

University of Texas at Tyler
Communication Sciences and Disorders Program (Department of Rehabilitation Sciences)
COMD 2311 Phonetic Description of Speech
Fall 2025

Instructor: Ahmed M. Abdelal, Ph.D., CCC-SLP

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Class Meeting Time: Tuesday & Thursday 9:30-10:50

Location: 00227 Soules College of Business

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

Additionally, I am available Monday through Friday via email and Zoom, except for the times I am in the classroom. I make sure to respond to emails within 24 hours, unless I am attending a conference out of state/town. Zoom meetings must be requested 1-2 days in advance.

This syllabus is intended for use with the online resources that are available on Canvas. You are advised to download and retain a copy of this syllabus and assignment guidelines in case you need them in the future for graduate school purposes. Please check your Canvas Course Settings and connect course announcements to your regular University email to receive announcements via regular email also.

Course Description

This course is designed as a practical training on the principles of phonetics and phonetic transcription. Phonetic transcription is a fundamental skill in the field of speech-language pathology and is part of the diagnostic and clinical processes related to articulation and phonological disorders. Students will master the International Phonetic Alphabet and apply it to the transcription of the English language. The course provides an in-depth exploration into the characteristics, production and transcription of all English vowel and consonant phonemes. It will discuss accents and dialects and will introduce students to the phonological processes and speech sound disorders.

Learning Outcomes: Students will....

1. Describe the anatomic, physiological, acoustic, and phonetic characteristics of speech production.
2. Analyze the phonetic and acoustic properties of English consonants and vowels
3. Explain the classification and various categories of vowels and consonants
4. Demonstrate the perceptual abilities necessary to accurately transcribe spoken English
5. Perform phonetic transcription according to International Phonetic Alphabet (IPA) rules and symbol usage and apply these rules to identify dialectal variations of American English, non-native speakers, and speech sound disorders.
6. Discuss the practical applications of phonetic theory

Text Required: Do not purchase this used, because it is a workbook!

Small, L.H., and Lee, Chao-Yang (2025). *Fundamentals of phonetics: A practical guide for students*, 6th Edition. Pearson. 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, as all classroom activities, assignments, quizzes, and the final exam are based on the 6th edition.

Additional Reading Assignments

The instructor reserves the right to assign additional readings as appropriate to topics under discussion.

Important: This course is highly interactive. I expect every student to interact and be fully engaged from the very beginning, and to participate in classroom practice and discussions. Students will be called upon in sequential order to answer questions during classroom exercises. Completion of reading assignments, chapter exercises, and transcription exercises, regular attendance and class participation are critical to the successful completion of this course.

Due to the nature of linguistic diversity and different ways of pronunciation across English speaking communities, we will come across words that are pronounced, and therefore, transcribed in different forms. This will not be because one pronunciation is correct and the other is not: It will be because one form of pronunciation is spoken in a specific region/by a specific population, while the other form(s) is/are produced differently by other populations/in other regions. When we encounter such differences, there will be specific transcription rules that we must follow.

Additionally, there are transcription differences among various textbooks, dictionaries, and websites. To be consistent in this course, and to be consistent with the transcription form used by most SLPs across the country, we will stick to the transcription symbols and rules of this textbook. The only exception is this: for the /r/ phoneme, you can transcribe it using the regular /r/ letter or the upside-down r-symbol.

It is essential that you refer to the syllabus on a REGULAR basis so you can keep up with class requirements.

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.

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 final exam: There will be questions worth 10% of the final exam grade. These questions will be available with the final exam, but in a different folder. These extra credit questions will be voluntary and can only be used with the final exam. Example: If a student earns 200/200 on the exam PLUS the extra credit points, no extra credit points can be used. However, a student who earns below 200 on the final (let's say 170) and 20/20 on the extra credit questions will be able to use all 20 to make up lost points.

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 on a homework or other written assignment, 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.

Submitting Assignments:

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find the link to each assignment folder. All written assignments must be submitted in WORD DOC format and as REGULAR ATTACHMENTS. With the exception of homework assignments, no Google Doc, Cloud, or PDF are acceptable. As for the homework, if you choose to complete it on the pages of your textbook, you can make copies and upload them as PDF. If you choose to copy the exercise questions and answer them on a WORD DOC, you must write your name on each page. If you choose to type, you will need to (a) type each question and follow it with the answer, and (b) upload your answers in WORD DOC. This will make it possible for me to highlight individual words/parts and directly provide my feedback on it. PDF does not allow that.

Also, before uploading an assignment, please verify that you are submitting the right file. Any wrong assignments, or assignments not submitted in the designated folder, will receive zero.

COURSE ASSIGNMENTS

***Note:** Students are responsible for keeping electronic copies of all assignments submitted throughout the course. Software copies are required for anything typed in word. Because transcription assignments are usually handwritten, each member of the team will need to keep a hard copy of the submitted assignment.*

First Assignment:

Your first assignment is to complete the online syllabus quiz to prove that you have read and fully understand this syllabus. This quiz is due by 11:59 PM on Monday 8/25.

This course involves a lot of interaction. Be prepared to be called on and to come up to the whiteboard to complete transcription tasks. All assigned readings, chapter exercises, and transcription exercises are to be completed prior to class. You will be at an extreme disadvantage if you do not complete practice exercises outside of class. All assignments (including handwritten ones) are submitted online. No assignments are accepted via email under any circumstances.

Live Transcription Projects (Individual Assignments): (100 points)

In all, there will be 2 live video transcription projects in this course.

- First Video (50 points): The 1st video transcription is completed at home during the first half of the semester.
- Second Video is transcribed as part of the final exam. More information below.

Quizzes: (360 points)

Instead of a mid-term, there will be weekly quizzes (starting from Week 1) and a final exam. The final exam will be cumulative, because all phonetic rules and phonetic knowledge must be applied together whether we are transcribing 1 sentence or a whole book. Please plan accordingly. More on the final below.

You will have a total of 12 classroom quizzes that you will complete during the first 10-15 minutes of each class. The first quiz will be during the second class. If you arrive 5 minutes late, you are welcome to take the quiz, BUT the time will NOT be extended for you. Make sure to organize your schedule well in advance to be in class a few minutes earlier. This will help you handle technical issues related to passwords etc. To make up a missed quiz, a student must provide written proof of an emergency/excused absence.

The quizzes will cover information presented in the textbook, during lectures, class activities, and assignments. Quizzes will consist of multiple-choice questions.

Final Exam (200)

The final exam is **CUMMULATIVE** and will consist of 2 parts: an objective part (150 points) and a live transcription part (50 points). The objective part will be in the same format as the quizzes and will consist of multiple-choice questions. It will be completed in the classroom during finals week.

The live transcription part will be completed during the last week of classes. A short video will be displayed in the classroom, and you will be able to use your phones or personal laptops and headphones/earbuds to listen and transcribe. You will have 75 minutes, and you will be able to replay parts of the video as you need; however, the transcription must be completed within the allotted time. Time will be extended for students with disabilities who are entitled to extra time; however, these students must provide a letter of accommodations from the Office of Disability.

Scholarly Article Review (100 points)

Each student will select a scholarly article to read and summarize. Detailed guidelines and a grading rubric will be made available online. The article must be related to the content of the course. It can focus either on the phonetic and acoustics of normal speech production or disordered speech. Here is a list of possible topics to choose from:

- Phonological development
- Speech articulation development
- Phonological processing and/or phonological awareness
- Phonological processes
- Speech motor development and production
- Speech motor disorders (including verbal apraxia and dysarthria)
- Speech sound disorders
- Acoustics of speech sounds
- Treatment of speech sound disorders
- The relationship between hearing and speech development

Before completing the article review, students will submit the title of the article in a Discussion Board forum to get the article approved first.

Weekly Homework: (150)

After the first week of classes, there will be homework assignments that will be posted and submitted online. Details will be provided in class.

Grades and Feedback on assignments will be available on Canvas. 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. The grade of the course is based on a 1000-point grading system distributed as follows:

Grade Distribution and Grading Key

<i>Assignment & Grade</i>		<i>Grading Scale</i>	
Syllabus Quiz	25	A	90-100%
Final	200	B	80-89.99%
12 Weekly Quizzes	360	C	70-79.99%
2 Transcription Projects	100	D	60-69.99%
Homework Exercises	150	F	Below 60%
Article Review	100		
Classroom Activities	65		
Total	1000		

CLASS SCHEDULE AND ASSIGNMENT DUE DATES

Date	Assigned Readings	Assignment Due Dates
Week 1 08/26 08/28	Syllabus Chapter 1	Due by 11:59 PM MONDAY Read Syllabus and Take Syllabus Quiz ONLINE
Week 2 09/02 09/04	Chapter 2	TUESDAY 9/02: Class Quiz 1 WEDNESDAY by 11:59 PM: HW# 1
Week 3 09/09 09/11	Chapter 3	TUESDAY 9/09: Class Quiz 2 WEDNESDAY by 11:59 PM: HW# 2
Week 4 09/16 09/18	Chapter 4	TUESDAY 9/16: Class Quiz 3 WEDNESDAY by 11:59 PM: HW# 3
Week 5 09/23 09/25	Chapter 4	TUESDAY 9/23: Class Quiz 4 WEDNESDAY by 11:59 PM: HW# 4
Week 6 09/30 10/02	Chapter 4	TUESDAY 9/30: Quiz 5 WEDNESDAY by 11:59 PM: HW# 5
Week 7 10/07 10/09	Chapter 5	TUESDAY 10/07: Quiz 6 WEDNESDAY by 11:59 PM: HW# 6 & First Live Video Transcription
Week 8 10/14 10/16	Chapter 5	TUESDAY 10/14: Quiz 7 WEDNESDAY by 11:59 PM: HW# 7
Week 9 10/21 10/23	Chapter 5	TUESDAY 10/21: Class Quiz 8 WEDNESDAY by 11:59 PM: HW# 8
Week 10 10/28	Chapter 5	TUESDAY 10/28: Class Quiz 9

10/30		WEDNESDAY by 11:59 PM: HW# 9
Week 11 11/04 11/06	Chapter 6	TUESDAY 11/04: Class Quiz 10 WEDNESDAY by 11:59 PM: HW: 2 nd Live Video Transcription (Disordered Speech)
Week 12 11/11 11/13	Chapter 7	TUESDAY 11/11: Quiz 11 WEDNESDAY by 11:59 PM: HW# 10
Week 13 11/18 11/20	Chapters 8 & 9	TUESDAY 11/18: Quiz 12 WEDNESDAY by 11:59 PM: HW# 11
11/26-28	THANKSGIVING HOLIDAY ...NO CLASSES	
Week 14 12/02 12/04	Final Exam Review (12/02) Live Transcription Practice (12/04)	MONDAY 12/01 by 11:59 PM Article Review Assignment Due ONLINE
Week 15 12/11	Final Exam [Objective]	THURSDAY 12/11 (9:30-11:30 AM) in Class In the classroom 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)