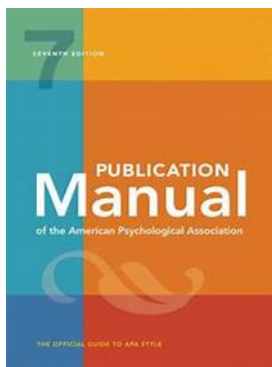


Highly Recommended Text:

Publication Manual of the American Psychological Association (APA) 7th Edition

ISBN: 9781433832154

Publisher APA (2020)



Course Description:

From the UT-Tyler [Undergraduate Catalog](#):

Prerequisite: CRIJ 1301 Introduction to Criminal Justice

Goal of this Course:

Upon their successful completion of this course, CRIJ 4309 students will be able to do the following:

- Define and explain domestic violence from the perspective of the criminal justice system.
- Understand the history and context of domestic violence in America.
- Understand the evolution of domestic violence and the laws used to combat domestic violence in the United States and in the State of Texas.
- Have a working knowledge and explain the dynamics of domestic violence.
- Identify other types of crimes such as sexual assault, stalking, and harassment within the realm of a domestic violence relationship.
- Explain and identify the types of domestic violence such as dating violence, interpersonal violence, elder abuse, and human trafficking.
- Identify and explain the process of investigating and prosecuting domestic violence in the United States and in the State of Texas.
- Understand and demonstrate how to work with victims of domestic violence and related crimes in policing and in social work settings.

Class Participation

It is expected that you to come to class each scheduled time. Attendance may be recorded in each class session. If, for any reason you need to be absent, do not bring documents to justify that absence. Do not panic! You can miss 1 class without any penalty. However, should you miss more than 1 class your attendance score will automatically reduce your overall grade. I do not want excuses for absences, just use your 1 freebie with discretion. This also means that you are required to come to class prepared, having read the course material, and ready to contribute to the discussion. Classroom lectures will be more meaningful if you have finished your reading for the week by or before the day that it is listed. I will ask the class questions, be prepared to answer.

Netiquette Explained

"Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided.

<http://www.albion.com/netiquette/corerules.html>

Class Decorum

Students are expected to arrive to class on time and ready to give their attention to the instructor. Phones must be turned off and talking must cease. If a student is not fulfilling these basic classroom etiquette rules, they will be asked to leave class-which result in an automatic absence or failing the class at the instructor's discretion, based on the seriousness of student's conduct and disruption to class. If a student must leave class before it is complete, please inform the professor prior to the beginning of class. Otherwise, an absence will be counted.

Integrity

UT Tyler has detailed guidelines regarding issues of integrity that ensure the quality of the education provided by the university. Consult the Student Handbook and always use the highest integrity while a student at UT Tyler.

Electronic Devices

Cell phones, laptops, and electronic devices will be turned off. Responsible cell phone owners will ensure that there are no disruptions of class activities. When in class, please turn your phones off. This rule will be enforced by applying the McGinty Shutout Policy. If a phone goes off during lecture, group work, exam, or other in-class activity, all work will stop until the person whose phone is "misbehaving" leaves the classroom. No exceptions will be allowed.

When the class starts, please close your laptop computers. As a rule, I would prefer you to take notes using quieter and less distracting means. Keep your laptops closed unless you are retrieving information contributing to an in-class activity you are involved in. In other words, any use of laptops must be class-related and authorized by the instructor.

Student Evaluation and Grading Scale

Student Evaluation

10%: "No Visible Bruises" reading quizzes.

20%: Weekly Chapter Reading questions quizzes

70%: Chapter Examinations (4 of them)

100%: TOTAL

Reading Quizzes (10%): There will be reading quizzes over the "No Visible Bruises" book each week on Canvas. The expectation is that the student will read the assigned readings each week from the No Visible Bruises book and be prepared to take a quiz over the readings.

Chapter Quizzes (20%): On-line, timed quizzes will follow each chapter. The quizzes are a measure of your understanding of the material for each module. Quizzes will open at the

beginning of the week for each topic on Sunday nights at midnight and remain open until the following Sunday at 11:59 PM (CST).

Chapter Examinations (70% total grade). There will be four examinations throughout the semester covering the readings from the textbook and lectures.

There will be four separate chapter examinations:

- Examination 1: Chapters 1-4
- Examination 2: Chapters 5-7
- Examination 3: Chapters 8-11
- Examination 4: Chapters 12, 14, 15

Final Examination Comprehensive (70% of total grade)

Makeup Exams: There are no makeup exams. This includes the final exam, which will close at noon on the Thursday of finals week. PLEASE do not wait until it is too late to take an exam and then expect a “do-over” from me, because it won’t happen.

Returning Graded Assignments: Assignments such as the chapter exams, discussion boards, midterm and final examinations will grade automatically in Blackboard. The Discussion Board exercises will be returned with a final grade within a week after being submitted.

Grade Scale:

A+: 97-100%; A: 93-96%; A-: 90-92%
B+: 87-89%; B: 83-86%; B-: 80-82%
C+: 77-79%; C: 73-76%; C-: 70-72%
D+: 67-69%; D: 63-66%; D-: 60-62%
F= Below 60% or Failing in Attendance Points

ASSIGNMENTS

Any assignments in this course must be done in a neat manner and submitted using proper grammar, spelling and punctuation. Proper language will be considered a factor in the instructor’s evaluation. Assignments are to be done on 8.5 x 11 paper and submitted on time as specified in the assignment table. Each assignment should include a table of contents if applicable and a cover/title page which contains the following information:

- A. Course Number & Title
- B. Assignment and/or Project Title
- C. Your full name
- D. Instructor
- E. Semester & Date

<u>Course Calendar (subject to change at the instructor's initiative)</u>			
Start Date Monday at 12:01 AM	WK	Topic/Activity	DUE DATE by 11:59 PM Sunday (CST)
Aug 21, 2023	1	Class Introductions Chapter 1 (Buzawa, Buzawa, & Hart) Part 1: Little Lunatics (Snyder) Part 1: Barnacle Siblings (Snyder)	August 27, 2023 Syllabus Quiz Week 1 Quiz Week 1 Snyder Quiz
Aug 28, 2023	2	Chapter 2 (Buzawa, Buzawa, & Hart) Part 1: Whatever He's Holding Insider (Snyder) Part 1: Daddy Always Lies (Snyder)	September 3, 2023 Week 2 Quiz Week 2 Snyder Quiz
Sept 4, 2023	3	Chapter 3 (Buzawa, Buzawa, & Hart) Part 1: A Bear Is Coming at You (Snyder) Part 1: This Person You Love Will Take Your Life (Snyder)	September 10, 2023 Week 3 Quiz Week 3 Snyder Quiz
Sept 11, 2023	4	Chapter 4 (Buzawa, Buzawa, & Hart) Part 1: And Then They'll Pray (Snyder) Part 1: Systems, Accidents, Incidents (Snyder)	September 17, 2023 Week 4 Quiz Week 4 Snyder Quiz Examination I (1-4)
Sept 18, 2023	5	Chapter 5 (Buzawa, Buzawa, & Hart) Part 1: And What Happens Next (Snyder) Part 2: Penance (Snyder)	September 24, 2023 Week 5 Quiz Week 5 Snyder Quiz
Sept 25, 2023	6	Chapter 6 (Buzawa, Buzawa, & Hart) Part 2: Watching Violence in a Fishbowl (Snyder) Part 2: The Fatal Peril Club (Snyder)	October 1, 2023 Week 6 Quiz Week 6 Snyder Quiz

Oct 2, 2023	7	Chapter 7 (Buzawa, Buzawa, & Hart) Part 2: Clustered at the Top (Snyder) Part 2: The Haunting Presence of the Inexplicable (Snyder)	October 8, 2023 Week 7 Quiz Week 7 Snyder Quiz Examination II (5-7)
Oct 9, 2023	8	Chapter 8 (Buzawa, Buzawa, & Hart) Part 2: A Superhero's Kneecaps (Snyder) Part 2: Those Who Break (Snyder)	October 15, 2023 Week 8 Quiz Week 8 Snyder Quiz
Oct 16, 2023	9	Chapter 9 (Buzawa, Buzawa, & Hart) Part 2: Those Who Break (Snyder) Part 3: In the Cracks (Snyder)	October 22, 2023 Week 9 Quiz Week 9 Snyder Quiz
Oct 23, 2023	10	Chapter 10 (Buzawa, Buzawa, & Hart) Part 3: Shelter in Place (Snyder) Part 3: In the Fire (Snyder)	October 29, 2023 Week 10 Quiz Week 10 Snyder Quiz
Oct 31, 2023	11	Chapter 11 (Buzawa, Buzawa, & Hart) Part 3: Grace Under Pressure (Snyder) Part 3: Chambering a Round (Snyder)	November 5, 2023 Week 11 Quiz Week 11 Snyder Quiz Examination III (8-11)
Nov 6, 2023	12	Chapter 12 (Buzawa, Buzawa, & Hart) Part 3: Feel Free (Snyder) Part 3: Shadow Bodies (Snyder)	November 12, 2023 Week 12 Quiz Week 12 Snyder Quiz
Nov 13, 2023	13	Chapter 13 (Buzawa, Buzawa, & Hart) Week 13 Quiz Examination III Chapters 9-13	November 19, 2023 Week 13 Quiz
Nov 20, 2023	14	Thanksgiving Week!	November 26, 2023

		No assigned readings or work	
Nov 23, 2023	15	Chapter 15 (Buzawa, Buzawa, & Hart)	December 3, 2023 Week 15 Quiz
December 4, 2023	16	Final Examination Comprehensive	December 8, 2023 Examination IV (12, 13, & 15)

Date to Withdraw Without Penalty:**October 30, 2023****Final Exam Period:****December 4-9, 2023****Using Canvas for Turning in Assignments**

CANVAS will be the tool for communication and turning in assignments. **ALL ASSIGNMENTS WILL OPEN UP AT 7AM AND TURNED IN PROMPTLY AT 11: 59 PM.** Folders will be created for each assignment to attach your assignments. Each assignment will have a due date. **IF YOU DO NOT MEET THE DUE DATE FOR THE ASSIGNMENT, THE FOLDER WILL DEACTIVATE. THEREFORE, YOU WILL NOT BE ABLE TO TURN YOU ASSIGNMENT TO RECEIVE CREDIT.** The only exception to turn in an assignment after the due date is if you are ill (with a written excuse) or technical difficulties. **IT IS YOUR REPSONSIBILITY TO COMMUNICATE WITH TECHNICAL SERVICES TO RESOLVE YOU CANVAS MALFUNCTIONS**

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>

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.

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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.

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 Sept. 12.) 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 (Sept. 12th) 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.

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 offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a disability diagnosis such as a chronic disease, learning disorder, head injury or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with an Accessibility Case Manager. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR webpage (<http://www.uttyler.edu/disabilityservices/>) or the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to saroffice@uttyler.edu.

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. Revised 09/16

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

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.

Emergency Exits and Evacuation

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.

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 SafeAssign™, available on CANVAS.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu

Course Website

You should visit our course site from <http://www.uttyler.edu/canvas/index.php> at your earliest convenience and activate your account if you have not already done so. This will allow you to check your grade, finish assignments, check announcements, and answer extra credit questions among other things. I will be updating material periodically and encourage you to check this site often.

Technical Support Services

If you experience technical problems or have a technical question about this course, you can obtain assistance by contacting the 24/7 Canvas Support for Students. Links to the 24/7 Blackboard Support are on the Course Menu on the left and on the Canvas login page.

When you contact Canvas Support, be sure to include a complete description of your question or problem including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

Student Writing Support

Students may obtain assistance with writing and documentation at the Writing Center on the second floor of the Business Administration Building (BUS 202), contact at writingcenter@uttyler.edu or call 903- 565-5995

Changes to Syllabus

Any part of this syllabus can be changed at any time during the semester. The instructor will provide adequate notification if changes are made.

Course Policies

Class Room Behavior

The College of Arts and Sciences encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The College will always tolerate diverse, unorthodox, and unpopular points

of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action, which may include being involuntarily withdrawn from the class.

Plagiarism and Cheating

Plagiarism is the presentation of someone else's work as your own. 1) When you borrow someone else's facts, ideas, or opinions and put them entirely in your own words, you must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism. 2) When you also borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism. 3) When you present someone else's paper or exam (stolen, borrowed, or bought) as your own, you have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2010, sixth edition of the *Manual of The American Psychological Association* (APA):

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. *Each* time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications. (pp. 15-16)

Consult the Writing Center or a recommended guide to documentation and research such as the *Manual of the APA* for guidance on proper documentation. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

***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.

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.”

UT Tyler E-mail

UT Tyler E-mail is the official means of communicating course and university business with students and faculty – not the U.S. Mail and not other e-mail addresses. **Students must check their UT Tyler e-mail accounts regularly, if not daily.**

Sexual Harassment

Sexual harassment in any form will not be tolerated. For more information on this issue consult the *Student Handbook*.

Incomplete Grades for the Semester

The College policy for “Incompletes” discourages them. They are appropriate, however, when the following requirements are met:

The student cannot complete the class because of a severe illness to self or immediate family member at the very end of the semester (after the date for withdrawal from class) or because of a traumatic event in the student’s life (e.g., death of or serious injury or illness to an immediate family member) at the end of the semester, AND

The student is passing the class at the time he or she cannot complete the semester, AND

The student has completed either 85-90% of the course requirements or is missing only major assignments due after the final date for withdrawal from class and after the onset of the illness or traumatic event (e.g., assignments such as the final exam for the course or a research paper), AND, finally,

The faculty member must have the approval of the department chair before giving an Incomplete.

Student’s Responsibility for Dropping this Course

It is the responsibility of **you (the STUDENT)** to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course.

Grade Changes and Appeals

Faculty is authorized to change final grades only when they have committed a computational error, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the *Student Handbook and the Faculty Handbook*.

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.

University Policies

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Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria apply to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

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.

Student Absence from University-Sponsored Events and Activities

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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.

Emergency Exits and Evacuation

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.