

The University of Texas at Tyler  
Department of Kinesiology

Course Syllabus - KINE 5306: Topics in Motor Performance:  
Exercise Endocrinology  
Section 060 (Online - 3 semester credit hours)  
Summer I - 2025

**Instructor:** Arturo A. Arce-Esquivel, M.D., Ph.D.  
Associate Professor, Department of Kinesiology  
**Office:** HPC 2200-B  
Phone: (903) 565-5838  
E-mail: [aarce@uttyler.edu](mailto:aarce@uttyler.edu) (Please always include "KINE 5306" in subject line)  
**VIRTUAL Office Hours:** By appointment only.

---

**Course meeting times and location: ONLINE (asynchronous) via Canvas.**

**Prerequisite: None**

**No textbook required.**

**Note:** Ancillary readings (lecture notes, review articles, research articles, handouts, etc.) will be available throughout the course.

**Important:** Please read this syllabus carefully and in its entirety before you do anything else in the course.

Note important details, but especially take note of the categories of information in this syllabus. The syllabus is intended to provide key information at the outset of the course, as well as throughout the entire semester.

I strongly recommend that you refer to the syllabus frequently throughout the course.

After your initial reading of this syllabus, I recommend that you check the various links in the course (in Canvas) to start to familiarize yourself with "what is where."

---

**COURSE STRUCTURE:**

You will find that this class is very similar to a traditional on-campus class in that it will consist of textbook readings, review of research literature, discussions, written assignments, and exams. In contrast to a traditional on-campus class, assignments in this course can be completed **asynchronously**. In other words, there will be no scheduled meeting times in this class. You may access course content and complete assignments at your convenience, **though you still must meet assignment and testing deadlines.**

The content of this course is organized into **five (5) weeks**. In general, for each week there will be assigned readings and presentation of content (related to the readings) in the form of power point slides, text and/or articles. **It is important that you read and study the concepts presented both in the online content pages and in the reading material.**

---

**COURSE DESCRIPTION, OBJECTIVES AND LEARNING OUTCOMES:**

**Course Description:** This course will examine the responses of the endocrine system to exercise and the adaptations that occur with exercise training. In addition, this course will provide the fundamentals necessary for exercise science and allied health science students to understand the integral role that the endocrine system plays in exercise.

This course emphasizes the study of human endocrine system and the influence of exercise and diet as it relates to exercise performance. The course focuses on the cellular and systems physiology of the neuroendocrine system, as well as the current evidence-based research findings of how exercise alters neuroendocrine function.

**Course Objectives:** The student who successfully completes this course will:

- a. Gain an understanding and explain how hormones are synthesized and travel through the body.
  - b. Gain a better understanding of the endocrine system and its response to physical exercise.
-

- c. Gain an understanding of the influence of sedentary, healthy and disease behaviors on endocrine function and adaptations as they relate to exercise training.
- d. Be able to understand the ability of acute exercise and exercise training to regulate chemical messengers.
- e. Comprehend the physiological consequences of endocrine adaptation to exercise.

**Specific Learning Outcomes:** The successful student will be able to:

1. Apply an understanding of endocrine response and exercise adaptations to the autonomic nervous system, fluid regulation, and fuel regulation.
  2. Analyze the current research on endocrine adaptations associated with improved cardiovascular and musculoskeletal performance, improved fluid, and fuel regulation.
  3. Utilize the current research to provide an evidence-based solution to a given exercise training scenario resulting in an endocrine positive or negative adaptation.
- 

### GENERAL INFORMATION:

**Course Outline:** *Very important information is provided in Canvas.* You will find information about assigned readings, assignments and other important information. In short, Canvas is a major hub for accessing course information. Please familiarize yourself with this hub at the beginning of the course; you will use it a lot throughout the course.

**Canvas:** It will be used in this class as a means to help you prepare for this online class. Important class resources, including the syllabus, lecture notes, grades, announcements, external links, assigned readings, study guides, and other assignments or materials will be distributed through this site. You should consult it frequently. Please check your patriots e-mail account as this is where the instructor will send all announcements to.

**NOTE:** *Mozilla Firefox* is the recommended browser for Canvas (URL: <http://www.mozilla.org/en-US/firefox/new/>)

**Discussions:** Online discussions and/or conferences are an essential component of this course. To do well in the course, you must participate regularly and insightfully in the online discussions. *To stay abreast of discussions, I strongly recommend that you check the discussion forums at least three times each week and preferably every day.* Participation in discussions is so important that you *will receive points toward your course grade based on the quantity, and especially the quality, of your participation.* More information related to online discussions, including details of grading of participation, is presented later in this syllabus.

**Assignments:** With possible exceptions, assignments requiring student responses in one form or another will be accessible in the Assignments area in the course (*i.e.*, accessible via the Assignments link). In this area, you have access to my detailed description of, and instructions for, each assignment, including the specific required activity and product, and access to an area for you to submit comments or final products (if the assignment calls for this). This area allows you to post information directly, much like in a discussion forum, or to upload (copy) products as attachments.

---

### COURSE REQUIREMENTS AND EVALUATIONS:

Some modifications may be necessary due to time, facility, and /or equipment constraints.

**Exams:** There are two (2) major exams this semester (*the mid-term and the final*). *The final exam will be cumulative (i.e., comprehensive).* The exams will consist of material covered in the power point slides, reading assignments, research articles, discussions, etc. Questions on the exams will be subjective (*i.e.*, *short essay = at least three or four paragraphs long; and/or long essay = more than five paragraphs*).

**Assignments:** Some of these assignments will be written assignments (*i.e.*, essay-type questions) in/or to be uploaded to Canvas and some will be discussion board posts. The details regarding completion and submission of these assignments will be given ahead of time. I am particular regarding formatting of assignments; therefore, it is in your best interest to read the formatting and submission guidelines carefully and to complete your assignments accordingly. *All work turned in will be graded with rigor appropriate for graduate level standing.*

**Discussion Board Activity:** Due to the online nature of the course, interaction with students and the instructor will occur through the discussion board. The discussion board will be used to allow you to demonstrate your comprehension of the course material and your ability to communicate that comprehension through writing. Throughout the semester, you will be required to respond to questions about the reading assignments, lectures, homework assignments, or current topics in training methods. It is expected that you will read others' posts and think critically and logically about the question before offering your insights or thoughts. Your posts and responses should have a logical flow, be free of grammatical and spelling errors, and should cite your sources properly where needed. Finally, all posts and responses should further the discussion or add clarity to the discussion. Your posts should be made in a timely manner, so that others may respond and continue the discussion. Your responses will be graded on the basis of the quantity and "**quality**" of your participation.

When posting to the discussion board, please follow these additional guidelines:

- You are expected to complete the reading assignments *prior* to participation in discussions, unless the assignment states otherwise.
- Please do not repeat others' posts or respond with one-phrase "I agree" or "thanks" posts on the discussion board. Since download speeds vary among students in the class, these types of messages can be time-wasting and frustrating. Please use the e-mail feature in the communications tab if you wish to convey these messages.
- Use the Module forums for discussion of questions or issues related to that Module. Use the general questions forum for other questions related to the course (navigation, location of particular items, etc.) or other sports nutrition topics, in general.
- Students should post and respond to discussions in a respectful, professional manner. Please do not ridicule others on the discussion board. The instructor reserves the right to remove any posts that are offensive or that do not pertain to the subject being discussed. "Netiquette" is an emerging concept of social conventions for communicating on-line. Check out <http://www.albion.com/netiquette> for the do's and don'ts of on-line communication.
- Please type your comments directly into the discussion thread window. Do not attach your responses as documents. This makes following a discussion much more difficult. Please save the attachment option for truly lengthy items (as PDF only), reference material, or items (e.g., JPEG images) that cannot be pasted into the discussion post itself. Please only attach appropriate materials.
- The instructor reserves the right to remove any posts that are offensive or that do not pertain to the subject being discussed.

**Policy regarding late submission of an assignment:** No assignments and/or discussion posts will be accepted past their deadlines. Since completion of some assignments in this course depend on the completion of previous assignments (e.g., discussion posts), it is imperative that you submit your assignments on time.

**Note very carefully:** I am a stickler regarding completing and submitting assignments as instructed, so please pay close attention to assignment instructions. **Doing exactly what is instructed for a given assignment will greatly improve your chances of getting a good grade on the assignment.** Close attention should also be paid to the method of submitting completed assignments. Different assignments will be submitted in different ways, including uploading (copying a file) in the Assignments area of the course, posting in a designated forum on the discussion board, and sending as an email attachment. Be sure to submit each completed assignment according to that assignment's instructions.

**Proctoring:** **The assessments (i.e., exams) in this online course will be proctored using ProctorU.** Beyond the cost of initial equipment needed (e.g., a camera for your computer), there will not be any additional cost for proctoring.

You will need to create a [ProctorU account](#) and install the ProctorU extension before attempting any assessments. To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

In order to use ProctorU, you will need the following:

- High-speed Internet connection

- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- The Guardian Secure Browser installed
- Valid photo ID
- Quiet environment to take your assessment

**Note:** When using ProctorU, your activities are recorded while you are logged into or taking your exams. The recordings serve as a proctor and will be reviewed and used in an effort to maintain academic integrity.

---

**Time Requirements:** Successful on-line learning is highly student-initiated. Because of the format of the course, the student will be required to exercise initiative and diligence in completing the course. In general, you should expect to spend a similar amount of time completing the requirements of this online course as you would spend on the same course taught in the traditional classroom format. An advantage of the online format is that the lecture material is there for you to review whenever you want. In an online course, more time must be devoted to participation in discussions than is traditionally spent in classroom discussions. Time for completion of assignments, readings and other materials, reviewing for comprehension, and preparing for exams should be similar in this online course as in any other course. As a rough guide, you should plan to spend approximately 20 - 25 hours per week on this course. The actual amount of time required will, of course, vary from one person to another. It is absolutely essential that you not fall behind.

Although this is an asynchronous course, this is not an individually paced course. Access to course materials, assigned discussions, assignments, exams, and the like will follow a schedule spread out over the semester (similar to a class in the traditional format). There will be set dates for exams and deadlines by which you must complete all unit assignments. **You may access CANVAS (under announcements) for deadlines.**

**Missing time during the course:** Distance learning courses generally require more time than students typically experience in a traditional face-to-face lecture course. It is recognized that many of the students in this class have responsibilities outside of class that require time, as well. If you encounter any unforeseen circumstances (family emergency, jury duty, etc.) that greatly compromise your coursework, contact the instructor immediately. Alternatives for missed time may be arranged at the discretion of the instructor.

**Note:** Vacation time does not count as an excused "absence". Please plan your vacations around assignment due dates or submit your assignments early.

---

### **COURSE EXPECTATIONS:**

- 1) Participate and complete all class activities and learning tasks.
  - 2) Barring an act or force of nature (the University being officially closed), assignments and exams will be given at the time and date indicated in the syllabus. Only for extremely extenuating circumstances and only with the prior approval of the instructor will a student be allowed to make up an examination that is missed.
  - 3) Pay close attention to assignment instructions and deadlines. Doing exactly what is instructed for a given assignment will greatly improve your chances of getting a good grade. Be sure to work on each assignment BEFORE the due date, not ON the due date. As you are given ample time to complete each assignment, past-due assignments will not be accepted, no exceptions!
- 

### **COURSE POLICIES:**

**Announcements:** I will post announcements frequently during the semester. You will be able to see these announcements on your course portal page. Please check these frequently so you do not miss any important information.

**Policy on Academic Dishonesty:** At The University of Texas at Tyler, students and faculty are responsible for maintaining an environment that encourages academic integrity. Students and faculty members are required to report an observed or suspected case of academic dishonesty immediately to the faculty member in charge of an examination, classroom, or laboratory research project, or other academic exercise.

Since the value of an academic degree depends on the absolute integrity of the work done by the student for the degree, it is imperative that students maintain a high standard of individual honor in scholastic work. Scholastic dishonesty includes but is not limited to cheating, plagiarism, and collusion. This class will be conducted in full compliance with the UT Tyler "no tolerance" policies concerning documented cases of plagiarism and/or academic dishonesty. Any act of cheating or plagiarized work submitted will result in a grade of zero for that assignment and further disciplinary action may be taken. Extreme cases or repeated violations may result in an F in the course and/or exclusion from the university. Please make use of the UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu) if you have concerns about plagiarism.

**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 (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

**For KINE 5306-060, AI is not permitted in this course at all. I expect all work students submit for this course to be their own.** I have carefully designed all graded 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 artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.**

**E-mail communication / feedback from me to you:** Professors are required to use your Patriots account e-mail address for e-mail correspondence. Therefore, any e-mail message originating from me will be sent to your Patriots account. The instructor will not send and/or reply any e-mails to private accounts such as yahoo, Gmail, Hotmail, etc. You may want to set up your personal e-mail account so that it pushes your Patriots account e-mail to your personal inbox.

Due to teaching and research loads and the size of this class, it may take me a day or two to respond to e-mail; however, I will make every effort to respond to e-mail on the same day. Please note that emails received on the weekends (late Friday through early Monday) will generally be responded to on the following Monday. I realize feedback on your work is very important and I will strive to give timely feedback on all assignments. You should expect feedback on discussion board posts within a week and feedback on papers and exams within 1 - 2 weeks (I will notify you if I expect feedback to take a little longer for a particular assessment).

**E-mail communication from you to me:** In all e-mail correspondence, you must 1) use your Patriot email account instead of a personal email (or it will end up in spam/junk emails). 2) Include the course name in the subject line (e.g., "KINE 5306 question" or "KINE 5306 assignment"). Please do not send me an e-mail with "class question" in the subject line - I'm teaching many classes this semester and I don't have time to try to find out which class you are asking about. 3) Use salutation and my professional credential (i.e., Dr. Arce-Esquivel). 4) Please note that I do not respond to emails between Friday late afternoon till Monday morning. Fail to follow these instructions may delay the response time.

**Netiquette Guide:** "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. (URL: <http://www.learnthenet.com/learn-about/netiquette/index.php>)

**Make-up:** Only for university-approved absences (flat tires, vacations, oversleeping, etc. are NOT valid university-approved absences). Unless you contact the professor ahead of time, late assignments will be penalized 50%. After one-week, late work will not be accepted at all and a **zero** will be given for that grade. Contact the professor before the due date if you will be unable to complete it and want to avoid a penalty. Please do not email the professor group activities, assignments and/or projects unless otherwise asked to. A missed exam without a prior excuse receives an automatic zero. An excused, missed exam must be taken before the next class (arrange with professor).

**Copyright:** All handouts used in this course, including those delivered via Canvas, are copyrighted. The term "handouts" refers to all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, PowerPoint slides, outlines, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission.

**Library services:** UT Tyler's Muntz Library may be accessed via <http://library.uttyler.edu/>. A link to the Muntz Library is also available on UT Tyler's Home Page ([www.uttyler.edu](http://www.uttyler.edu)).

**Technical support:** Since I am unable to offer technical assistance, do not contact me if you have technical difficulties. Instead, contact CANVAS which provides technical support for this course. Information about technical support is available from the CANVAS global menu (Help).

**UT Tyler's IT Support department provides technical support for this online course.** Information about technical support for Canvas and this online course is available on your Canvas login page (<http://www.uttyler.edu/canvas/index.php>). **You are welcome to inform me if you have technical difficulties, but I will not likely be able to assist with such difficulties.**

**Quality of work:** All written work, including exams and assignments, must be written legibly or typed according to the assignment instructions. **All work turned in will be graded with rigor appropriate for graduate level standing.**

**IMPORTANT:** **Tuesday, June 24<sup>th</sup> is last day to withdraw from class. Disclaimer: My alerting to this date in this syllabus does not make this UT Tyler's official withdrawal date. You should check UT Tyler's official calendar to verify this date).**

---

### **EVALUATION: Total 300 points**

Assignments / Discussion boards	140 points (46.67%)
Mid-term Exam	80 points (26.67%)
Final Exam (i.e., comprehensive)	80 points (26.67%)

---

**TOTAL 300 points (100%)**

**Grading will be based on the following modified scale:**

- A** = 270 - 300 points (90 - 100%)
- B** = 240 - 269.97 points (80 - 89.99%)
- C** = 210 - 239.97 points (70 - 79.99%)
- D** = 180 - 209.97 points (60 - 69.99%)
- F** = ≤ 179.97 points (≤ 59.99%)

**Note:** Points may be obtained by completing the assignments, taking the exams, and participating in the discussion of each topic. There will be no extra credit opportunities given in this class. Please do not ask for any.

**Getting help:** If you find yourself struggling in the class (especially if you fail an exam or any quizzes), you should meet with me as soon as possible so that we can determine what steps you need to take to succeed in the class.



### **IMPORTANT DATES:**

Monday, June 2<sup>nd</sup>: Classes begin

Thursday, June 5<sup>th</sup>: Census Date

**Tuesday, June 17<sup>th</sup>: Midterm Exam**

Tuesday, June 24<sup>th</sup>: Last day to drop course

**Saturday, July 5<sup>th</sup>: Final Exam**

Saturday, July 5<sup>th</sup>: End of Summer I Session

---

### **COURSE CONTENT - SUMMER I 2025: (some changes could be made during the semester):**

The following is a tentative schedule for the timeframe these areas will be covered

#### **Week 1: (June 2 - June 6)**

Basic Principles and Mechanisms of Endocrinology - Hormone Classification, Synthesis, Storage, and Transport - Readings Assignments

#### **Week 2: (June 9 - June 13)**

Hormones and Nervous System Interaction - Hormones and Body Fluid Balance - Readings Assignments

#### **Week 3: (July 16 - June 20)**

Hormonal Regulation of Fuel Use at Rest and During Exercise: Carbohydrates, Fat and Protein - Reading Assignments

**Midterm Exam: Tuesday, June 17<sup>th</sup>**

#### **Week 4: (June 23 - June 27)**

Hormones in Fuel Mobilization and Utilization During Aerobic Exercise

Hormones in Fuel Mobilization and Utilization During Anaerobic or Resistance Exercise - Reading Assignments

#### **Week 5: (June 30 - July 5)**

Hormonal Mediation in Training Adaptations - Systemic Hormones in Adaptations to Endurance and Resistance Training - Reading Assignments

**Final Exam: Saturday, July 5<sup>th</sup>**

---

### **Tentative Course Schedule: (some changes could be made during the semester) - June 2<sup>nd</sup> to July 5<sup>th</sup>**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Week 1</b>	<sup>2</sup> Introduction - Syllabus	<sup>3</sup>	<sup>4</sup>	<sup>5</sup> Discussion I	<sup>6</sup>	<sup>7</sup>
<b>Week 2</b>	<sup>9</sup> Assignment I	<sup>10</sup>	<sup>11</sup>	<sup>12</sup> Discussion II	<sup>13</sup>	<sup>14</sup>
<b>Week 3</b>	<sup>16</sup>	<sup>17</sup> Midterm Exam	<sup>18</sup>	<sup>19</sup>	<sup>20</sup> Assignment II	<sup>21</sup>
<b>Week 4</b>	<sup>23</sup>	<sup>24</sup>	<sup>25</sup>	<sup>26</sup> Assignment III	<sup>27</sup>	<sup>28</sup>
<b>Week 5</b>	<sup>30</sup> Discussion III	<sup>1</sup>	<sup>2</sup> Assignment IV	<sup>3</sup>	<sup>4</sup>	<sup>5</sup> Final Exam

---

I RESERVE THE RIGHT TO MODIFY THIS SYLLABUS AT ANY TIME. THEREFORE, YOUR ATTENDANCE AND ATTENTION TO THE ANNOUNCEMENTS IN CANVAS ARE CRUCIAL BECAUSE IT WILL ASSIST YOU REMAIN CURRENT ON THE MATERIAL AND KNOW WHEN THE SYLLABUS MAY BE MODIFIED.

*I embrace honor and integrity. Therefore, I choose not to lie, cheat, or steal, nor to accept the actions of those who do (The UT Tyler Honor Code).*

---

### SELECTED UT TYLER STUDENT POLICIES AND INFORMATION (last update: 5/30/24)

(From the *Handbook of Operating Procedures* and the UT Tyler Website)

**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.utt Tyler.edu/wellness/rightsresponsibilities.php>

**Withdrawing from Class:** Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email [enroll@utt Tyler.edu](mailto:enroll@utt Tyler.edu) to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. 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 career\*. The six courses dropped include 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](#).

\* Students who began college for the first time before 2007 are exempt from this law.

**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 of 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 of 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](mailto: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](mailto: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) as noted in [University Policy 5.2.3](#). 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](mailto:parents@uttyler.edu) and also complete the [Pregnant and Parenting Self-Reporting Form](#).

**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)

**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.

**UT Tyler Resources for Students:**

- [UT Tyler Writing Center](#)
- [UT Tyler PASS Tutoring Center](#)
- [The Mathematics Learning Center](#)
- [UT Tyler Counseling Center](#) (available to all students)
- [Canvas 101](#) (learn to use Canvas, proctoring, and other software)
- [Upswing \(24/7 online tutoring\)](#) - covers nearly all undergraduate course areas
- [The Career Success Center](#)
- [UT Tyler Testing Center](#)