



BIOL 2311.001 Introduction to Modern Biology I
SPRING 2021 (JANUARY 19, 2021 – MAY 8, 2021)

The University of Texas at Dallas

TEXTBOOK: Biology by Russell 5e
CLASS HOURS, LOCATION: Monday, Wednesday, Friday, 10:00 – 10:50 AM (MS TEAMS)

Dr. Uma Srikanth: Virtual office hours: Tuesday, Thursday 9:00 – 10:30 AM or by appointment only
Email: ukrish@utdallas.edu

Course Modality and Expectations

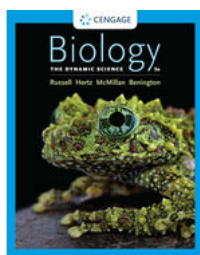
Instructional Mode	REMOTE learning : https://www.utdallas.edu/fall-2020/fall-2020-registration-information/
Course Platform	Microsoft TEAMS. Link will be sent to all students, and posted on the Elearning Course page
Expectations	<i>Students have the option to attend asynchronously</i> unless expected by the instructor for certain class related activities on certain days. Please be sure to look for announcements on eLearning and syllabus details for course requirements.
Asynchronous Learning Guidelines	Lectures will be recorded and available on Microsoft Stream following class and a link to access recording will also be available in ELearning. See course page on ELEARNING for STREAM links to lectures Your exams and/or assignments will be available for a window of time and details will be posted on eLearning. https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/
Office hours	<i>Look for the Blackboard Collaborate link on the course page in Elearning. Office hours start the week of January 25, 2021. See Power point titled “BLACKBOARD COLLABORATE INSTRUCTIONS”.</i>
Workshops	<i>Workshops will be conducted on Blackboard Collaborate in Elearning. Workshops start the week of January 25, 2021. See Power point titled “BLACKBOARD COLLABORATE INSTRUCTIONS”.</i>

Course Materials

Power point lectures and grades will be posted on eLearning. Please look for the Cengage/MindTap links in Elearning.


Textbook and online tool for the course:

Required: Biology by Russell, 5th edition and the online access tool, MindTap v2.0



Options to purchase course materials: See red arrows!

When you register/login to Cengage through the link in your Blackboard, you will see a screen like this:

Materials for a Single Course	Pay for materials individually	Cengage UNLIMITED eBooks	Cengage UNLIMITED MindTap
 BIOLOGY 2311 Introduction to Modern Biology- Section 001 Enter access code	Single-term: \$113.00	—	✓ INCLUDED
Unlimited Access			
All your Cengage course materials This includes access to MindTap, WebAssign, OpenStax, and more for all your classes.	—	—	✓
Our full library of eBooks The eBooks for your classes plus thousands of others you can use as references, paper sources or to supplement your studies.	—	✓	✓
Hardcopy textbook rental for eligible courses Get up to 4 FREE hardcopy textbook rentals + \$7.99 shipping and handling	—	✓	✓
Show more benefits	Estimated Total \$113.00* BUY INDIVIDUALLY	This option does not include access to your online learning program. \$119.99 SUBSCRIBE NOW	

Irrespective of the option you choose (shown in red), you will have access to the online tool and the ebook for two semesters.

The Cengage Unlimited **SUBSCRIPTION**

Cengage Unlimited subscription. With a Cengage Unlimited subscription, you will have access to ALL Cengage eBooks and digital learning products. Cengage Unlimited has a 4-month subscription, or a 12-month Unlimited subscription from the **UT-Dallas** bookstore. Cengage Unlimited subscriptions are also available at Cengage.com.

Ø Before you purchase your Cengage Unlimited subscription in the **UT-Dallas** Bookstore or at [cengage.com](https://www.cengage.com),

check out which other courses at UT-Dallas are using Cengage products, and therefore eligible in the Cengage Unlimited subscription, here: https://www.cengage.com/coursepages/unlimited_utdallas.

Ø **Print rental:** You will be eligible for a **print rental** when you activate MindTap and subscribe to Cengage

Unlimited. All you will pay is \$7.99, which includes shipping.

Ø **Loose-leaf keep:** For print you can keep, purchase a loose-leaf version of the textbook at a discount through Cengage Unlimited.

Bonus: When your Cengage Unlimited subscription ends, you can keep up to six eBooks in a digital locker and access them for one year. (Introductory offer). [Extra Help: cengage.com/start](http://cengage.com/start)

Course Co-requisites, and/or Other Restrictions:

Co-requisite: concurrent enrollment in BIOL 2111. Prerequisites for this course are General Chemistry I and II (1311 and 1312)

COVID-19 Guidelines and Resources

The information contained in the link lists the University's COVID-19 resources for students and instructors of record.

Please see <http://go.utdallas.edu/syllabus-policies>

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes. These attendance requirements will not be used as part of grading (see Class Participation below for grading information).

Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course.

Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student **AccessAbility** has approved the student to record the

instruction, students are expressly prohibited from recording any part of this course. **Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation.** If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Materials

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student **AccessAbility** accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Course Description:

Biology 2311 – This course presents some of the basic concepts of modern Biology with an emphasis on the molecular and cellular basis of biological phenomena. Topics include metabolism of biological macromolecules, cell structure and function, cellular respiration, cell division, cell cycle, cell signaling, classical and molecular genetics, and DNA replication, transcription, and translation. Some landmark experiments that will help provide an in depth understanding of the concepts will be discussed.

Student Learning Outcomes:

1. Students will be able to define the subcellular structures, macromolecules in a eukaryotic cell
2. Students will be able to explain and describe the basic functions of cells including energy production and utilization (in animal and plant cells), cell division, the basic mechanisms of genetic inheritance, structure of DNA, discovery of DNA, transcription and translation process, the regulation of gene expression, and selected aspects of the molecular basis of cancer.
3. Students will be able to understand basic cell signal transduction pathways and their final responses inside cells
4. Students will be able to develop hypotheses to interpret experimental observations and devise experiments to test these hypotheses.

Grading Policy

There will be seven tests given in BIOL 2311. The different tests and their weighted scores are listed below on this page. Scoring on the exams is done by the graduate Teaching Assistants, but the Instructor determines in advance what key points must be included in each answer to get full credit. The Instructor checks your scores after the TA has graded the exams, and assigns letter grades.

If you have questions about the grading or your performance in an exam, please see the instructors as soon as possible. Although letter grades may be provided after each exam, these should be treated only as a reflection of your relative performance when compared to the rest of the class. **The final course grade will be based NOT on these individual letter grades, but on the total of the numeric scores of all four exams and the homework/quizzes. Exact grade cutoff will be determined based on grouping of total numerical grades. + and – will be assigned within each letter grade to further distinguish subgroups.**

Students are assessed based on:

1. EXAMS
2. Learn it Assignments
3. Apply it and Case study assignments

WORKSHOPS

WORKSHOPS BEGIN THE WEEK OF January 25, 2021

<u>WORKSHOPS</u>	<u>TIMES</u>	<u>UNDERGRADUATE TA</u>	<u>Email ID@utdallas.edu</u>
2111- 001	Tue 8:00 – 8:50 AM	Sai Vemula	svv170000
2111- 002	Th 8:00 – 8:50 AM	Meghna Pinnaka	mrp170230
2111-003	Mon 1:00 – 1:50 PM	Arwa Gangardiwala	aag170000
2111- 004	Wed 1:00 – 1:50 PM	Navnit Mohan	nxm170006
2111-005	Fri 1:00 – 1:50 PM	Maheen Polani	mxxp170006
2111- 006	Th 8:00 – 8:50 AM	Ammar Muhammad	axm170033
2111-007	Mon 3:00 – 3:50 PM	Swetha Prakash	ssp170005
2111-008	Tue 10:00 – 10:50 AM	Sarah Aguilar	sxa170056
2111-009	Th 10:00 – 10:50 AM	Hetali Trivedi	hmt180001
2111-010	Wed 4:00 – 4:50 PM	Sayyed Ali-Taabesh	axs170022

DREAM TEAM TAs': Aaron Bennett, Ishav Shukla Megan Zachariah, Reyhan Meetheen, and Vivek Kapadia

Graduate Teaching Assistants:

Masters Students: Elizabeth Madison Stevens, Mohamad Moussa, Muneer Yaqub, and Tien Hsin-Jung

Ph.D., Students: Parinaz Alemi

Our Undergraduate Teaching Assistants (UGTAs) will be leading the workshops and our Graduate Student Teaching Assistants (GTAs) will be responsible for grading of tests, if needed. Our GTAs will grade based on the rubric provided by the instructor. The final letter grades are ASSIGNED BY THE INSTRUCTOR. Midterm grades will be assigned depending on the instructor's grading guidelines and letter grade assignments.

All students enrolled in BIOL 2311 must also enroll in a workshop (BIOL 2111). Homework assignments and quizzes may be reviewed during workshop. Questions remaining about lecture material will be addressed during workshop. The same grade will be assigned for both BIOL 2311 and BIOL 2111. **If you drop the course, you must drop both 2311 and 2111.**

All students enrolled in BIOL 2311 must also enroll in a workshop (BIOL 2111). If for any reason you decide to drop BIOL 2311, you must also drop BIOL 2111!

SCHEDULE OF LECTURES

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

	Lectures		Chapter Names	Chapter #’s	Quizzes
Week 1	1	Jan 20	Introduction and Biological Molecules	3	
	2	Jan 22	Biological Molecules	3	
Week 2	3	Jan 25	Biological Molecules	3	
	4	Jan 27	Cells	4	
	5	Jan 29	Cells	4	
		<i>Assignments due Jan 30</i>	<i>Check Elearning</i>		
Week 3	6	Feb 1	Cells	4	Quiz 1 Lectures 1-5
	7	Feb 3	Membranes and Transport	5	
	8	Feb 5	Membranes and Transport	5	
		<i>Assignments due Feb 6</i>	<i>Check Elearning</i>		
Week 4	9	Feb 8	Membranes and Transport	5	
	10	Feb 10	Energy	6	
	11	Feb 12	Energy	6	
		<i>Assignments due Feb 13</i>	<i>Check Elearning</i>		
Week 5	12	Feb 15	Review for EXAM 1		Quiz 2 Lectures 7-11
	13	Feb 17	Cellular Respiration	7	
	14	Feb 19	EXAM 1		Lectures 1-12
		<i>No Assignments due</i>			
Week 6	15	Feb 22	Cellular Respiration	7	
	16	Feb 24	Cellular Respiration	7	
	17	Feb 26	Cellular Respiration	7	
		<i>Assignments due Feb 27</i>	<i>Check Elearning</i>		
Week 7	18	Mar 1	Cell Division - Mitosis	10	Quiz 3 Lectures 13, & 15 - 17
	19	Mar 3	Mitosis and Meiosis	11	
	20	Mar 5	Meiosis	11	
		<i>Assignments due Mar 6</i>	<i>Check Elearning</i>		
Week 8	21	Mar 8	Cell Cycle	10	
	22	Mar 10	Cell Cycle	10	
	23	Mar 12	Review for EXAM 2		Quiz 4 Lectures 18-21
		<i>Assignments due Mar 13</i>	<i>Check Elearning</i>		

Week 9		March 15 -19	Spring Break Holiday		
		<i>Assignments due Mar 20</i>	<i>Check Elearning</i>		
Week 10	24	Mar 22	Cell- Cell Communication	9	
	25	Mar 24	EXAM 2		Lectures 13, & 15 - 22
	26	Mar 26	Cell – Cell Communication	9	
		<i>Assignments due Mar 27</i>	<i>Check Elearning</i>		
Week 11	27	Mar 29	Mendelian Genetics	12	
	28	Mar 31	Mendelian Genetics and Genes, Chromosomes and Human Genetics	12, 13	
	29	Apr 2	Genes, Chromosomes and Human Genetics	13	
		<i>Assignments due Apr 3</i>	<i>Check Elearning</i>		
Week 12	30	Apr 5	Genes, Chromosomes and Human Genetics	13	Quiz 5 Lectures 24, & 26 - 29
	31	Apr 7	DNA Discovery	14	
	32	Apr 9	Review for Exam 3		
		<i>Assignments due Apr 10</i>	<i>Check Elearning</i>		
Week 13	33	Apr 12	EXAM 3		Lectures 23, 24, & 26 - 31
	34	Apr 14	DNA Replication	14	
	35	Apr 16	DNA Replication and Repair	14	
		<i>Assignments due Apr 17</i>	<i>Check Elearning</i>		
Week 14	36	Apr 19	From DNA to Protein	15	Quiz 6 Lectures 31, 34, & 35
	37	Apr 21	From DNA to Protein	15	
	38	Apr 23	From DNA to Protein	15	
		<i>Assignments due Apr 24</i>	<i>Check Elearning</i>		
Week 15	39	Apr 26	Regulation of Gene Expression	16	
	40	Apr 28	Regulation of Gene Expression	16	Quiz 7 Lectures 36 - 39
	41	Apr 30	Regulation of Gene Expression	16	
		<i>Assignments due May 1</i>	<i>Check Elearning</i>		
Week 16	42	May 3	Viral Genetics	17	
	43	May 5	Development of Evolutionary Thinking	20	
	44	May 7	Review for EXAM 4		
		TBD	EXAM 4		Lectures 31, and 34- 44

Quizzes:

1. Quizzes will use HONORLOCK
2. There are 7 quizzes in this class. Your lowest quiz will be dropped.
3. Quizzes will be available on the day from 11:30 AM – 2:00 PM
4. Each QUIZ is worth 10 points (and sometimes more with bonus questions)
5. QUIZZES are a combination of multiple choice, T/F, fill-in the blank, short answers, and mix-and-match style questions.
6. You will have **10 minutes** to complete the quiz
7. Backtracking is allowed during quizzes

MindTap ASSIGNMENTS:

Assignment details will be posted on Elearning. All these assignments (pre, post and other) together will account for 12.5% of your final grade. Assessments will not be accepted past the due date. Please keep checking the Elearning course page for links to take you to the date view for assessments for every chapter. **Please note that the assessments will be released in blocks according to the syllabus.**

EXTENSION OF DUE DATES FOR ASSESSMENTS WILL BE CONSIDERED FOR UNEXPECTED and/or EXTENUATING CIRCUMSTANCES. PLEASE CONTACT ME ASAP.

LEARN IT:

1. These assignments may be assigned every week.
2. These assignments may carry more than one attempt, and may be set up for grading.
3. These assignments may be timed.
4. If you incur technical difficulties, please email me the day before the assignment is due.
5. Only assignments with links on Elearning will be counted towards your final grade. So please complete these assignments using the links on ELEARNING.
6. These assignment links will be posted on the Elearning course page. These links will be organized by the date they are due. **ALWAYS USE THESE LINK TO ACCESS AND COMPLETE YOUR LEARN IT ASSIGNMENT.**

APPLY IT:

These are assessments after the Chapter is discussed in lecture

1. These may be assigned every week.
2. These are graded assignments only.
3. **Some of these assignments** may be set up for **more than one attempt** and the best score will be recorded.
4. These assessments may be timed.
5. **Case study assignments** that are posted will follow the same rules as mentioned in 2, 3, and 4.
6. The assessment links can be found on the Elearning course page, organized by due date. **AGAIN, PLEASE ONLY USE THESE LINKS TO DO YOUR ASSESSMENTS.**

7. Only assessments with links on Elearning will be counted towards your final grade. So please complete these assessments using the links on ELERANING.
8. If you incur technical difficulties, please email me the day before the assignment is due.

NOTE - Once you have completed these assignments, it will populate in your gradebook automatically. Please note that if you log into MindTap/Cengage and do your assessment, your grade might not effectively transfer over to Elearning.

EXAMS:

1. There are four exams in this course.
2. The EXAMS will be available from 11 AM – 8 PM on the days mentioned in the syllabus. While there will be a window given to take exams, please understand that any extension of the window is granted only under extenuating circumstances.
2. Exams will be proctored using **HONORLOCK** (requirements see below)
3. All four EXAMS are required.
4. EXAM DATES are shown in the syllabus.
5. No exam is cumulative.
6. All EXAMS will cover chapters taught in prior lectures.
7. EXAMS will be a mixture of multiple choice, T/F, Fill-in the blanks, mix and match, and a few free response questions.
8. Once the exam is graded, you may approach the instructor during virtual office hours to go over your free response portion of the exam. The instructor will post an announcement about office hours dedicated for discussion of exams.
9. Please see below for MAKE-UP Exam rules.
10. NO EXAM GRADE WILL BE DROPPED FROM THE FINAL GRADE CALCULATION
11. Scratch paper will be allowed for your use only for EXAMS 2, 3, and 4. When scratch paper is allowed, it is your responsibility to show the front and back of the scratch paper at the beginning and the end of the exam.

HONORLOCK requirements:

HONORLOCK requirements:

- A laptop or a desktop computer (**cannot be a tablet, an ipad or a phone**). Minimum operating system: Windows 10, MacOSX 10.13+, or Chrome OS.
- A single monitor. No double monitors.
- You need a webcam and a microphone. You may use the webcam and microphone that is integrated into your laptop. Most laptops have them integrated. assist@utdallas.edu
- A photo ID (a government issued ID, school ID, passport). Comet ID is preferred.
- You need to download the following:
 - Google Chrome browser ([download Google Chrome](#))
 - The Honorlock Chrome Extension ([download Chrome extension](#))
- A quiet and bright location to take a proctored exam. Make sure that no one else is in the room. If someone pops into your room by accident, the proctor will come in, assess the situation, and let you

continue the exam.

- Make sure your desk is clean.
 - A stable, reliable high-speed internet connection (Speed: 1.5 Mbps download, 750 Kbps upload) is advised.
 - You can run a system requirement check by going to the [Honorlock Support page](#).
 - You will take the exam in the window of availability assigned by me.
 - There is no charge for using Honorlock.
 - There are no breaks allowed once you start your exam. Please start the exam when you are totally ready and do not have to take breaks.
 - Plan to take your test on a firm surface not a bed or a couch.
 - No secondary devices are allowed – for example no cell phones or any other devices should be put away before you start the test.
 - There will be no passwords required for Honorlock tests
 - Once you submit your exam, you may disable the Honorlock extension
 - Live pop-in support is available from certified proctors if you have any issue.
- For further information, please use this link <https://ets.utdallas.edu/testing-center/honorlock>

GRADE CALCULATIONS:

Your numerical grade will be calculated as follows:

	<i>Total #</i>	<i>points for each</i>	<i>Dropped</i>	<i>Maximum possible points</i>	<i>% of final grade</i>
<i>Lecture Exams</i>	<i>4 (equally weighted)</i>	<i>50 or greater</i>	<i>0</i>	<i>200 or greater</i>	<i>80% (weighted)</i>
<i>Quizzes</i>	<i>7</i>	<i>10 or greater</i>	<i>1</i>	<i>50 or greater</i>	<i>7.5% (weighted)</i>
<i>Learn it</i>	<i>11 or less</i>	<i>varied</i>	<i>None</i>	<i>Varied and graded</i>	<i>5% (weighted)</i>
<i>Apply it and Case Studies</i>	<i>Greater than 11</i>	<i>varied</i>	<i>None</i>	<i>Varied and graded</i>	<i>7.5% (weighted)</i>
			<i>TOTAL</i>	<i>Total points</i>	<i>100% (weighted)</i>

Although letter grades may be provided after each exam, these should be treated only as a reflection of your relative performance when compared to the rest of the class. The final course grade will not be based on these individual letter grades, but on the total of the numeric scores of all four exams, the quizzes and the assessments. There is no work available for extra credit for this course. The midterm and final grades assigned to the lecture section of the course (BIOL 2311) will be assigned to your workshop course (BIOL 2111-) as well.

GRADING SCALE:

This will be determined by the instructor at the end of the course. Midterm grading scale may be posted and may be different from final grading scale.

MAKE-UP EXAMS:

These exams will be scheduled on a need only basis. If you are unwell and unable to attend the exam, please email the instructor at the earliest available opportunity. Also, please remember to provide a copy of the doctor's note on the day your make-up exam is scheduled.

EXTRA CREDIT AND SPECIAL ASSIGNMENTS: *This course has no extra credit or special assignment options, unless deemed necessary by the instructor due to unusual circumstances.*

Grading Policies:**Incomplete Grades (I)**

A grade of Incomplete may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F) by the instructor. If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Extension beyond the specified limit can be made only with the permission of the instructor, the student's Associate Dean and the Undergraduate Dean. A student may not re-enroll in a course in which a grade of 'I' remains.

Students may obtain a petition/documentation form for an Incomplete in the office of the student's Undergraduate Associate Dean. The form is to be submitted to the instructor from whom the Incomplete is sought. If a significant fraction of a semester is missed with cause, see the section on "Dropping and Withdrawing" at catalog.utdallas.edu/2017/undergraduate/policies/registration#dropadd.

An instructor assigning an Incomplete ('I') must submit the petition/documentation form containing a description of the work required to complete the course to the Undergraduate Associate Dean of the school offering the course. Upon approval, a copy of the petition will be forwarded to the student's Undergraduate Associate Dean to be retained with the student's academic record. The instructor alone will be responsible for determining whether the requirements for completion are met and for assigning a grade in the course.

However, if the instructor who has signed the Incomplete ('I') is no longer associated with UT Dallas and the work is completed within the time allowed before the Incomplete lapses to an F, the Associate Dean of the instructor's college may assign a committee of appropriate faculty to evaluate the material and/or obtain any other information that may be required to assign a grade in the course.

Mid-Term Grades

Students are issued mid-term grades to apprise them of their progress within the semester. Mid-term grades are important for advising and retention purposes, therefore it is vital that the grades accurately reflect academic progress. These grades are not a part of the permanent record and will not appear on academic transcripts. Some classes will only issue a grade of credit or no credit at mid-term. 'MN' grade is used for

midterm grading only. It signifies that the instructor does not have enough information on a particular student to determine a midterm grade. It may not be used for final grading purposes.

ADDITIONAL LINKS:

Supplemental Instruction (SI) is offered for this course. SI sessions are free group study opportunities, scheduled twice every week. These sessions are facilitated by an SI Leader, who has taken the course recently and has achieved a high final grade. Our SI leader for this semester is BRIAN TORRES. Attendance is voluntary. For information about the days, times, and locations for SI sessions, refer to <http://www.utdallas.edu/studentsuccess/help-with-courses/supplemental-instruction/>

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies

The information contained in the following link lists the University's academic support resources for all students.

Please go to <http://go.utdallas.edu/academic-support-resources>.

STUDENT CONDUCT AND DISCIPLINE

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, A to Z Guide, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3, and in Title V, Rules on Student Services and Activities of the university's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

COMET CREED:

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

ACADEMIC INTEGRITY

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

EMAIL USE

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

WITHDRAWAL FROM CLASS

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

STUDENT GRIEVANCE PROCEDURES

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's Handbook of Operating Procedures.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

DISABILITY SERVICES

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

RELIGIOUS HOLIDAYS

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.

STUDENT RESOURCES

WELCOME BACK!

Comet Cupboard

Provides food and personal care items to all UTD student. Visit website for hours, or contact: cupboard@utdallas.edu

Student Counseling Center

Provides mental health counseling (anything from testing anxiety to self-care) and psychiatric services to all UTD students. All students eligible for 6 free sessions. Visit website for hours, or contact: counselingcenter@utdallas.edu

Or contact UTD crisis hotline for all non-emergency situations: 972-883-8255 (972-UTD-TALK)

OIT

Provides laptops and AV equipment to all UTD centers. Visit website for hours, or contact: assist@utdallas.edu