**Semester Checklist of Due Dates for GIS Exit Exam and Assignments in
ENGL 5397: Guided Integrative Study – Dr. Ann Beebe- Reader- Dr. Tara Propper**
<span style="color:red">**SP25 Dates in Red**</span>

A detailed description of this course, with expanded instructions for projects, is posted on the EGSA Canvas page under GIS/THESIS DOCUMENTS.

Refer to the University's Academic Calendar for Dates Corresponding to Weeks of the Semester.

During the Semester Preceding the GIS:

_____ **No later than the 13th week of the semester preceding your GIS** —Recruit an ENGL 5397 (Graduate Integrative Study) Committee: two graduate faculty members whose names appear on the Approved List (see the EGSA website). Ask one member to serve as the director and the other as the reader of your GIS. Unless requested to do otherwise at the suggestion or with the permission of the director, the reader will participate only in evaluating the exit examination and the course paper.

_____ **After April 1 of the preceding semester or November 1 of the preceding semester but no later than the 13th week of the preceding semester**— Complete the GIS Permission to Enroll Form located on the EGSA website and email it to the Graduate Advisor at englishma@uttyler.edu. Upon receipt of the form, the graduate advisor will review your degree plan and verify that you are eligible to enroll. After verification of eligibility, the graduate advisor will forward your approved Permission to Enroll Form to the Department of Literature and Languages administrative assistant, currently Mrs. Carter at shelbycarter@uttyler.edu. Mrs. Carter will then email you an individual course code for enrolling in your GIS section.

_____ **During registration April/May for fall GIS enrollment or November/December for spring GIS enrollment**— Enroll in ENGL 5397 GIS using the individual course code assigned to you by Ms. Holland.

_____ **No later than the 15th week of the semester preceding your GIS**—Provide your GIS director with a tentative reading list of approximately 20 works pertinent to the intended GIS research topic.[2] If you are using a seminar paper from an earlier graduate course as a springboard for your GIS paper, you may include texts cited in that paper.

During the Semester of the GIS:

_____ **Week 1 or 2 of the semester of GIS enrollment**[3] – In conjunction with your director, submit a short paper proposal/plan (of approx. 250-500 words) for developing a GIS course paper if you are expanding and refining a seminar paper from a previous graduate course OR submit a brief paper proposal/plan for composing an original paper if you elect to write a new paper based on previous graduate English coursework rather than expand an earlier paper.
<span style="color:red">Due Friday, January 24 (midnight) – Upload in Canvas</span>

_____ **Week 5**—Submit a working annotated bibliography. (Typically, it consists of at least 20 texts that include primary sources and scholarly secondary sources such as books, book chapters, and scholarly articles. List the primary & secondary sources in two separate sections.)
<span style="color:red">Due Friday, February 14 (midnight) – Upload in Canvas [Sections: 1-page introduction, Primary Texts with annotations, Secondary Texts with annotations]</span>
<span style="color:red">Draft not graded – See Sample Portfolios Module in Canvas for models of assignment</span>

_____ **Week 7**–-Submit an 8-10 page polished draft of the historical-bibliographical essay (literature review).
<span style="color:red">Due Friday, February 28 (midnight) – Upload in Canvas</span>

<span style="color:red">Draft not graded – See Sample Portfolios Module in Canvas for models of assignment</span>

_____ **Week 10**—Provide a substantive draft of an in-progress GIS paper if requested by your director.
<span style="color:red">**Optional** – Due Friday, March 28 –Email directly to the GIS Director</span>

_____ Submit an initial draft of five self-generated prompts/questions for the take-home GIS exit exam.
<span style="color:red">Due **Monday**, March 24 – Email all question DRAFTS to GIS Director. The approved version should be uploaded in Canvas by Monday, March 31 (midnight)</span>
<span style="color:red">Questions will go through multiple drafts [REMINDER: GIS Paper & Exam Topics Differ]</span>
<span style="color:red">See Sample Portfolios Module in Canvas for models of assignment</span>

_____ **Week 11**—In conjunction with your director, submit the final draft of five potential prompts/questions for the take-home GIS exit exam.
<span style="color:red">Questions must be approved by **Monday**, March 31 (midnight)</span>

_____ **Week 12 (spring semester) or Week 11 or 13 (fall semester)[4]** —The week before your scheduled GIS exit exam contact your director to ascertain if you have approval to sit for the exam.
<span style="color:red">Week 11: Approval to Sit for the GIS Exam will be emailed by Wednesday, April 2</span>

_____ **Week 13 (spring semester) or Week 12 or 14 (fall semester)[4]** — An electronic copy of your GIS exit exam will be sent via email Friday at 5:00 pm. Make certain you know how to contact your director in the event you fail to receive the examination.
<span style="color:red">Week 12: GIS Exam emailed on Friday, April 11 by 5pm. Check your Patriots Email account. [Week 13 Friday in SP25 is Good Friday.]</span>

_____ **Week 13 (spring semester) or Week 12 or 14 (fall semester)** —No later than 8:00 am Monday, submit electronic copy of your completed GIS exam per your director's instructions. Your director will forward a copy of the exam to your reader.
<span style="color:red">DUE – GIS Exam due by **Monday**, April 14 at 8am – Upload in Canvas & Email back-up</span>
<span style="color:red">GIS Director will contact your GIS Reader and arrange for pass / fail evaluation of the GIS Exam. After your Director & Reader confer, your GIS Director will notify you and the Graduate Studies Director of your exam results.</span>

_____ **Week 15**—Submit the final draft of your GIS course paper per your director's instructions.
<span style="color:red">GIS Paper due **Monday**, April 28 (midnight) – Upload in Canvas & Email back-up copy</span>
<span style="color:red">GIS Director will contact your GIS Reader and arrange for pass / fail evaluation of the GIS Paper.</span>
<span style="color:red">Statement of Journal Options & Submission Guidelines for GIS Paper Due **Monday**, April 28</span>

_____ **Week 15**—Via email, submit a clean ELECTRONIC COPY of the completed GIS Course Portfolio to the Director of English Graduate Studies at englishma@uttyler.edu. The Portfolio should include: GIS paper proposal, annotated bibliography, historical-bibliographic essay, five finalized exam prompts, copy of completed GIS exit exam, and GIS course paper.
<span style="color:red">GIS Portfolio – Copy 1 (Canvas) – to GIS Director for course grading due by **Wednesday**, April 30 (midnight)</span>
<span style="color:red">GIS Portfolio – Copy 2 (Email) – to Director of ENGL Graduate Studies due by **Wednesday**, April 30 (midnight) – CLEAN copy for program assessment (name only on title page)</span>

<span style="color:red">ENGL 5397 Course Grade Breakdown:</span>

| | |
|---|---|
| Brief GIS Paper Proposal | 0% - approval required to proceed |
| Annotated bibliography | 15% |
| Historical-bibliographical essay | 15% |
| Exit examination and five exam prompts | 30% |
| GIS paper or thesis draft | 40% |

Statement of journal options for paper     0% - required for grade to be posted

**1.1.** <u>Eligibility</u>**.** When a graduate student has completed a minimum of twenty-seven (27) hours for the non-thesis option or twenty-four (24) hours for the thesis option in the Master of Arts program in English at UT Tyler, the student becomes eligible with permission of the graduate advisor or
or department chair, to enroll in ENGL 5397 Guided Integrative Study (GIS). Successful completion of the GIS requires a substantive and polished course paper (sec. 2.6), an accompanying annotated bibliography (sec. 2.5) a succinct paper proposal (sec. 2.3), a historical-bibliographical essay (sec. 2.3), a written exit examination covering a specified area of concentration (sec. 2.7), and submission of a course portfolio (sec. 4.1). For the thesis-track student, the GIS research topic may be directly related to the thesis topic and will contribute to completion of requirements for ENGL 5396 Thesis II. Each component of the GIS is described in greater detail below.

**1.2.** Upon successful completion of ENGL 5397 in combination with all other requirements enumerated in the UT Tyler catalog, a student is eligible to receive the M.A. degree in English.

**2.1.** <u>Area of interest and selection of committee members</u>. During the semester prior to enrolling in ENGL 5397, the student may select to expand a course paper completed in a previous English graduate class, use a course paper in progress, or propose a topic that integrates coursework from previous graduate English courses. Based on his or her selected research focus, the student should select one qualified graduate faculty as director for the GIS and a second qualified faculty member as a reader for the exit examination and the course paper. A student wishing to write a thesis should select a GIS director and reader who have achieved the status of Research Faculty since the GIS director and reader may then also serve as part of that student's thesis committee. An addendum to this document contains a listing of eligible faculty members and their areas of specialization

**2.2.** <u>Reading list</u>. During the semester before beginning ENGL 5397, the prospective GIS student will submit a tentative reading list of approximately twenty (20) literary works related to the intended area of research and study. The reading list should exhibit an appropriate balance of primary and secondary works, which may include but are not limited to poems, short stories, essays, novels, plays, biographies, historical documents, theoretical treatises, and applied criticism in the form of books, book chapters, and/or scholarly articles. This list will lay the groundwork for the longer annotated bibliography required for the course.

  **2.3.** <u>Paper Proposal</u>. During the first two weeks of the GIS semester, submit a short paper proposal/ plan (of approx. 250-500 words) for developing a GIS course paper if you are expanding and refining a seminar paper from a previous graduate course OR submit a brief paper proposal/plan for composing an original paper if you elect to write a new paper based on previous graduate English coursework rather than expand an earlier paper.

**2.5.** <u>Annotated bibliography</u>. No later than the fifth week of the semester or at a time specified by the GIS director in consultation with the student, the student will submit a working annotated bibliography of at least twenty-five (25) sources, including primary sources and applied criticism consisting of books, book chapters and/or scholarly articles.

**2.5.** <u>Historical-bibliographical essay</u>. No later than the seventh week of the semester or at a time specified by the GIS director in consultation with the student, the student will submit an eight to ten page draft of a historical-bibliographical essay that describes how critical approaches to the student's chosen research topic have developed over time.

**2.6.** <u>Course paper</u>. Within the first two weeks of the semester of GIS enrollment or at a time specified by the GIS director in consultation with the student, the student will submit a brief plan for expanding the GIS course paper if developing a seminar paper from a previous or in-progress graduate course OR a brief plan for completing an original paper if electing to write a new paper based on previous graduate English coursework instead of expanding an earlier paper. For non-thesis-track students, the plan focus is a course paper or at least twenty (20) pages, excluding extraneous matter such as a preface, graphics, appendices, and/or the Works Cited page. For thesis-track students, the plan focus is the development of a substantive draft of at least twenty (20) pages of a thesis draft to be refined and expanded as a requirement for ENGL 5396 Thesis II. Electronic copies of the finalized GIS paper or thesis draft must be submitted to the GIS director by 5:00 p.m. Friday of the fifteenth week of the semester or at a time specified by the GIS director.
The director is responsible for providing a copy of the completed paper to the GIS reader.

**3.1.** <u>Examination—preliminary prompts.</u> No later than the tenth week of the semester or at a time specified by the director in consultation with the student, the student should submit a preliminary draft of five self-generated examination prompts/questions that complement the focus of the course paper, with particular attention being paid to works on the annotated bibliography. These prompts/questions, when refined and approved by the director, will become the subject pool for the take-home GIS exit examination.

**3.2.** <u>Approval to sit for examination</u>. If the student has met the prerequisites, the director will approve the student to begin the exit exam on Friday of week thirteen (spring semester) or of week twelve or fourteen (fall semester). Students who have not meet the prerequisites for the examination may compose a written request to the GIS director and the English graduate director to take the examination during week the examination week of the following semester. (See fn 1.)

**3.3.** <u>Examination—refined prompts</u>. By week eleven, the director, in consultation with the student, should have produced the final draft of five (5) potential prompts/questions for the take-home exit examination. From these prompts/questions, the director will select two (2) prompts to be submitted to the student on the day of the exam. The student will select one (1) of the two (2) prompts as the subject of his or her essay response.

**3.4.** <u>Examination—administration</u>. At 5:00 p.m. on Friday of week 13 (spring semester) or 5:00 p.m. on week 12 or 14 (fall semester) (see fn. 1), a copy of the take-home essay exam will be distributed to the qualifying student with instructions to submit the completed exam to the GIS director by 8:00 a.m. the following Monday (see fn. 2). The director will forward a copy of the completed examination to the reader. The essay prompt, generated by the student's director from the finalized list of five (5) exam prompts/questions, will require the student to demonstrate a strong knowledge base in his or her area of concentration and mastery of higher level thinking skills, addressing cultures, periods, genres, and/or critical theories and applied criticism as appropriate. The essay response should be typed on standard 8-1/2" x 11" paper, double-spaced, with 1" margins and 12 point Arial or Times New Roman font. The completed exam should be no less than eight (8) and no more than twelve (12) pages.

**3.5.** <u>Examination – Evaluation</u>. In consultation with each other, the director and the reader will award the examination a high pass, pass, low pass, or fail. In the event of discrepancy between the GIS director's and the reader's evaluations of the exit examination and/or the course paper, the GIS director will make the final grade determination. If the discrepancy in evaluation is significant and difficult to resolve, upon the notification and written consent of the GIS student, the English graduate committee may be asked to meet to assess the exam and/or GIS paper and to make the grade determination.

**4.1.** <u>GIS portfolio</u>. At a time specified by the GIS director but not later than the last day of finals' week, the student will submit to his or her GIS director and to Director of English Graduate Studies at englishma@uttyler.edu a clean, electronic copy of the GIS Portfolio containing the following items:

|   |   |
|---|---|
| Brief GIS Paper Proposal | |
| Annotated bibliography | 15% of ENGL 5397 grade |
| Historical-bibliographical essay | 15% of ENGL 5397 grade |
| Exit examination and five exam prompts | 30% of ENGL 5397 grade |
| GIS paper or thesis draft | 40% of ENGL 5397 grade |
| Other materials if requested by the GIS director | |

**5.1** <u>Failure to successfully complete the GIS</u>. A student who (a) does not meet the prerequisites to take the exit exam, or (b) who fails the exit exam, or (c) who passes the exit exam but fails the course due to a poor quality course paper or a low course grade average, or (d) does not complete the course for good reason may be assigned an "I" (Incomplete) for the course at the discretion the GIS director in agreement with the GIS reader. The student should make every attempt to successfully complete the GIS during the long semester immediately following the assignment of an Incomplete. The student has no no more than two (2) long semesters or one (1) year to successfully complete the GIS course. Failure to do so within the allocated time frame will result in an automatic "F".

**6.1** <u>Committee guidelines</u>. Within the broad guidelines for successful completion of ENGL 5397, a student's GIS director has the authority to modify particulars that include but are not necessarily limited to submission timeline, submission sequence, bibliographic content, and composition of reading list. Significant departures from the stated requirements must be reviewed and sanctioned by the English graduate committee and receive final approval of the department chair.

# Quick Guide to ENGL 5397 Guided Integrative Study

**What is it?**
Guided Integrative Study (GIS) is a required capstone course tailored to the individual student's research interest as discovered and developed in an earlier course. Typically, the subject matter for research originates with a previously written English graduate seminar paper or a paper currently in-progress, which is then expanded into highly researched and polished essay. The course also includes the graduate student's GIS exit examination (see below).

**If I plan to write a thesis, do I have to enroll in ENGL 5397?**
Yes. A requirement of the GIS is successful completion of an exit examination, which all students must take. In general, students may substitute ENGL 5397 for ENGL 5395 Thesis I. Thesis hours consist of ENGL 5397 GIS followed by ENGL 5396 Thesis II. If you plan to write a thesis, discuss course options and sequencing with the graduate advisor and/or your GIS/thesis director the semester prior to enrolling in each course.

**When should I enroll in the course?**
With permission of the English graduate advisor, ENGL 5397 GIS may be taken during a fall or spring semester when the student is within 9 hours of completing English graduate coursework (non-thesis) or 12 hours (thesis) or under special circumstances after permission from the graduate advisor. Students planning to write a thesis must successfully complete ENGL 5397 prior to enrolling in ENGL 5396 Thesis II.

**May I take the GIS during a summer session?**
No. The GIS is offered only during the fall and spring semesters.

**How do I choose a topic for my GIS?**
There are two options:
1. Select a research topic based on a paper associated with a former English graduate class for further research and development.
2. Make a connection between 2-3 completed English graduate classes, and generate a proposed topic based on a unifying subject: authors, genres, literary movements, texts, themes, etc.

By the end of the GIS, a student should have a paper almost ready for submission to a respected academic journal.

**May I take an independent study in place of the GIS?**
No. Independent studies and the GIS serve different purposes. An independent study allows a student to study material not offered in a regularly scheduled graduate course. The GIS topic, on the other hand, should be connected in some way with the work the student has started in other graduate classes. Picking an entirely new topic over an area not covered in a previous MA classes is not a recommended option. That would be the topic for an independent study.

**May I use a paper from an independent study as the basis for my GIS?**
Yes. Some students have created an independent study in one semester and then taken the topic to the capstone level in a GIS course the following semester. Unlike ENGL 5396 Thesis II, an independent study may be taken concurrently with the GIS.

**Who will be my instructor?**
1. You will need a director. The semester before enrolling in ENGL 5397, email a professor of your choosing and request that he/she direct your GIS. If you elect to develop a paper from one of your graduate seminars, the professor who taught the seminar is a strong candidate for this role.
2. You will also need a reader. The reader is a second faculty member who you feel is qualified to participate in evaluating your exit examination and the final draft of your course paper. You must also email this faculty member to request his or her participation.
3. You need email confirmation from both director and reader prior to GIS enrollment.

**What does the course entail?**
The course includes 1) a 250-500 word research proposal, 2) an annotated bibliography of at least 25 works, 3) an 8-10 page historical-bibliography essay (literature review), 4) five proposed exit exam prompts based on your research topic, 5) a take-home exit examination, and 6) a 20-25-page course paper.

**What is the exit exam? How do I prepare for it?**
The exit examination is co-written by the student and the GIS director. Approximately two-thirds of the way through ENGL 5397, the student will compose and submit five exit examination prompts/questions for the director's comments, revisions, and approval.  Each question should address an aspect of the research topic that is associated with but not central to the course paper's thesis. Although there may be a relationship between ideas, <u>the exit examination essay must have an original thesis and mount an original argument. It can be neither a summary of nor an excerpt from the GIS course paper.</u> Two of the approved questions will be chosen by the director for inclusion on the GIS exit exam, which will be given to the student on a Friday at 5:00 p.m. and must be returned no later than the following Monday at 8:00 a.m.  Of the two questions on the exam, the student is to select one and write a highly focused essay of 8-12 pages that demonstrates mastery of the subject matter and high-level critical thinking skills. The completed exam is evaluated by both the GIS director and the reader, and the student is awarded a high pass, pass, low pass, or fail.

 **What if I don't pass the exit exam?** At the discretion of the student's GIS director in agreement with his or her reader, unsuccessful students may receive an Incomplete in ENGL 5397 and take a second exit exam no later than the final week of the upcoming semester. To be awarded an M.A. in English, students must pass the exit exam. A maximum of two attempts is allowed.

**Where is the syllabus for my GIS?**
Instead of a formal syllabus, the GIS consists of a Timeline with due dates for required assignments (see "What does the courses entail?" above).  The Timeline can be accessed via the EGSA "GIS" page in Canvas.  (Note: your director, in consultation with you, has final authority to determine sequencing and assignment due dates.)

**How do I enroll in ENGL 5397?**
First, find two faculty members who agree to serve as the director and the reader for your GIS.  Next, complete the GIS Permission to Enroll Form and submit it to the graduate advisor (Dr. Matt Kelly) at englishma@uttyler.edu. When the graduate advisor has verified that you are qualified to take ENGL 5397, he will forward your approved Permission to Enroll Form to the Department of Literature and Language administrative assistant, (Shelby Carter, shelbycarter@uttyler.edu). Once Mrs. Carter has received your approved form, she will email you a course permission number that allows you to enroll in your GIS section.

**Note about Time Management & Online Classes:** A 12-hour course schedule is considered full-time for an undergraduate university student. Why? For every 3-credit class, a student is expected to spend 6 hours per week outside of the classroom reading and writing. That means a student is expected to dedicate 9 hours minimum per week for each 3-credit course.
                    12 hours in class + 24 hours outside of class = 36 hours = full-time student.

You all maintain some sort of weekly calendar where you block out time for your F2F (face-to-face) classes as well as meetings, job schedule, appointments, etc. Block out 9 hours each week for your ENGL 4345 / 5346 online course **now**. **An online course does not magically get finished.** You can work on your own schedule with an online class, but you must set the time aside each week to complete the reading, writing, and exams.

**Ethics and the University Student:** Cheating or plagiarizing on assignments in ENGL 4345 / 5346 – including the use of AI (open or paid) – will result in failure of the assignment and an Academic Dishonesty Report. Seriously, think about it. If you develop the habit of only copying & pasting something from AI,

why would anyone need to hire you? You are training yourself to be professionally obsolete. Instead, train your mind now; cultivate real marketable skills. Develop your critical reasoning, reading, and writing skills as well as an understanding of human nature. Lean into what makes you irreplaceably empathetic, moral, and human. [See the course AI Policy Statement below.]

**Late Work:**
Late work will not be accepted.
[**NOTE:** If you experience a life-changing event (serious illness, serious accident, tragedy in your family), please underline contact me as soon as possible. With documentation to substantiate the event, I am always willing to make schedule adjustments to help my students successfully complete my courses.

**AI Policy for ENGL 5397:**
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 this course, I expect all work students submit for this course to be their own. I have carefully designed all 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.

**University Policies and Information**

**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@uttyler.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 includes 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.

## 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 is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

## 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, 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 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 and also complete the Pregnant and Parenting Self-Reporting Form.

## Campus Carry

We respect the right and privacy of students 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.