

University of Texas at Tyler
Department of Health & Kinesiology
Communication Sciences & Disorders
COMD 2359 Speech Science
Fall 2023

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

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Class Meeting Time: Tuesday and Thursday 11:00 am-12:20 pm (HPR 251)

Office Hours: Tuesday & Thursday 8:00-9:00 am; 3:30-4:30 pm

(Office hours need no appointment and are first-come-first serve)

I am also available by appointment only (in person or via Zoom) on Wednesday 2:00-4:00 pm, and by email 5 days a week. I make every effort to respond to emails as soon as possible and not later than 24 hours, unless I am attending conferences.

This syllabus is intended for use with the online resources that are available on Canvas. I recommend that you download and retain a copy of this syllabus and assignment guidelines in case you need them in the future for graduate school purposes.

Very Important:

This course requires a great deal of intensive and ongoing studying and reviewing. I do not give extra credit work in this course or in any of my courses. I provide all my students with every possible tool that, if used as recommended, will help them succeed and attain their academic goals. This syllabus is our contract, and you should refer to it on a regular basis to know about assignments and their due dates. At the end of the course, please do not try to negotiate your grade with me. I do not give you grades: the grade you EARN is the grade you get.

I encourage you to ask questions, no matter how simple or “dump” they may sound to you. It is by your questions and inquiries that I can understand you better and provide you with the help you need. We will achieve the best learning outcomes when each of us (you as a student and myself as a faculty) does his/her part as they should. I am available to help you throughout the week. All you need to do is to reach out in person or via email. While the content is very small, compared to other courses, it is mostly unfamiliar and will require daily refreshment/studying.

Course Description

This course integrates knowledge from 3 related disciplines including anatomy and physiology, phonetics, and clinical application. As such, in addition to providing students with the required science background, the course promotes analytical skills and problem solving in speech language pathology and audiology. This course integrates the physiology of the 5 systems body that serve communication with the various clinical applications and biophysiological measures. Students will study respiratory volumes and capacities and apply them to speech production in the general population and in individuals with speech disorders. They will study the dynamics of vocal fold vibration, airflow dynamics and various instruments and measures pertaining to the functionality of vocal fold production and vocal fold pathology. The course

also focuses on the unique properties of individual phonemes and their respiratory and phonatory requirements. Other major topics that are deeply explored in this course are the speech motor system and instrumentation that is used for vocal production and sound analysis.

Required Text:

Ferrand, Carole T. (2018). *Speech Science: An Integrated Approach to Theory and Clinical Practice*, 4th Edition.

Learning Outcomes:

The following learning outcomes are based on the following 2020 ASHA Certification Standards (May 2023 Revision): *IV-B, IV-B, IV-D, & IV-C*.

Upon completion of this course the student will:

- Describe the sensory, motor, and neurocognitive foundations of speech production.
- Define lung volumes and capacities and analyze their roles in voice, articulation, and fluency
- Connect the anatomy of the vocal folds, vocal tract and respiratory system with loudness and pitch variations; thus, building an integrated view of speech perception and production.
- Understand the role of technology in the study of speech production and perception and be familiar with Internet resources related to the study of speech and hearing science.

Teaching Method & Course Organization:

Students are required to read the assigned material PRIOR to coming to class.

The subject matter will be explored using a systems approach focusing on the study of 5 MAJOR body systems that facilitate human communication: respiratory, phonatory, articulatory, auditory, and nervous systems. Students are required to complete the assigned readings and come to class prepared to answer/ask questions. Class time will be dedicated to discussions and explanation of complex concepts. This course requires anatomy and physiology, and good analytical and problem-solving skills.

Note: *Not reading this syllabus and implementing course guidelines on a REGULAR basis could cause you to be overwhelmed and could very well mean the difference between passing and failing the course. Students are expected to show responsibility and to thoroughly follow all course guidelines provided in this syllabus and on Canvas.*

COURSE POLICIES

Three Important Things to Keep in Mind:

This course is based on 1000 points that students must EARN. Your gradebook starts with zero points, and any points you EARN become part of your grade. Thus, instead of saying “I lost X points out of a total exam/assignment grade,” it will be more accurate to say, “I EARNED X points.” Simply stated, you do not lose something that you have not EARNED.

Another thing is that it is the responsibility of a **professor** to teach students how to think, explain complex concepts, and ensure that students fully understand the material. Meanwhile, it is the **students’ responsibility** to communicate their needs effectively by asking questions, requesting clarification of content that they do not understand, and figuring out effective ways for retaining and consolidating what they learn. Strategies for retention of information differ from one person to another. Finding out what

works for you is your responsibility. If you use a strategy multiple times and it does not produce the desired results, you should explore DIFFERENT ways.

Lastly, for those taking more than one course with me this semester, different courses have different requirements and expectations. What applies to a course does not necessarily apply to another. If you are taking more than one course with the same instructor, treat each course in the same manner you would if it was taught by another instructor. Thus, if a certain criterion or policy is implemented in one course, do NOT assume that it will be implemented in another course. Likewise, faculty do not coordinate their assignment or exam dates with each other. It frequently happens that students may have more than one exam on the same day. The same applies to multiple classes taught by the same professor. With this said, I will do my best not to schedule more than one exam on the same day for those taking more than one class with me.

- As for assignments, if assignments in more than one course have the same due date, that should not present as a problem for a college student. First, as a college student, you are expected to plan ahead for long-term assignments. This is why I make all assignment guidelines and grading rubrics available to you BEFORE classes start. Additionally, I will make assignment folders available for you to submit assignments long before their due dates. Thus, it is totally up to you to plan for assignments and begin working on them early to avoid having to submit them on the same day.

COURSE POLICIES

Professional Conduct

Students are expected to demonstrate professional behavior in class and in school environments.

Professional behavior in class includes:

- Arriving on time, completing assigned readings PRIOR to class, being ready to answer questions, and actively participating in all course activities.
- Communicating effectively by asking questions and requesting help when you need it.
 - This is critical for your success as a student and as a professional. The CORE duty of speech-language pathologist is to teach people how to express their thoughts and needs and realize their full potential as effective communicators. To be prepared for this CORE duty, you must develop your own communication skills by being an ACTIVE participant throughout the course.
- Seeking information about the course and the program directly from the professor, and avoiding the spreading of misinformation about professors, courses, and the program.
 - Instead of asking the professor, some students may ask another student, who may be equally confused about the information. Doing so will only create more confusion and spread misinformation. PLEASE direct your questions to the professor.
- Following the chain of command: Direct any concerns about a course to the professor who teaches the course. If the professor does not respond within a reasonable amount of time or the response does not effectively address your concern, you should then reach out to the Program Director. If you bypass the professor and go directly to the Program Director or the Department Chair, they will (a) send you back to the professor, or (b) meet with you and the professor. Resolution of any complaint will involve listening to the student's perspective and the professor's perspective.

- If you have a concern about any part of a course, please speak only for yourself. Generalizations like “Me and a whole bunch of us...,” etc.” only complicate the situation and may misrepresent other students’ opinions. College students are expected to, and are given every opportunity, to voice their own concerns.

- Avoiding all forms of academic dishonesty

ATTENDANCE POLICY:

Regular attendance and participation are mandatory in this and all CSD courses.

My classes begin and end exactly on time. I am usually in class 10-15 minutes before class starts and I expect you to be there on time. I will start taking attendance a few minutes before class time. Attendance will close at 5:00 PM. For students arriving late, I will not interrupt class to mark them present. *If you have an emergency and arrive a minute or two later, it is your responsibility to remind me after class.* If you do not inform me at that time, the absence will not be removed. The best way to avoid this issue is to be there right on time.

Because attendance is mandatory, students who miss classes will lose points for each class missed. Missing 1 class during the semester (without a WRITTEN proof of an emergency) will lead to loss of 10% of the total course grade. Each additional class missed without written evidence of an emergency will lead to loss of an additional 10% of the total course grade. Students who miss 2 consecutive classes without evidence of a documented emergency will be reported to the Registrar for removal from the course. Students are required to engage in class discussions and to answer questions when called upon.

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

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

No Texting or Internet Browsing While Class is in Session:

- In my classes I am very protective of class time. Every minute is precious. The only reason you are in this course is to LEARN, and the only reason I am here is to teach you and to make every class of the course worth your money, commuting, time, and effort. For this reason, engaging in texting, Internet browsing, or chatting is a very serious violation of class rules. I want you to succeed and will do everything I can to enable you to succeed, but you MUST do your part and follow class rules:
- Laptops are allowed ONLY for note taking.
- Please silence your phones. If there is a situation where you must text, it is perfectly okay to step out of the room quietly and send your message or make your call. If you have a serious situation that

requires your phone to be on, you can put it on vibrate. However, you will need to inform me in advance.

Class Cancellation

In the event of class cancellation (due to inclement weather or an emergency), please refer to the UT TYLER website for announcements. In the event of an emergency campus closure, a video recording of the lecture will be available online. You will view it and take notes. Any assignments due during that week will NOT be affected by the campus cancellation, as all assignments are submitted online.

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

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

General Course Assignment Guidelines: Very important

- You are required to keep word copies of each written assignment you submit until the very end of the course.
- All assignments MUST be submitted in Word DOC format and ONLY in the designated folders on Canvas.
- All assignments submitted for this course MUST be ORIGINAL and must be ONLY written for this course and ONLY for this semester. Any assignments submitted in previous courses or previous semesters will receive zero credit.
- Absolutely **NO** emailed assignments. Assignments must be submitted on Canvas, in their designated folder and by the due date (which is listed in the course schedule grid at the end of this document).
- All written assignments must follow APA Style: i.e., they must be in Word Document form, in double-space, and in Times New Roman font # 12 or one of the APA compatible fonts. To learn how to use APA style documentation, please go to Purdue OWL: <https://owl.english.purdue.edu/owl/section/2/10/>.

Completing Assignments PRIOR to Class

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

Extra Credit and Opportunities to Improve Your Grade:

This course provides the following FOUR opportunities for students to improve their grades DURING the course.

- A) Extra credit questions in exams: This course includes 4 exams in total (150 points each). Each exam will include 1 extra credit question that is worth 15 points (10%) of the exam's total grade. Extra credit points for each exam will ONLY apply to the specific exam and will NOT carry to another exam or assignment. Example: If a student earns 165 points, that will constitute 100% for that exam, and the extra points will not carry to another exam/assignment. Meanwhile, a student who

earns 135 points AND, in addition, earns the 15 extra credit points will earn a final exam grade of 150 (100%).

B) Opportunity to make up 1 exam of your choice

- To do so, students need to inform the professor at least 1 week before the make-up exam. The make-up exam will NOT be a repeat of the original: However, it will focus on the same content and will have the same level of difficulty as the original. If the grade on the make-up exam is lower than the original grade, the original grade will stay.

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

- Students who miss an assignment deadline will be given the opportunity to submit the late assignment within 6 days from the due date. However, 21% will be deducted due to missing the deadline. Assignments that are more than 6 days overdue will NOT be accepted for credit. Example: If an assignment is worth 100 points, the student will start with 79 points. Any points missed because of errors will be subtracted from the 79 points.

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

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

Submitting Assignments:

Absolutely NO emailed assignments. Assignments must be submitted on CANVAS, in their designated folder. If the folder is not visible or accessible, please inform me and I will look into it immediately.

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

To submit assignments, please go to the Course Assignment folder on Canvas (course menu). In this folder you will find links for submitting each assignment. You will also find detailed guidelines and grading rubrics for each assignment. All written assignments must be submitted in WORD DOC format and as a REGULAR ATTACHMENTS, not through Google Doc or Cloud. Please do NOT copy and paste. If you do, this will change your format and may make your entire assignment unreadable. **Also, before uploading the assignment, please verify that you are submitting the right file.** Any wrong assignments, or assignments not submitted in the designated folder, will receive zero.

Description of Assignments

Article Review (150 Points):

This assignment consists of 3 steps: writing a research article review; editing and critiquing a review by a colleague; and presenting the review in class during a 10-15 minute Power Point presentation. Students will locate a scholarly article pertaining to the content of the course and will write a summary of it. Detailed guidelines and a grading rubric will be provided. This assignment will be submitted in Two locations. First, students will submit the assignment on the Discussion Board. Then, each student will read the assignment of 1 colleague and provide detailed feedback. The student then implements the feedback

and posts the assignment in the Assignment folder for grading. Finally, the student will prepare a 15-minute Power Point presentation to be given in class.

Classroom Presentation: (36 points)

Students will conduct a 10-15 minutes classroom presentation on the articles that they reviewed. You will only present information from that review. You will need to bring to class a 1-page summary of your review to share with the students. Exams may include questions from these presentations.

Discussion Board Activities: (64 points)

There will be a total of 4 DB activities. Each will focus on one of the 4 units of the course. More details will be provided in class.

Online Open-Book Quizzes: (100 points)

There will be 4-5 untimed, open-book practice quizzes that you will take online.

Exams (650 points)

Students are responsible for the information in the class presentations and discussions, chapter summaries, articles, any videotaped lectures, You Tube videos, articles, material discussed in class, cases, etc. All of these are content for exams. The professor reserves the right to assign additional reading materials or new research upon his discretion. There will be an exam following each of the first 3 systems (respiration, phonation, and articulation). Each exam is worth 150 points. The last 2 systems (auditory and nervous systems) will be addressed in the final exam, which is worth 200 points. Makeup exams are allowed only when a student produces a written document proving that s/he missed the exam due to a DOCUMENTED emergency or court duty. Exams will be given in class using University iPads. Each exam will consist of 2 segments (a) a multiple-choice segment and (b) a short answer segment. Students will start at the regular class starting time and time will NOT be extended for students who arrive late. Students will be able to work on both parts of the exam at the same time during the allocated time. Students who with a learning disability and require extended exam time, must present an official letter from the Student Success Center at the beginning of the course. Also, prior to each exam, they must make arrangements with the Disability Center.

Accessing Course Materials on Canvas:

Class Power Point Slides and additional content and resources will be available online at least one day in advance. Please download them before you arrive in class. This will help you minimize note-taking and free more brain energy for taking in more new information. **Note:** You are required to keep track of all of assignment grades, in case of any technology problems. You are also REQUIRED to keep electronic copies of any and all written assignments that you submit throughout the duration of this course.

Grading: *This course is based on 1000 points. This is to ensure that you get every fraction of a point that you deserve, and that if you make a few mistakes in exams or assignments, your grade will not suffer as much. For example, if you miss 10 questions in one exam, you will still have the chance to score within the "A" range. Meanwhile, if you earn one thousandth of a point, it will be added to your grade.*

Grade Distribution and Grading Key

<i>Final Grade Itemization</i>			
3 Unit Exams (150 each)	450	Letter Grading	
Final	200	A	100-90%

Article Review	150	B	89.99-80%
Open-Book Quizzes	100	C	79.99-70%
Presentations & DB activity	100	D	69.99-60%
Total	1000	F	<60%

Course TENTATIVE schedule
(Tentative means likely to change)

Week	Topic	Text Reading	Assignment Due Dates
Week 1 8/22 8/24	Course Overview Acoustics	Syllabus Ch 1	Read syllabus
Week 2 8/29 8/31	Acoustics		Online Acoustics Quiz by 11:59 PM 8/29
Week 3 9/05 9/07	Respiratory System	Ch 2	Due by 11:59 PM 9/04 -ONLINE Respiration Quiz -Email title of your article
Week 4 9/12 9/14	Respiratory System	Ch 2	
Week 5 9/19 9/21	Exam 1 on acoustics and respiration (9/19) Phonatory System	Ch 4 & 5	ONLINE Phonation Quiz by 11:59 PM 9/18
Week 6 9/26 9/28	Phonatory System	Ch 4 & 5	Article review due on DB Forum by 11:59 PM on 9/25
Week 7 10/03 10/05	Phonatory System Articulatory System	Ch 4 & 5	
Week 8 10/10 10/12	Exam 2 on Phonation 10/10 Articulatory System	Ch 6 & 7	-ONLINE Articulation Quiz by 11:59 PM 10/09
Week 9 10/17 10/19	Articulatory System	Ch 6 & 7	Final draft of Article Review due in assignment folder by 11:59 PM 10/16
Week 10 10/24 10/26	Articulatory System Auditory System	Ch 6 & 7 Ch 8&9	
Week 11 10/31 11/02	Exam 3 on Artic R Resonance 10/31 Auditory System	Ch 8&9	
Week 12 11/07 11/09	Auditory System Nervous System	Ch 8&9 Ch 10	Recorded Student Presentations due on DB Forum AND Assignment Folder by 11:59 PM 11/06

Week 13 11/14 11/16	Nervous System -Recorded Lecture for 11/16 Due to ASHA Convention	Ch 10	Due by 11:59 PM 11/13 -ONLINE Neuro Quiz
Week 14 11/21 11/23	Thanksgiving Break- No classes		
Week 15 11/28	Nervous System		
12/05	Final Exam (on auditory system and Nervous System		11:00 AM-1:00 PM

University Policies

A. UT Tyler Honor Code: 1. Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do. Students Rights and Responsibilities To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:
<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

B. Campus Carry: 1. We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

C. UT Tyler a Tobacco-Free University: 1. All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

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

E. Student Standards of Academic Conduct 1. Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

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

Additional Examples of academic dishonesty and plagiarism:

- Copying part or all of a colleague's assignment and submitting it as if it were your own work. In this situation both students will be penalized.
 - Putting information from a book, article, etc. into a written assignment without clearly attributing the information to the source and documenting the source in the body of the assignment.
 - Copying, printing or sharing online quizzes
 - Submitting assignments that were previously used for another course.
 - Sharing information about exams and/or quizzes with other students
- These are just examples of acts of dishonesty that lead to failing the course and further disciplinary action.

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

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

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

3. **Disability/Accessibility Services:**

a. In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application.

b. **The Student Accessibility and Resources (SAR)** office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

4. **Grade Replacement/Forgiveness and Census Date Policies:**

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

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

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

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

process for tuition exemptions or waivers through Financial Aid

5. **State-Mandated Course Drop Policy:** a. Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). b. Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

6. **Student Absence due to Religious Observance:** a. Students who anticipate being absent from class due to a religious observance should the instructor of such absences by the 2nd class meeting of the semester.

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

8. **Social Security and FERPA Statement:** It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically. 10. **Emergency Exits and Evacuation:** a. Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

F. UT Tyler Resources for Students:

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