

University of Texas at Tyler
School of Health Professions
Department of Rehabilitation Sciences
Communication Sciences & Disorders
COMD 1306 Introduction to Communication Sciences and Disorders
Fall 2025

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP
Associate Professor of and Director Communication Sciences & Disorders
Telephone: (903) 565-6417 **E-mail:** aabdelal@uttyler.edu
Class Meeting Time: Tuesday & Thursday 2:00-3:20 PM **Location:** Stewart Hall 127

Office Time: Tuesday & Thursday 8:00-9:00 AM
12:30-1:30 PM

Additionally, I am available 8:00 AM-5:00 PM Monday-Friday via email and Zoom, except for the times I am in the classroom. I make sure to respond to emails within 24 hours. Zoom meetings must be requested 1-2 days in advance.

This syllabus is intended for use in conjunction with the course's Canvas site. All course announcements will be sent only through Canvas. Please check your Canvas Course Settings and connect course announcements to your regular University email to receive announcements via regular email also.

Course Prerequisites: NONE

INTRODUCTION

Welcome to *Introduction to Communication Sciences and Disorders*. The purpose of this syllabus is to provide a detailed explanation about the content, course requirements, and course expectations. Please refer to it as your guide toward attaining the highest possible grade at the end of the course. Assignment due dates are listed at the end of this syllabus and are available on Canvas under the tab titled Course Schedule at a Glance. Students are responsible for regularly accessing assigned readings and assignment due dates and submitting assignments by the due date.

COURSE DESCRIPTION AND OBJECTIVES

Introduction to Communication Sciences and Disorders is designed to provide students who are preparing for careers in healthcare with information about the professions of speech-language pathology and audiology. Students will learn about certification and licensure requirements for both fields, and about the roles speech language pathologists (SLPs) and audiologists play as integral members of the healthcare community. The course provides a survey/overview of various speech, language, swallowing, and hearing disorders, and basic diagnostic, intervention and case management techniques used by SLPs and audiologists. This will include information about the variety of services that these clinicians typically provide in educational and medical settings and in private practice.

Required Text:

Gillam, R.B., & Marquardt, T.P. (2025). *Communication Sciences and Disorders: From Science to Clinical Practice, 5th Edition*. Jones and Bartlett Learning: Burlington MA. It does not matter whether you have the printed version or the electronic version of the text. However, older editions are not acceptable for this course.

COURSE LEARNING OUTCOMES

Upon completion of this course, students will:

1. Describe the nature of speech language pathology and audiology as health professions, and the various settings where clinicians provide services.
2. Identify the requirements for certification and licensure in speech-language pathology and audiology.
2. Explain basic concepts, terminology, and principles of practice in both fields.
3. Discuss the basic principles of normal speech, language, hearing, and swallowing processes.
4. Differentiate among commonly used methods for classifying and describing disorders of communication and swallowing.
5. Identify the etiologies, symptoms, and characteristics of the various disorders of communication and swallowing.
6. Describe typical treatment approaches for major disorders of communication.

Class Participation:

It is the responsibility of a **professor** to teach students how to think, explain complex concepts, and ensure that students fully understand the material. Meanwhile, it is the **students' responsibility** to communicate their needs effectively by asking questions, requesting clarification of content that they do not understand, and figuring out effective ways for retaining and consolidating what they learn. Strategies for retention of information differ from one person to another. Finding out what works for you is your responsibility. With this said, if you use a study strategy multiple times and it does not produce the desired results, you should explore DIFFERENT ways.

COURSE POLICIES

Academic Honesty Policy: Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a "0" for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker's or writer's indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

Examples of academic dishonesty/plagiarism:

- Submitting an article written by Artificial Intelligence (AI)
 - Copying part or all of a classmate's assignment and submitting it as if it were your own work. In this situation both students will be penalized.
 - Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.
 - Copying, printing or sharing online quizzes
- These are just examples of dishonesty that will lead to failing the course and further disciplinary action.
- Assignments will be submitted via the Turnitin anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there.

Note: All assignments in this course are to be completed individually. Submissions will be checked for plagiarism and the UT Tyler academic honesty policy will be strictly enforced.

Accommodations for Students with Learning Disabilities

Students who are eligible to receive accommodations are required to provide a letter from the from the Office of Disability listing the specific accommodations they are entitled to. Please do so during the first week of the semester to ensure that you receive all accommodations throughout the duration of the course. The University's policy for disability and the application for accommodations are available at <https://hood.accessiblelearning.com/UTTyler>.

5.14.3 Student Pregnancy and Parenting Nondiscrimination Policy

The purpose of this policy is to maintain a learning environment that is free from discrimination of pregnant or parenting students, in accordance with the [Texas Education Code, Title 3, Section 51.982: Protections for Pregnant and Parenting Students](#) and other applicable laws. This policy entitles pregnant and parenting students to academic accommodations, including flexible attendance and extended dates for assignments. If you are a pregnant or parenting student, please complete the [Self-Reporting Form](#) and the UT Tyler Parent and Family Programs will contact the professors to provide the necessary accommodations. Detailed information about this policy are available at: <https://uttyler.smartcatalogiq.com/uttyler/ut-tyler-hop/series-500-student-success/5-14-3-student-pregnancy-and-parenting-nondiscrimination/>

ATTENDANCE POLICY:

Regular attendance and participation are mandatory in this course. Students are required to engage in class discussions and to answer/ask questions.

My classes begin and end on time. I am usually in class 10 minutes before class starts and I expect you to be there on time. I will start taking attendance a few minutes before class begins. Attendance will close as soon as class begins. For students arriving late, I will not interrupt class to mark them present. *If you have an emergency and arrive a couple of minutes later, it is your responsibility to remind me after class so I can mark you present.* If you do not remind me at that time, the absence will not be removed. The best way to avoid this issue is to be there right on time.

Because attendance is mandatory, students who miss classes will lose points for each class missed. Missing 2 classes during the semester (without WRITTEN proof of an emergency) will lead to loss of 5% of the total course grade. Each additional class missed without written evidence of an emergency will lead to loss of an additional 5% of the total course grade.

- If you plan to be out for any reason, you do NOT need to notify me ahead of time. All you need is to bring in your written proof of an emergency the next time you come to class.
- A legitimate excuse is one that is due to an emergency or unexpected illness (e.g., car accident, prolonged illness, court appearance, etc.). *Students will be responsible for providing written proof of such absence (e.g., Doctor's note, court summons, police report, etc.).* I will not ask you for the proof; however, if you do not present one, your absence will NOT be excused.
- Habitual lateness or leaving before class ends will also result in lowering the student's final grade. *Missing 20 minutes of a class twice will be counted as 1 absence.* In addition to the impact on your performance, arriving late/leaving earlier is disruptive and shows lack of respect for the class and for your fellow classmates.

Important: *If you are absent for any reason, please do not ask me what you missed. This is your responsibility. You will need to find out from one of your classmates.*

No Texting or Internet Browsing While Class is in Session:

- In my classes I am very protective of class time. Every minute is precious. The only reason you are in class is to LEARN, and the only reason I am here is to teach you and to make every class worth your money, commuting, time, and effort. For this reason, engaging in texting, Internet browsing, or chatting is a very serious violation of class rules. I want you to succeed and I will do everything I can to enable you to succeed, but you MUST do your part and follow class rules. Continue to read carefully, and you will receive a reward.
- Laptops are allowed ONLY for note taking.

Please silence your phones. If there is a situation where you must text, it is perfectly okay to step out of the room quietly and send your message or make your call. If you have a serious situation that requires your phone to be on, you can put it on vibrate. However, you will need to inform me in advance.

Class Cancellation

In the event of class cancellation (due to inclement weather or an emergency), please refer to the UT TYLER website for announcements. In the event of an emergency campus closure, the class will be held online via Zoom at its regularly scheduled time. Additionally, any assignments due during that week will NOT be affected by the campus cancellation, as all assignments are submitted online.

Cancellations will be determined by the UT TYLER policy, and I will make no special announcements. It is your responsibility to check the UT TYLER website for weather-related announcements.

Note: All assignments in this course are to be completed individually. Submissions will be entered into Turnitin to be checked for plagiarism. The UT Tyler academic honesty policy will be strictly enforced.

General Course Assignment Guidelines: *Very important*

- You are required to keep copies of each submitted written assignment (in WORD DOC) until the very end of the course.
- All assignments MUST be submitted in Word DOC format and ONLY in the designated folders on Canvas.
- All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.
- Absolutely **NO** emailed assignments. Assignments must be submitted on Canvas, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).

Completing Assignments PRIOR to Class

Students are expected to complete assigned readings before coming to class. The class will focus on (a) expanding your understanding of the content, (b) answering your questions about the material, and (c) explaining any concepts that you may need more help with. You are responsible for the information in assigned chapters, articles, class presentations, discussions, and any other material discussed in class. All of these are content for exams.

Extra Credit and Opportunities to Improve Your Grade:

This course provides 3 opportunities for students to improve their grades DURING the semester.

A) Extra credit questions in exams: This course includes 4 exams in total (including the final). With each exam there will be a number of extra credit (voluntary) questions worth 10% of the exam's total grade. Extra credit points for each exam will ONLY apply to the specific exam they accompany and will NOT carry to another exam or assignment. Example: If a student earns 150/150 on an exam PLUS 15 extra credit

points, that will constitute 100% for that exam, and the extra points will not carry to another exam or assignment. Meanwhile, a student who earns 140 points AND 10 extra credit points will earn a final exam grade of 150 (100%).

B) Partial credit for written assignments that missed the due date

- Students who miss an assignment deadline will be given the opportunity to submit the late assignment within 6 days from the due date. However, 21% will be deducted due to missing the deadline. Assignments that are more than 6 days overdue will NOT be accepted for credit. Example: If an assignment is originally worth 100 points, the highest possible grade the student can earn for the re-submitted assignment is 79 points out of 100 (i.e., $100 - 21 = 79$). Any points missed because of errors will be subtracted from the 79 points.

C) Partial credit for resubmitting assignments that receive 50% or lower

- If a student submits the wrong assignment or earns a grade that is 50% or lower, the student will have the opportunity to resubmit the assignment (within 6 days) for partial credit. As is the case with late assignments, 21% will be subtracted and the student starts with 79 points. Any points missed because of errors will be subtracted from the 79 points.

Submitting Assignments:

I do Not accept assignments via email. Assignments must be submitted on CANVAS in their designated folder. If the folder is not visible or accessible, please inform me and I will take care of it immediately.

Please do not ask me to edit or your written work or “look it over” prior to submitting it. You are welcome to seek editing support from the Writing Center. You are welcome to ask me any specific questions about the assignment, but I do not edit or read them before grading them.

The Assignment Guidelines and Grading Rubrics Module:

Part of communication between me and you is to provide you with detailed and clear assignment instructions and grading rubrics, and keep you informed of everything that is expected of you. This is why I provide comprehensive, step-by-step assignment instructions on how to complete each assignment. Additionally, I provide you with a grading rubric for each assignment to show you how exactly the assignment will be graded. Reading these instructions and grading rubrics is CRITICAL to your success in this course and any course. All assignment Instructions and grading rubrics are available in the second Canvas Module (The Assignment Guidelines and Grading Rubrics Module). If you need more information or clarification, please do not hesitate to reach out. I will be happy to meet with you during my office hours or on Zoom.

COURSE ASSIGNMENTS:

UT Tyler University Email Address/Canvas Account

Students are required to have and use their UT TYLER email address. They are expected to be familiar with Canvas, and to have the Canvas course announcements connected with their email. The instructor will ONLY use your UT Tyler email and Canvas to communicate with you. Students who may need technical assistance with Canvas (e.g., passwords, Internet issues) should contact IT. I can help you if a course module or an assignment are not accessible.

Your first assignment is as follows:

Please read the syllabus thoroughly prior to the first class and take syllabus quiz by 11:59 PM 08/25.

ASHA Website Search (100)

Students will download a list of questions (posted on Canvas in the designated Assignment folder). Each student will access the website of the *American Speech Language Hearing Association* (www.asha.org) and related official websites (e.g., US News and World Report) to answer the assigned questions. To earn the maximum grade for this assignment, here is what to do:

- Keep the original question (and its number) as is and enter your answer below it.
- Answer each question fully and accurately.
- Below each answer, paste the link of the page where the answer was found.
- For questions requiring calculations/averages, you need to show the list of programs and the data for each program, and provide the average based on these specific programs.

Interview Project: ONLY Choose one of the following OPTIONS (150 points)

Interview EITHER a patient with a communication disorder OR a Clinician (speech-language pathology or audiology). Detailed guidelines and a grading rubric for each option are available in the Assignments and Grading Rubrics module. The interview can be online or in person. It is your responsibility to identify the clinician or patient you want to interview. Please do not ask me for suggestions or if I know someone. If you choose to interview a patient (child or adult), that patient must be OFFICIALLY diagnosed with a communication or swallowing disorder. Here are the basic steps:

- Decide who to interview
- Contact the person by September 8th to request the interview and schedule
- Carefully read the guidelines and grading rubric for the interview type you have chosen and implement the instructions thoroughly.
 - The guidelines and grading rubrics are available on Canvas in the 2nd module.
- Immediately after scheduling the interview, start developing your interview questions.
 - The guidelines include specific instructions for developing the questions. You need to implement these instructions carefully.
- After completing the interview, write down the person's answers below each question. Your interview report must include BOTH the question and the answer below. Submissions that lists the questions separately from the answers will not receive credit.
- The interviewee's responses must **be written word by word** exactly as provided by the interviewee.
- Lastly, edit your assignment carefully and submit it in the designated folder for grading.

How to Look for a Person to Interview:

Students are responsible for finding the person they will interview. This person CANNOT be an immediate family member. Also, if you interview a clinician, this person MUST be certified, licensed, and practicing. You may contact your local school, private clinics, hospital websites, etc. to identify and reach out to professionals (SLP OR Audiologist). If you choose to interview a patient, that person CANNOT be a sibling or another close family member. If the person is a young child (i.e., up to 10 years old), you can interview the parent/caregiver with (or instead of) the child. The law requires strict protection of the patient's privacy. Thus, if you interview a patient, you can only refer to them by their initials or with a fake name.

Because this is a multi-stage assignment, I am providing you with all the instructions and resources you need from the 1st day of the semester so you can develop a good timeline and avoid being overwhelmed when the due date approaches. This will be a fun assignment that will teach you a lot about the field.

Exams (650 points)

Course material in the textbook, lectures, any assigned articles, and/or videos are materials for exams. The professor reserves the right to assign additional readings, if needed.

There are 3 exams during the semester (150 points each), and the final exam (200 points). The final will be worth 200 points because it will contain more materials. Exams will be taken in the classroom on University iPads during regular class time (except for the final). Each exam will consist of 100 multiple-choice questions. Accompanying each exam, there will be 10 extra credit questions (1.5 points each) in a separate folder. Extra credit points will only apply to the exam they accompany and cannot be used for anything else. If a student earns full credit on an exam and earns extra credit points, no extra credit points will be added to the exam.

Course Reflections: (50 points)

Students will write a reflection paper in which they reflect on what they have learned in this course, and things they found to be eye-opening. Students also explain how the content they learned will help them in their future studies and careers. This is an informal assignment that does not require research. It can be single-spaced or double-spaced and can range from 500-600 words. Additional information is available in the Assignments and Grading Rubrics Module.

Grades and Feedback on assignments will be posted in the Canvas Grade Center. I will not transmit grades or performance assessments through email due to privacy regulations. Please keep a personal copy of all assignments/projects/outlines that you have posted so your work can be resubmitted if there is a posting or transmission error. If you have read to this point, you have earned twenty bonus points. To claim these points, you must email me by 11:59 PM Monday, August 25. The grade of the course is based on a 1000-point grading system distributed as follows:

Grade Distribution and Grading Key

| <i>Final Grade Itemization</i> | | <i>Grading Scale</i> | |
|--------------------------------|-------------|----------------------|-----------|
| Syllabus Quiz | 25 | A | 90-100% |
| 3 Exams | 450 | B | 80-89.99% |
| Final | 200 | C | 70-79.99% |
| ASHA website search | 100 | D | 60-69.99% |
| Interview | 150 | F | Below 60% |
| Class Activities | 25 | | |
| Course Reflections | 50 | | |
| Total | 1000 | | |

CLASS SCHEDULE AND ASSIGNMENT DUE DATES

ASSIGNMENT DUE DATES: All assignments are due by 11:59 PM MONDAY of the week during which they are due.

| Date | Assigned Readings | Assignment Due Dates |
|---------------------------------|---|---|
| Week 1 08/26 08/28 | <ul style="list-style-type: none"> Intro to the class (Please read the syllabus before class and bring questions to the class) Chapter 1: Introduction to the Disciplines | Due by 11:59 pm Monday 08/25 Read syllabus and take Syllabus Quiz |
| Week 2 09/02 09/04 | <ul style="list-style-type: none"> Chapter 2: Communication Across the Lifespan | |

| | | |
|--|---|---|
| Week 3 09/09 09/11 | <ul style="list-style-type: none"> Chapter 3: Social and Cultural Bases of Communication | Due by 11:59 PM Monday 01/27 ASHA website search |
| Week 4 09/16 09/18 | <ul style="list-style-type: none"> -Complete rest of exam 1 materials Exam# 1 (on Ch 1,2,3); Taken in Class Using iPads) | Due by 11:59 pm Monday 02/03 -Identify and contact your interviewee; schedule interview, and email me |
| Week 5 09/23 09/25 | <ul style="list-style-type: none"> Chapter 4: Speech Science | Due ONLINE by 11:59 PM 09/25 Ch 4 Quiz (more information in class) |
| Week 6 09/30 10/02 | <ul style="list-style-type: none"> Chapter 5 Developmental Speech Disorders Chapter 6: Voice Disorders | Prepare your interview questions Ch. 4 Quiz due ONLINE by 11:59 PM on 10/01 (More Details in Class) |
| Week 7 10/07 10/09 | <ul style="list-style-type: none"> Chapter 6: Voice Disorders Exam 2 (on Ch 5 & 6) | |
| Week 8 10/14 10/16 | <ul style="list-style-type: none"> Chapters 15 Hearing Disorders Start Ch 7 | In class, during regular class time; using University iPads |
| Week 9 10/21 10/23 | <ul style="list-style-type: none"> Chapter 7: Cleft Lip and Palate Start Ch 8 | |
| Week 10 10/28 10/30 | <ul style="list-style-type: none"> Ch 8 Fluency Disorders Start Ch 12 | |
| Week 11 11/04 11/06 | <ul style="list-style-type: none"> Exam 3 (on chapters 7, 8, 15) Chapter 9 Speech Motor Disorders | In class, using University iPads |
| Week 12 11/11 11/13 | <ul style="list-style-type: none"> Chapter 13 Acquired Neurogenic Language Disorders | Due by 11:59 PM Monday 04/07 Interview Paper |
| Week 13 11/18 11/20 | <ul style="list-style-type: none"> Finish Ch 13 Chapter 11 Dysphagia | |
| 11/25-27 | THANKSGIVING HOLIDAY NO CLASSES | |
| Week 14 12/02 12/04 | <ul style="list-style-type: none"> Chapter 12 Language Disorders in Children | Due by 11:59 PM Monday 04/21 Course Reflections |
| 12/09 | Final Exam (Ch 9, 11, 12, 13) | 2:00-4:00 PM In class, using University iPads |

University Policies

A. **UT Tyler Honor Code:** 1. 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>

B. Campus Carry: 1. 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>

C. UT Tyler a Tobacco-Free University: 1. 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, guidelines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

D. Academic Honesty Policy: Students will adhere to the highest standards of academic honesty. Anyone caught cheating will earn a “0” for that assignment and will be subject to academic and disciplinary action. Plagiarism (the use of written and oral words or ideas of another person, including another student, without the expressed acknowledgment of the speaker’s or writer’s indebtedness to that person) will not be tolerated. This includes the use of papers or other materials previously submitted to instructors in other classes, as well as video and audio recordings. Students caught plagiarizing will fail this class and be subject to academic and disciplinary action.

E. Student Standards of Academic Conduct 1. 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.

a. “Cheating” includes, but is not limited to:

- i copying from another student’s test paper;
- ii using, during a test, materials not authorized by the person giving the test;
- iii failure to comply with instructions given by the person administering the test;
- iv 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;
- v using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- vi collaborating with or seeking aid from another student during a test or other assignment without authority;
- vii discussing the contents of an examination with another student who will take the examination;
- viii 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;
- ix substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- x 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;

xi falsifying research data, laboratory reports, and/or other academic work offered for credit; xii 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

xii 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.

b. "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.

c. "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. d. All written work that is submitted will be subject to review by plagiarism software.

Additional Examples of academic dishonesty and plagiarism:

-Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.

-Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.

-Copying, printing or sharing online quizzes

-Submitting assignments that were previously used for another course.

-Sharing information about exams and/or quizzes with other students

These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action.

Assignments will be submitted via the Safe Assign anti-plagiarism online system, which will immediately trace any words a student plagiarizes from any source out there. Any violations will be taken very seriously.

2. **The U-T Tyler Writing Center** provides professional writing tutoring for all students in all disciplines. If you wish to use the Writing Center, you should plan for a minimum of two hour-long tutorials per assignment: the first to provide an initial consultation and drafting plan, and the second to follow up. Be prepared to take an active role in your learning, as you will be asked to discuss your work during your tutorial. While Writing Center tutors are happy to provide constructive criticism and teach effective writing techniques, under no circumstances will they fix, repair, or operate on your paper.

Location: BUS 202. Appointments: 903-565-5995.

3. **Disability/Accessibility Services:**

a. 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.

b. **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.

4. Grade Replacement/Forgiveness and Census Date Policies:

a. Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.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.

b. 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.

c. The Census Date (Sept. 10th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- i Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- ii Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- iii Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- iv Being reinstated or re-enrolled in classes after being dropped for non-payment v Completing the process for tuition exemptions or waivers through Financial Aid

5. State-Mandated Course Drop Policy: a. 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). b. 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.

6. Student Absence due to Religious Observance: a. 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.

7. 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.

8. 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. 10. Emergency Exits and Evacuation: a. 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.

F. UT Tyler Resources for Students:

1. UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
2. UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
3. The Mathematics Learning Center, RBN 4021 (This is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses).
4. UT Tyler Counseling Center (903.566.7254)