



**COUN 5345-001(80992): Group Counseling: Theory and Practice**

**Fall 2022 Syllabus**

**Course Time: Tuesdays 5:00-7:45PM**

**Location: HPR 252**

*“Whenever two people meet, there are really six people present. There is each man as he sees himself, each man as the other person sees him, and each man as he really is.” (William James)*

**Instructor:** Ramona I. Grad, PhD, LPC, NCC

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**Email:** [rgrad@uttyler.edu](mailto:rgrad@uttyler.edu)

**Communication:** I can be reached via **email**. I will respond to your emails as promptly as possible within 24 hours of receipt Monday-Thursday.

**Office Hours:** Tuesdays 9:00AM - 12:00PM. Please let me know if you would like [to set up a meeting](#).

**Content Area**

**Course Catalog Description**

The Group Counseling course is designed to provide students with an understanding of the theory and practice of group counseling. In this course students will become familiar with different theoretical approaches to counseling groups; basic principles of group dynamics and therapeutic factors, group development models and group design, leadership tasks, and member roles. The course will introduce students to basic group counseling skills including establishing, leading, and evaluating various types of counseling groups. Consideration will be given to ethical, legal and multicultural issues, and each student will have the experience of being a member in a counseling group.

**Course Prerequisites**

Grade of "B" or better in COUN 5312, COUN 5328 and, COUN 5391 and departmental consent.

**Course Purpose**

The purpose of this course is for students to learn about group design, leadership, functions, ethics, diversity, and group counseling. It is a course designed to introduce students to the principles of group dynamics

**Course Objectives and Learning Outcomes**

<b>Course Objectives and Learning Outcomes</b>	<b>CACREP 2016 Standards (Core)</b>
Theoretical foundations of group counseling and group work	2.F.6.a
Dynamics associated with group process and development	2.F.6.b
Therapeutic factors and how they contribute to group effectiveness	2.F.6.c
Characteristics and functions of effective group leaders	2.F.6.d
Approaches to group formation, including recruiting, screening, and selecting members	2.F.6.e
Types of groups and other considerations that affect conducting groups in varied settings	2.F.6.f
Ethical and culturally relevant strategies for designing and facilitating groups.	2.F.6.g
Direct experiences in which students participate as group members in a small group activity, approved by the program, for a minimum of 10 clock hours over the course of one academic term	2.F.6.h

**Required Text(s)**

- Gladding, S. T. (2019). *Groups: A counseling specialty* (8th ed.). Pearson
- Jacobs, E. E., Schimmel, C.J, Masson, R. L., & Harvill, R. L. (2015). *Group counseling: Strategies and skills* (8th Ed.). Pacific Grove, CA: Brooks/Cole.

**Recommended Text(s)**

- DeLucia-Waack, J. L., & Donigian, J. (2004). *The practice of multicultural group work: Visions and perspectives from the field*. Pacific Grove, CA: Brooks/Cole.
- Hulse-Killacky, D., Killacky, J., & Donigian, J. (2001) *Making task groups work in your world*. Upper saddle River, NJ: Merrill/Prentice Hall.
- Yalom, I. D. & Leszcz, M. (2020). *The theory and practice of group psychotherapy* (6<sup>th</sup> ed.). New York: Basic Books.
- Yalom, I. D. (2005). *The Schopenhauer Cure*. New York: Harper Collins.

*\*Additional readings may be recommended/required throughout the semester in response to students' needs or requests.*

*\*\*Note: A student at UT-Tyler is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.*

**Resources**

- **Association for Specialists in Group Work (ASGW)** – [www.asgw.org](http://www.asgw.org)
- **American Counseling Association Code of Ethics** – <http://www.counseling.org/knowledge-center/ethics/code-of-ethics-resources>
- American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.)*. Washington, DC: Author. ISBN-13: 978-1433832178

## Methods of Instruction

**Teaching Strategies**

This is a face-to-face course. There are weekly mandatory class meetings with the instructor and you are expected to attend all classes as outlined in course schedule. Traditional face to face instruction allows for approximately 42 hours of in class time and an equal amount of time for homework, readings, and assignments. Therefore, the course is designed to require approximately 84 hours of clock time to complete.

The course is set up in 14 weekly learning units that equate to approximately 6 hours of classwork (lectures, activities, homework, readings) per week.

**Related field experience**

This experiential class requires participation in a counseling group. Group participation aligns with “best practices” of the Association for Specialists in Group Work and it meets CACREP standards.

**Canvas** (<https://www.uttyler.edu/canvas/>)

Canvas will serve as the overall structure and launching pad for all our activities in this course. In Canvas, you will find announcements, assignments, course schedule, discussion boards, links to outside activities and so on. Within each module folder, the activities necessary to successfully complete that module are described in great detail. Take care to examine the module and [get in touch with me immediately](#) if you are not clear about the requirements.

## Course Policies and Requirements

**COVID 19/ Masks** - Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its

[Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the [UT Tyler COVID-19 Information and Procedures](#) website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **Informed Consent Statement**

Faculty members are dedicated to the educational, personal, and professional growth and development of our students. Faculty are in a unique position as both instructors who assess students' academic skills and members of the counseling profession with an ethical obligation to the profession. In both of these roles, it is the faculty's responsibility to evaluate student competencies within the realm of professional counseling and to address any concerns regarding students' professional competence. As such, please be aware of the following information regarding this course:

- The counseling profession encourages that counselors fully integrate their own personal attributes and identity, as well as their strengths and weaknesses, into therapeutic processes. Therefore, self-awareness is critical because this knowledge relates to being an effective therapist.
- There will be an emphasis in many courses on self-awareness/exploration, as well as giving feedback to peers. Although uncomfortable at times, we encourage students to be open to self-exploration, since we frequently ask clients to do so.
- At times, class may include experiential and self-awareness exercises. It is important to distinguish between sharing one's emotional reactions to such experiential class activities and revealing information about one's personal history. Self-disclosure of personal history is not required in order to successfully pass any course; however, students may be expected to share their reactions to experiential activities.
- Self-disclosures will not be used as a basis for grading in any course. However, should a student disclose information indicating impairment or the potential for harm to clients, the faculty member may take appropriate action in accordance with the ACA Code of Ethics (2014).
- Students often experience personal growth as they progress through the program. **However, the courses are not meant to be a means of personal therapy.** The focus in classes is on self-awareness and the enhancement and growth of necessary counselor skills.
- Please be aware that, although all instructors strive to create a safe environment for any personal disclosures, we cannot guarantee that other students will maintain the confidentiality of any such disclosures that are made.
- It is each student's responsibility to determine an appropriate level of self-disclosure (i.e. the content and depth of personal information that you share) in experiential learning activities.

### **Attendance Policy**

Students are required to attend all classes. If there is an extenuating circumstance or emergency that will require you to miss a class, you should notify the professor ahead of time. You will receive a one-letter grade deduction from your final grade in the course (e.g., A → B) unless you write a letter to the instructor that explains the extenuating circumstances for your absence. When possible, you should include with your letter documentation that substantiates your extenuating circumstance. The instructor will then decide if the absence is excusable. Each subsequent absence will result in the drop of a letter grade. All absences must be discussed with the instructor prior to the class missed. Missing more than one class may result in an "IP" or "NC" for the class unless otherwise determined by the instructor.

### **Class Punctuality**

Students are expected to attend classes on time. Students who are consistently late at the beginning of class will have points deducted from their participation grade. Late behavior in excess of one class will result in a drop of attendance and participation points for each incident.

### In Class Use of Technology

Cell phones are to be turned off or put in silent mode during class. Cell phones should not be visible during class, so please keep them in your pants, purse, backpack, etc. Students who chose to use a laptop computer should only do so for taking notes. **Students who use laptop computers are prohibited from (a) surfing the internet, (b) checking email, and (c) working on other assignments during class.**

### Technology Requirements

All students taking this course should have access to a computer with an internet connection that can support the use of Canvas. If you are having trouble logging onto Canvas or uploading assignments, please contact the Canvas **helpdesk at (903)566-7439** or email them at **itsupport@patriots.utt Tyler.edu**. You can also receive help by using the **Help tab located on the left side of your Canvas screen, using the Canvas guides, or contacting Canvas help at (844)214-6949**. If you are having technical difficulties, alert the professor as soon as possible. Assignments will be accepted through email **only** if there are difficulties with Canvas. Word of advice when taking an online course: **Do not wait until the last minute to submit your assignments as this is a sure way to ensure you will have technical difficulties (remember Murphy's law).**

### Online Communication

All written communication that takes place within this course must adhere to the rules of written etiquette. Please remember that you are in a graduate program and are earning a professional degree, therefore please respond to your instructor and your colleagues in a professional matter. Please refrain from using texting language (i.e. lol, btw, omg) and/or emoticons (i.e. :- / ,':-) ) in your discussion responses and in communication with your instructor and colleagues. Other things to keep in mind:

- Open your email with a salutation (e.g., Hi, Hello, Dear Dr. or Ms. X) and finish with a closing (e.g., Best, Regards, Thank you, your name). Introductory emails should address your instructor more formally (Dear Dr. Grad).
- Use complete sentences and avoid jargon, especially text-type words (e.g. C U). This is especially important when sending messages from mobile devices.
- Be aware that using capital letters to express yourself is considered SHOUTING.
- Maintain a professional tone
- Avoid sending email in anger or frustration. Walk away from the computer and wait at least 24 hours.
- Whether in writing or in person, derogatory or prejudiced remarks are still considered bad manners and discussion that contains such comments will be addressed by the instructor.
- Please refrain from sending junk mail, forwards, or advertisements to the class via Canvas.

### Patriot E-mail

University policy requires that all e-mail correspondence between students and instructor be done via the **Patriot account ONLY**. Check your Patriot E-Mail frequently. Announcements pertaining to class or departmental business will be sent to the student's Patriot account. In accord with university policy your instructor will respond **ONLY** to student correspondence sent via Patriot E-mail. Please do not contact the instructor via the Canvas messaging system. My email address is [rgrad@utt Tyler.edu](mailto:rgrad@utt Tyler.edu).

**\*\*Note: make sure that you do not send emails to rgrad@patriots.utt Tyler.edu, as I will not receive these messages.\*\***

### Diversity Statement

Students are expected to be sensitive to individual and multicultural differences and to treat one another with respect during their experience in this course. Sensitivity to gender/race/ethnicity/ability/sexuality is expected and disrespectful language and/or behavior will not be tolerated. The American Counseling Association has explicit policies, standards, and ethical guidelines regarding diversity issues. In this class, you will be expected to reflect the standards and ethics of the counseling profession, especially in the area of diversity. Any use of written or verbal language should be consistent with the respect and tolerance that are the cornerstone of the counseling profession and should reflect the ACA Human Rights

Committee's 1987 statement on tolerance, which states: In order to guarantee that each individual is free to pursue his/her potential, each member of ACA is charged to (a) engage in ongoing examination of his/her own attitudes, feelings, stereotypic views, perceptions and behaviors that might have prejudicial or limiting impact on others; (b) contribute to an increased sensitivity on the part of other individuals, groups or institutions to the barriers to opportunity imposed by discrimination; (c) advocate equal rights for all individuals through concerted personal, professional, and political activity.

### Course Feedback and Evaluation

Your constructive assessment of this course plays an indispensable role in shaping education at University of Texas at Tyler. Upon completing the course, please take time to fill out the online course evaluation.

## Student Performance Evaluation Criteria & Procedure

### Course Assignments

- **Growth Group Experience** (required not graded)  
To lead groups well, one has to know what is like to be a group member. This is so important that CACREP has required at least 10 hours of experience in a group. These growth groups are not therapy groups: they focus on growth goals related to personal and professional development as a counselor, openly describing one's experience as a group member, and providing greater understanding of normative group stages, dynamics, and member roles. **Attendance is required and not graded.**
- **Growth Group Journals** (3 points each – 15 points total)  
Growth Group Journals are a component of the growth group experience that is included in this course. Once the growth group starts, you are to keep a weekly journal. Once a week, you are to document your experiences as they pertain to this group. These journals are intended to be personal reflections and should be written in a personal style. Each entry should be typed, using 12point font and double spacing, and be 1-2 pages in length (2 pages maximum). Growth Group Journals are due Mondays by 11:59 PM [important].
- **Group Observation** (15 points)  
Groups are everywhere, and this assignment takes advantage of that. Students will spend time observing a group and write a short paper (2-3 pages) analyzing the group. You can be *creative in choosing a group to observe; try to expand your current experience*. Groups may be real (e.g., psycho educational, self-help, therapeutic) or fictional (e.g., from a movie). If real, you must obtain permission to observe from the group facilitator and group, must not interfere with the functioning of the group, and must omit any identifying information about the group or its members. *NOTE: Instructor pre-approval of group is required.* Group Observation is due Sunday, October 23<sup>rd</sup> by 11:59 PM [important].
- **Group Proposal** (25 points)  
Create a proposal for a counseling group you would like to organize and lead in a mental health setting. More details regarding expectations for this assignment will be provided in class. Group Proposal is due Sunday, November 13<sup>th</sup> by 11:59 PM [important].
- **In-Class Group Leadership** (25 points)  
Each student will have the opportunity to plan and lead/co-lead an online group. Leaders will be responsible for planning and executing 30-45 minutes group meeting. Following the group leadership experience, leaders will be expected to write a critical reflection paper that addresses their learning points as leaders. The Critical Reflection Paper is due Sunday, December 4<sup>th</sup> by 11:59 PM [important].

- **Final Exam** (20 points)

This exam will be an online, closed-book exam including multiple choice questions. The final will cover group development theories, ethical issues, and multicultural group counseling issues. Content for final exam will be drawn from the in-class PowerPoint presentations as well as the assigned readings and is meant to prepare students for the CPCE and NCE. The Exam will take place on December 6<sup>th</sup> during regular class time. [important]

### Evaluation/Grading

The due dates for all assignment are listed in the Syllabus and on Canvas and **must be completed by the date and time listed**. You should plan to work on your assignments around your life and submit them earlier in the week if need be. All assignments coming in any time after their due date/time will be reduced by 10% per day they are late. **NO** assignment will be accepted if submitted more than 4 days past due date.

Often time students wonder what constitutes a particular grade in the courses I teach. From my perspective, if a student has completed standard, average work on an assignment, then the work will receive a "B". A grade of "A" denotes exceptional work beyond the basic and/or minimal expectation.

Since this is graduate level work, it is expected that students will hand in papers that are grammatically correct, have correct spelling, and conform to the [APA 7<sup>th</sup>](#) edition guidelines. Since APA 7<sup>th</sup> edition was recently introduced, I will accept papers that follow APA 6<sup>th</sup> edition guidelines. Do not, repeat, do not write papers as if talking to me, using common figures of speech. Writing is NOT talking and it takes practice, patience, and intentionality to break this habit. On each written assignment I will deduct points from the final score based on writing and composition skills, and APA formatting. If you believe there are weak areas for you, please utilize the [University Writing Center](#) as they are more than prepared to help you with writing, composition, and research skills.

A grade of I (incomplete) is discouraged and is assigned at the discretion of the instructor, when illness, death in the immediate family, or other unusual and unforeseeable circumstances not encountered by the other students in the class prevent completion of the course requirements by the end of the semester (per UT Tyler Graduate School Guidelines). Under these circumstances, a grade of I may be assigned 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 course work 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 prior to 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 for a student.

Week	Assignment	Points
6 → 10	Growth Group Experience	Attendance required, not graded
6 → 10	Growth Group Reflection Logs	15 points
10	Group Observation	15 points
13	Group Proposal	25 points
11 → 13	Online Group Leadership + Reflection paper	25 points
16	Final Exam	20 points
<b>Total: 100</b>		
A → 100-90	B → 89-80	*C → 79-70
		*D → 69-60
		*F → 59-0 points

\*A grade of "C" or lower will require that you retake the course.

*Final grades will be available on or after the date designated by the University. Please do not send grade inquiries to the professor before this date. Any assignments or exams kept by the instructor will be retained until the last day of classes in the following semester, after which they will be shredded.*

### Professional Disposition Assessment

Professional disposition is an integral component of the course. The **systematic assessment** of students is required by CACREP (2016) Section 4.G; 4.H and ACA Code of Ethics (2014) Section F.9: F.9.a; F.9.b. The assessment is completed by the instructor based on the criteria in the table below and shown on the Final Grade Sheet. The Professional Dispositions component **is not calculated in the final grade**; however, the assessment is (1) part of the CMHC Committee's systematic student review and (2) will be included in the students' academic file.

Professional Disposition Assessment						
1.Pertinence and relevance of questions and comments	1	2	3	4	5	NA
2.Respect for ideas and integrity of others	1	2	3	4	5	NA
3.Collaborative professional relationship with peers	1	2	3	4	5	NA
4.Intercation with faculty	1	2	3	4	5	NA
5.Self-Awareness	1	2	3	4	5	NA
6.Self-confident when working with others/Leadership	1	2	3	4	5	NA
7.Commitment/Dedication/Enthusiasm/Curiosity	1	2	3	4	5	NA
8.Level of engagement in the learning process	1	2	3	4	5	NA
9.Diversity/Cultural Sensitivity- knowledge and application	1	2	3	4	5	NA
10.Responsiveness to feedback/supervision	1	2	3	4	5	NA

**Professionalism.** The counseling program at UT Tyler lead directly to certification, licensure, and professional practice in the field of counseling. All students are required to know and adhere to their respective professional association (i.e., ACA Code of Ethics, 2014). Ethical violations may result in failure of the course and possibly dismissal from the program.

### Tentative Course Schedule

**\*This syllabus is a guide and outline for the progression of the class. Changes may be made for due dates, assignments, and other items. All changes are the prerogative of the instructor.**

Week/Date	Topic	Readings/Assignments	CACREP Standard
<b>Warm-up Phase August 23 – October 4</b>			
Week 1 8/23	Introduction and Orientation; Brief Course Overview	Syllabus	2.D; 2.F.1.i.; 5.C.2.j; 5.C.2.l.
Week 2 8/30	Group Work as a Counseling Specialty – History, Types, General Characteristics Balancing Process and Content	Gladding: Ch.1 Jacobs: Ch. 1	2.F.6.a; 2.f.6.f
Week 3 9/6	Therapeutic Factors & Forces Group Dynamics	Gladding: Ch. 2 Jacobs: Ch. 2	2.F.6.b; 2.F.6.c
Week 4 9/13	Models, Stages and Group Development Leadership Skills Overview I	Gladding: Ch. 4 Jacobs: Ch. 3, 4	2.F.6.a; 2.F.6.b
Week 5 9/20	Planning, Promoting, and Preparation Leadership Skills Overview II	Gladding: Ch. 4, 5 Jacobs: Ch. 5, 12	2.F.6.d; 2.f.6.e; 2.F.6.g
Week 6 9/27	Leadership Skills Overview III Leadership Challenges  <b>Growth Group (GG) Begins GG#1</b>	Gladding: Ch. 6, 7, & 9 Jacobs: Ch. 6, 8, & 15	2.F.6.d; 2.f.6.e; 2.F.6.g; 2.F.5.e; 2.F.5.f; 2.F.6.h

<b>Action Phase October 4 – November 15</b>			
Week 7 10/4	Ethical, Legal, and Multicultural Issues; Group Work with Specific Populations  GG#2	Gladding: Ch. 8, 10, 11,14 Jacobs: Ch. 17  Singh et al. (2012) <b>GG Journal#1 due 10/2</b>	2.F.5.e; 2.F.5.f; 2.F.6.g; 2.F.6.h
Week 8 10/11	GG#3	<b>GG Journal#2 due 10/9</b>	2.F.5.e; 2.F.5.f; 2.F.6.h
Week 9 10/18	GG#4	<b>GG Journal#3 due 10/16</b>	2.F.5.e; 2.F.5.f; 2.F.6.h
Week 10 10/25	GG#5	<b>GG Journal#4 due 10/23</b> <b>Group Observation due 10/23</b>	2.F.5.e; 2.F.5.f; 2.F.6.h; 2.F.6.b; 2.F.6.c; 2.F.6.d; 2.F.6.g; 5.C.2.a; 5.C.2.c; 5.C.2.j; 5.C.3.b
Week 11 11/1	Leadership Skills Demonstration	<b>GG Journal#5 due 11/6</b>	2.F.1.k; 2.F.5.d; 2.F.5.e; 2.F.5.f; 2.F.6.b; 2.F.6.c; 2.F.6.d; 2.F.6.d; 2.f.6.g; 5.C.2.j;
Week 12 11/8	Leadership Skills Demonstration		2.F.1.k; 2.F.5.d; 2.F.5.e; 2.F.5.f; 2.F.6.b; 2.F.6.c; 2.F.6.d; 2.F.6.d; 2.f.6.g; 5.C.2.j;
Week 13 11/15	Leadership Skills Demonstration	<b>Group Proposal due 11/13</b>	2.F.1.k; 2.F.5.d; 2.F.5.e; 2.F.5.f; 2.F.6.b; 2.F.6.c; 2.F.6.d; 2.F.6.f; 2.f.6.g; 5.C.2.j; 5.C.3.b
<b>Closure Phase November 15 – December 6</b>			
Week 14 11/22	<b>Thanksgiving Break – No Class This Week</b>	<b>Practice your group facilitation skills with your family/friends</b>	
Week 15 11/29	Termination; Overview of Group Theories	Gladding: 6 & 8 Jacobs: 13 & 15 <b>Critical Reflections Paper due 12/4</b>	2.F.1.b; 2.F.1.c;
Week 16 12/6	<b>Final Exam - 12/6 at 5PM CST</b>		2.F.6.a; 2.F.6.b; 2.F.6.c; 2.F.6.d; 2.F.6.e; 2.F.6.f; 2.F.6.g

**Program and Departmental Policies**

**Clinical Mental Health Counseling Program Mission Statement:**

The mission of the CACREP-Accredited Master of Arts in Clinical Mental Health Counseling (CMHC) program at the University of Texas at Tyler (UTT) is to prepare ethical and competent professional counselors. The CMHC program places a strong emphasis on preparing future counselors to work with a diverse range of client populations. Faculty members collectively aim to provide a rigorous learning environment and supportive atmosphere encouraging personal and professional development to a diverse student body. Throughout their time in the CMHC program, students are supported in developing a deep sense of self-awareness and a strong professional counselor identity integrating mental health, research, service, and advocacy. Upon successful completion of the program, students are eligible for counselor licensure in Texas and are able pursue impactful mental health careers within the community.

**UT Tyler Department of Psychology and Counseling Student Code of Conduct:**

<https://www.uttyler.edu/psychology/policies.php>

**UT Tyler Clinical Mental Health Counseling Student Handbook:**

<https://www.uttyler.edu/psychology/graduate/clinical-mental-health-counseling/>



## University Policies

### UT Tyler Honor

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.

### Student 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>

### Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (**September 2<sup>nd</sup>, 2022**) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

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

### Financial Aid State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purpose of this rule, a dropped course is any course that is dropped after the census (See

Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Accommodations for Students with Disability**

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.

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.

Also, please contact me privately as soon as possible so we can discuss your accommodation. Please note that you will not be required to disclose your disability, only your accommodations. The sooner you let me know your needs, the sooner I can assist you in achieving your learning goals in this course.

### **Student Absence Due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester.

### **Absence for University-Sponsored Events and Activities**

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

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

- i. "Cheating" includes, but is not limited to:
  - copying from another student's test paper;
  - using, during a test, materials not authorized by the person giving the test;
  - failure to comply with instructions given by the person administering the test;

- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
  - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, homework solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by plagiarism software.

#### UT Tyler Resources For Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- 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.
- [UT Tyler Counseling Center](http://counselingcenter@uttyler.edu) (903.566.7254)