

The University of Texas at Tyler  
Department of Kinesiology

Course Syllabus - ALHS 1300: Personal and Community Wellness  
Section 001 (Hybrid Course - 3 semester credit hours)  
Fall 2024

**Instructor:** Arturo A. Arce-Esquivel, M.D., Ph.D.  
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**Office Hours:** Tuesdays from 12:30 pm to 1:30 pm / Thursdays from 11:00 am to 12:00 pm.  
All other times by appointment only. When needed, virtual office hours on Zoom, are also available.

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**Prerequisite:** N/A

**Course meeting times:** Tuesday (face-to-face) from 11:00 am to 12:20 pm.

**Location of Classroom:** HPC 2255

**Required Textbook:** A Wellness Way of Life - 11th Edition (2017). Author: Gwen Robbins and Debbie Powers. Publisher: McGraw-Hill Professional Publishing. ISBN: 9780073523507.

**Important:** Please read this syllabus carefully and in its entirety before you do anything else in the course. Note important details, but especially take note of the categories of information in this syllabus. The syllabus is intended to provide key information at the outset of the course, as well as throughout the entire semester. I strongly recommend that you refer to the syllabus frequently throughout the course. After your initial reading of this syllabus, I recommend that you check the various links in the course (in Canvas) to start to familiarize yourself with "what is where."

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

**Course Description:** Study of individual, societal, and cultural considerations in **health and wellness**. Emphasis is on health-related factors that the individual can affect and on individual decision-making.

**Course Goal:** Personal and Community Wellness is an introductory course in the Department of Kinesiology. This course is designed to promote health, fitness, and wellness to the individual and the community.

**Course Objectives:** Upon successful completion of this course, students will be able to:

1. Identify the dimensions of wellness and the various factors that can affect wellness.
2. Identify and apply the principles of exercise and the ACSM guidelines of exercise.
3. Demonstrate and understand the relationship between exercise, disease, and health.
4. Identify ways to implement behavior modification.
5. Identify the recommended dietary guidelines for Americans and their implications for health and wellness.
6. Identify stress management methods.
7. Identify and explain the use and abuse of drugs, alcohol, and tobacco.
8. Assess current levels of health and fitness.

### INSTRUCTIONAL METHODS:

Classes will consist of a mixture of lecture, discussion, working of problems, and evaluation of cases. Student activities will include though may not be limited to: (a) textbook and articles readings; (b) completing assignments, including solving of problems; (c) participating in small-group and whole-class discussions; and (d) completing exams.

Students are **expected to read assigned material before coming to class and must be prepared to discuss the previously assigned readings (including handouts)**. That is- READ beforehand! **Active participation in the classroom is strongly encouraged!**

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### COURSE STRUCTURE:

This class will be delivered in a **hybrid format**. What this means is that approximately half of the class will be delivered online, and the other half will be delivered **face-to-face (F2F)**. Instead of meeting twice per week, we **will only meet once per week (on Tuesdays)**. **However, you are required to complete the individual and/or group online activities, prior to each week's class meeting.**

**Online content:** Within each area, you will find learning objectives, required reading assignments, and lectures. The lectures are intended to emphasize the concepts that I think are most important, organized in a sequence that facilitates learning. The textbook readings and lectures may overlap, but there is much information presented in the textbook that I do not present in the lectures, and vice versa. Therefore, it is important that you read and study the concepts presented in both the online lectures and the textbook. **Each reading and/or assignment must be completed prior to the F2F meeting.** You will have a week to complete each online lesson prior to the next class. *For example*, for our F2F class meeting on Tuesday in Week 3, you will have from the end of class in Week 2 (our second meeting) until 11:00 am next Tuesday to complete the assignment.

**In class:** Our F2F meetings (on Tuesdays) will focus on **discussion** of the difficult concepts in the weekly assignments as well as applying those concepts. Additionally, class meetings may include, but are not limited to, short lectures, discussions, demonstrations, individual and small group quizzes, and/or individual and small group assignments.

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### COURSE POLICIES:

**Professionalism:** Students are expected to arrive on time for class. It is expected that students will display a professional attitude at all times, including being attentive during lectures and being respectful to the instructor and fellow classmates.

**Attendance:** It is important because we will cover some information in class that will not be covered in the textbook or notes. Although you will not directly earn or lose points based on your attendance, your success in this class will depend on your attendance and the effort you put forth. **Do not expect to do well if you do not attend class regularly.**

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

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

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

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

**Artificial Intelligence Statement:** UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy.

**ALHS 1300-001: AI is not permitted in this course at all.** I expect all work students submit for this course to be their own. I have carefully designed all graded assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

**E-mail communication / feedback from me to you:** Instructors are required to use your Patriots account e-mail address for e-mail correspondence. Therefore, any e-mail message originating from me will be sent to your Patriots account. The instructor will not send and/or reply any e-mails to private accounts such as yahoo, Gmail, Hotmail, etc. You may want to set up your personal e-mail account so that it pushes your Patriots account e-mail to your personal inbox. Due to teaching and research loads and the size of this class, it may take me a day or two to respond to e-mail; however, I will make every effort to respond to e-mail on the same day. Please note that emails received on the weekends (late Friday through early Monday) will generally be responded to on the following Monday. I realize feedback on your work is very important and I will strive to give timely feedback on all assignments. You should expect feedback on assignments within a week and feedback on papers and exams within 2 - 3 weeks (I will notify you if I expect feedback to take a little longer for a particular assessment).

**E-mail communication from you to me:** In all e-mail correspondence, you must 1) use your Patriot email account instead of a personal email (or it will end up in spam/junk emails). 2) Include the course name in the subject line (e.g., "ALHS 1300-001 question" or "ALHS 1300-001 assignment"). Please do not send me an e-mail with "class question" in the subject line - I am teaching many classes this semester and I do not have time to try to find out which class you are asking about. 3) Use salutation and my professional credential (i.e., Dr. Arce-Esquivel). 4) Please note that I do not respond to emails between Friday late afternoon till Monday morning. Fail to follow these instructions may delay the response time.

**Netiquette Guide:** "Netiquette" is network etiquette, the do's and don'ts of online communication. Netiquette covers both common courtesy online and informal "rules of the road" of cyberspace. Review and familiarize yourself with the guidelines provided. (URL: <http://www.learnthenet.com/learn-about/netiquette/index.php>)

**Make-up:** Only for university-approved absences (flat tires, vacations, oversleeping, etc. are NOT valid university-approved absences). Unless you contact the professor ahead of time, late assignments will be

penalized 50%. After one-week, late work will not be accepted at all and a **zero** will be given for that grade. Contact the professor before the due date if you will be unable to complete it and want to avoid a penalty. Please do not email the instructor group activities, assignments and/or projects unless otherwise asked to. A missed exam without a prior excuse receives an automatic zero. An excused, missed exam must be taken before the next class (arrange with professor).

**Technology:** Cellphones are not allowed in the classroom during lectures, assignments, quizzes, and/or exams. Cellphones must be turned to "OFF" or "SILENT" (not VIBRATE) during class. Place your cellphones inside your backpacks or in your pockets. If I see it or hear it, there will be an automatic deduction of 20 points off your total points at the end of the semester. If you need it in case of an emergency, please see me before class. Laptops and iPads are okay to use in class, but only for taking notes. If I catch you browsing the internet, playing solitaire, or anything else un-related to the class, you will be asked to not bring it to class anymore and an automatic deduction of 20 points off your total points at the end of the semester.

**Class distractions:** Please do not participate in any activity in the classroom that may be a distraction to other students or the professor. This includes talking to neighbors during lectures or discussions, eating, texting, instant messaging, checking e-mail, surfing the web, etc. **Finally, class will begin at 11:00 am. Please be on time.**

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

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

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

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

**IMPORTANT: Monday, November 4<sup>th</sup> is last day to withdraw from class with automatic grade of "W".** (Disclaimer: My alerting to this date in this syllabus does not make this UT Tyler's official withdrawal date. You should check UT Tyler's official calendar to verify this date).

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### **COURSE REQUIREMENTS AND EVALUATIONS:**

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

**Exams:** There will be 2 major exams (**Exam I = mid-term exam and Exam II = final exam**) given during the semester. Exams might consist of multiple-choice, true-false, short-answer (*i.e., at least one complete paragraph*), and/or short essay (*i.e., two to three paragraphs*) questions. The exams questions will be based upon material covered in the reading assignments, lectures, quizzes, class discussions, and group work. Be sure to arrive to class early on exam days. Exams will start no later than 11:00 am and will end no later than 12:20 pm. If you arrive after an exam starts, you should take your seat quietly so as to not distract others. If you arrive after the first exam is completed and turned in by another student, you will not be allowed to take the exam.

**Exam II or Final Exam:** The final exam will be held during the scheduled final examination period and will be **cumulative (i.e., comprehensive).** The final exam for this class is tentatively scheduled for **Tuesday**,

**December 10<sup>th</sup> from 11:00 am to 1:00 pm.** However, this date or time may change when the university releases its official exam schedule later in the semester.

**Make-up exams:** They will be given only for university-approved absences (flat tires, vacations, oversleeping, etc. are NOT valid university-approved absences). Since University-approved activities (*i.e.*, athletic events, performances, religious observance, etc.) are generally known at the beginning of the semester, it is up to the student to notify the instructor during the first two weeks of class if there is a conflict with any of the scheduled exams. In such an event, a makeup exam will be given prior to the exam to be missed. If the absence is due to illness, the student should contact the instructor immediately and proper documentation (*e.g.*, doctor's note) should be presented to the instructor upon their return.

**Individual and/or group short-answer quizzes:** The quizzes will include two or three short answer questions from the lectures and/or the reading assignments. **There will be several unannounced quizzes throughout the semester.** These quizzes will usually cover material presented in the previous lecture but may cover the previous two lectures. If you are not in class when these activities are handed out, you will not be allowed to take it. Therefore, you should make every effort to attend class and to be in class on time. The quizzes will expose the students to the types of questions that may be asked of them on the exams.

**Journals (=individual activities):** The Journals require you to articulate the key concepts and ideas that have stood out during your reading of a particular chapter and discussion. These are concepts you deem important for you. **Every journal should be explained well in at least 400 words (i.e., minimum number of words = 400) and supported by a citation.** Every reference should also appear in the body of the essay. In your post, answer the questions "what did I learn? And why is it important?" Use citations, add a reference and indicate number of words used in the post.

**Note:** Guidelines for the journal's preparation will be posted, before the due date, in Canvas.

**A. Examples for a citation in the posts using the Vancouver style (numeric style):**

How do you reference a numeric style?

When you refer to another document you must acknowledge this within the text of your work with a citation. The citation is a number in superscript<sup>1,2,3</sup>. The first item you cite is numbered 1 and the second numbered 2 and so on. If you need to cite an item more than once in your document, use the same number every time.

**In-text citations use superscript numbers, e.g., Several studies have shown<sup>1,2</sup>.**

**For example:** "Perfecting set-piece executions during practices and competition should be a top priority for coaches and players, as it can pay dividends in closely fought contests<sup>1</sup>. According to Kuper<sup>1</sup>, Sam Allardyce realized how vital set pieces were to his average team of Bolton Wanderers in the English Premier League.

The "Can I Eat That?" app<sup>2</sup> is a valuable tool for travelers in assessing the safety of consuming local food.

**B. Examples for references list as per citations using the Vancouver style:**

1. Kuper, S. (2011, November-December). A football revolution. *Soccer Journal*, 28–34.
2. Seed SM, Khov SL, Binguad FS, Abraham GM, Aungst TD. Identification and review of mobile applications for travel medicine practitioners and patients. *J Travel Med*. 2016;23(4).

**Note: When referencing course text:**

- a. Robbins, G., Powers D., and Burgess S. (2017). *A Wellness Way of Life*. New York: McGraw Hill Education: 11th edition.
- b. Citing course text: According to Robbins *et al.*, (2017, page number) or Wellness is defined as ...Robbins *et al.*, 2017, page number).

**Group Activities and/or Assignments:** All group activities and/or assignments will be given out during class times and are to be turned in on time. Some group activities and/or assignments will be turned in during class and/or online through Canvas. The details regarding completion and submission of these assignments will be

given in class. I am particular regarding formatting of assignments; therefore, it is in your best interest to read the formatting and submission guidelines carefully and to complete your assignments accordingly.

**Quality of work:** All written work, including exams and assignments, must be written legibly or typed according to the assignment instructions. Spelling and grammar will be graded on all group activities, assignments, quizzes, and exams.

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

**Proctoring:** The assessments (*i.e.*, exams) in this course would be proctored using ProctorU. Beyond the cost of initial equipment needed (*e.g.*, a camera for your computer), there will not be any additional cost for proctoring. You will need to create a ProctorU account and install the ProctorU extension before attempting any assessment. To create a ProctorU account, follow the ProctorU tool within Canvas. Please make sure you are using the current version of Chrome or Firefox and download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox>.

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

- High-speed Internet connection
- Webcam (internal or external)
- Windows, Mac, or Chrome Operating System
- Up-to-date Chrome or Firefox browser and ProctorU extension installed
- Valid photo ID
- Quiet environment to take your assessment

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

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

Exam I (= <i>Midterm Exam</i> )	75 points (25%)
Exam II (= <i>Final Exam - comprehensive</i> )	105 points (35%)
Quizzes	15 points (5%)
Group Activities / Labs / Assignments	60 points (20%)
Journals / Readings	45 points (15%)

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**TOTAL 300 points (100%)**

**Extra Credit:** Do not count on extra credit to be given in this class. It is not fair to the class as a whole to presume the instructor will give individuals opportunities to obtain extra credit points. Please do not ask for extra credit opportunities. Should any extra credit be given, these assignments must be turned in to me individually during my office hours (unless stated otherwise). You may not turn in someone else's assignments for them.

**GRADING:** It will be based on the following modified scale:

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

**Getting help:** If you find yourself struggling in the class (especially if you fail an exam or any quizzes), you should meet with me as soon as possible so that we can determine what steps you need to take to succeed in the class. I am available during my office hours or by appointment. I also have an open-door policy.

**IMPORTANT DATES:**

- August 26<sup>th</sup> (Monday): Classes begin for 15-week session
- September 9<sup>th</sup> (Monday): Census date
- September 15<sup>th</sup> (Sunday): First day for file summer 2025 graduation
- October 1<sup>st</sup> (Tuesday): Final filling deadline for fall 2024 graduation
- November 4<sup>th</sup> (Monday): Last day to withdraw from one or more 15-week courses
- November 5<sup>th</sup> (Tuesday): Registration for spring 2025 begins for sophomores
- November 25<sup>th</sup> - 29<sup>th</sup>: Thanksgiving holidays for faculty and students
- December 10<sup>th</sup> (Tuesday): Final Exam (11:00 am to 1:00 pm)**
- December 13<sup>th</sup> - 14<sup>th</sup>: Fall Commencement
- December 14<sup>th</sup> (Saturday): End of 15-week session

**COURSE CONTENT - FALL 2024: (some changes could be made during the semester):**

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

Week	Tuesday (F2F meetings)	ONLINE (Prior to Tuesday meetings)
<b>Week 1</b> (Aug 27)	Introduction to Course and Overview of Syllabus	
<b>Week 2</b> (Sep 3)	<b>Discussion:</b> Understanding Wellness (Chapter 1) - Changing Behavior (Chapter 2)	Introductory Concepts: Understanding Wellness - Lab Activities 1-1, 1-2, 1-3
<b>Week 3</b> (Sep 10)	<b>Discussion:</b> Changing Behavior (Chapter 2)	Changing Behavior - Lab Activities 2-1, 2-2, 2-3 / Readings
<b>Week 4</b> (Sep 17)	<b>Discussion:</b> Developing and Assessing Physical Fitness (Chapter 3)	Assessing Physical Fitness - Lab Activity 3-1, PAR-Q
<b>Week 5</b> (Sep 24)	<b>Discussion:</b> Maximizing Cardiorespiratory Fitness (Chapter 4)	Cardiorespiratory Fitness - Lab Activity 4-1 - Group Activity: 4-2 and 4-4
<b>Week 6</b> (Oct 1)	<b>Discussion:</b> Developing Flexibility (Chapter 5)	Flexibility - Journals (chapters 1 - 5) - Group Activities
<b>Week 7</b> (Oct 8)	<b>EXAM I</b>	Group Activities - Readings
<b>Week 8</b> (Oct 15)	<b>Discussion:</b> Developing Muscular Fitness (Chapter 6)	Muscular Fitness - Lab Activity 6-2
<b>Week 9</b> (Oct 22)	<b>Discussion:</b> Coping with Stress (Chapter 10)	Stress - Lab Activities 10-1, 10-2

<b>Week 10</b> (Oct 29)	<b>Discussion:</b> Maximizing Heart Health (Chapter 9)	Heart Health - Lab Activities 9-1, 9-2, and 9-4
<b>Week 11</b> (Nov 5)	<b>Discussion:</b> Eating for Wellness (Chapter 11)	Eating for Wellness - Lab Activities 11-1, 11-2
<b>Week 12</b> (Nov 12)	<b>Discussion:</b> Achieving a Healthy Weight (Chapter 12)	Healthy Weight - Lab Activities 12-1, 12-2, 12-5
<b>Week 13</b> (Nov 19)	Group Activities / Readings	Journals (chapters 6, 9, 10, 11 and 12)
<b>Week 14</b> (Nov 26)	<b>Thanksgiving Break</b>	
<b>Week 15</b> (Dec 3)	Review for Final Exam	Readings
<b>Week 16</b> (Dec 10)		<b>FINAL EXAM (or Exam II = comprehensive): Tuesday, Dec 10<sup>th</sup> from 11:00 am to 1:00 pm</b>

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

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

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

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

**Students Rights and Responsibilities:** To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

**Withdrawing from Class:** Students may [withdraw](#) (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@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 include those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

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



**Final Exam Policy:** Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

**Incomplete Grade Policy:** If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

**Grade Appeal Policy:** Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

**NOTE:** The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

**Disability/Accessibility Services:** In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu), or call 903.566.7079."

**Military Affiliated Students:** UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at [MVSC@uttyler.edu](mailto:MVSC@uttyler.edu) or via phone at 903.565.5972.

**Students on an F-1 Visa:** To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.

- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

**Academic Honesty and Academic Misconduct:** The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

**FERPA:** UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

**Absence for Official University Events or Activities:** This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

**Absence for Religious Holidays:** This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

**Absence for Pregnant Students:** This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at [parents@uttyler.edu](mailto:parents@uttyler.edu) and also complete the [Pregnant and Parenting Self-Reporting Form](#).

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

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

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

**UT Tyler Resources for Students:**

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