

Government 2306 HN4: State and Local Government
Dr. Douglas C. Dow
Autumn 2021 MW: 2:30-3:45PM
Office Hours: By appointment
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Course Overview

This honors seminar is designed as an introduction to the constitutional structure, institutional processes and political cultures of Texas, within the federal system of the United States. Our first goal will be to understand how American sub-national politics is contoured by its ever-evolving federal constitutional system. We will seek answers to a number of questions: What were the origins of the federal design in the American Constitution? How do the historical beginnings of government continue to shape contemporary politics? How have powers been divided and shared between the national government and the states? What are the functions of state government? How does the Texas Constitution resemble and differ from the U.S. Constitution? What has been the history of civil rights and liberties protection, and its impact on Texas state authority?

The second goal of the course will be to understand those processes, institutions, and discourses through which citizens think and act politically. What is political culture? How are state and local politics shaped by political pluralism? How do people come to articulate political beliefs? What kinds of groups do people create and join to promote their ideas and interests? How do these groups interact with governmental actors themselves? We shall explore the development and evolution of political parties, the growing dominance of interest groups, the importance of public opinion and the role of political culture in shaping the information Texans have about their government and society.

Component Learning Objectives:

- 1) Students will be able to provide examples of and apply important theoretical and scholarly approaches to understanding state and national institutional behavior, citizen involvement and interaction between citizens and institutions of government.
- 2) Students will be able to analyze and appreciate historical trends in development of government institutions and their constitutional foundations.
- 3) Students will be able to identify, describe, and analyze various mechanisms of citizen political involvement.

Course Requirements

Attendance and Participation: An important requirement for this honors seminar will be active participation in class discussion, debate and analysis. Regular attendance is expected, and I will be taking attendance for each class. **In order to help facilitate possible contract tracing, I will be using a seating chart when I take in person attendance.** Each student is expected to have completed the week's readings before Monday's class. Be prepared to talk. Everyone will be expected to demonstrate civility and a respect for the thoughts, opinions and beliefs of others. Notes or summaries will not be provided for missed classes, except as laid out in UTD Covid related policies. Cell phones and all other electronic noise-makers should be turned off (not on vibrate) during class. Because of the frequency by which many students using laptops to take notes also succumb to the temptations to surf the Web, check email, IM, or otherwise disengage themselves from class discussions, laptop use will not be permitted during class.

Exams: Students will write **three essay exams**. The exams will be open book, open notes, open conversation essay exams. They will cover both assigned readings, as well as lecture and discussion material. **Each exam will be worth 25% of the final grade.** The questions will be distributed on Wednesday and will be due 48 hours later, by 5:00PM CST Friday. All exams will be email to Dr. Dow, as a Word document, double spaced, using 12-point font.

Participation on Discussion Boards: For each week of our online class, I will open a discussion board, in order to facilitate conversation, analysis and questions. **Each student must post at least two substantive question or comment for each week's discussion board. If at any time this semester, you must shift to an asynchronous mode for this course, you must post at least five substantive questions or comments for each week.** That is a minimum requirement, and it would be helpful if we can make our discussion boards places for vibrant and rigorous conversation. All of the requirements for in person politeness will apply to our online conversations. Everyone will be expected to demonstrate civility and a respect for the thoughts, opinions and beliefs of others. **Participation in all its forms (in person, online, on discussion boards) will count for 15% of the final grade.**

Turnitin.com: We will be using **turnitin.com** to guard against plagiarism for each of the exams. Each student must submit her or his paper to **turnitin.com**. I have established an account for this class. For those who have never used this website before, on the homepage there is a brief tutorial on setting up your class account. You will need both your class ID # and class enrollment password. Be careful: the password is case-sensitive:

Class ID #: 30273388

Class Enrollment Key/Password: voting

Roundtable Sessions: We will hold formal student-led roundtable discussions lasting one week for each of our three supplementary readings. Roundtables are student lead discussion and debate. Each participant will be expected to come prepared with the book, notes on the book, as well as a list of approximately five to seven questions, comments, or quotations for further deliberation. Everyone participates – no one merely listens. **Attendance, combined with the quality of participation (especially during the roundtables) will account for 15% of the**

final grade.

Quizzes: Some of our classes will begin with a brief quiz covering the readings that are required for that day. These quizzes will test recollection of the reading material and will aid as a starter for class discussion. **The accumulation of quizzes will account for 10% of the final grade.**

Make-Ups: Make-up exams, or extensions on paper deadlines, will be given at the discretion of the professor. The professor reserves the right not to accept any unexcused late papers or exams. In cases in which you will be absent from class, you should notify the professor via email as soon as reasonable possible.

Syllabus Changes: We begin this semester with the threat from Covid growing, and the laws and regulations from state, local and university authorities in both flux and controversy. This may result in the need to change aspects of the course. **Dr. Dow reserves the right to amend this syllabus during the semester.** Any changes will be announced in class, in an email, and on e-Learning. Students will be responsible for getting and following the new information.

Recording: Dr. Dow may be recording some classes on Teams, and uploading them to eLearning. 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](#)

Grading Scale: All exams will be graded on a 100-point scale. The following conversion chart will be used to translate numbers into letter grades:

A: 94-100	B-: 80-83	D+: 67-69
A-: 90-93	C+: 77-79	D: 64-66
B+: 87-89	C: 74-76	D-: 60-63
B: 84-86	C-: 70-73	F: below 60

University Policies

All of the requirements and processes contained in this syllabus and made by the professor shall comply with university wide policies. For more information on UTD's academic policies, including student conduct and discipline, religious holidays, academic integrity, email use, withdrawal from the class, grievance policies, incomplete grade policies, and disability services, please go to: <http://provost.utdallas.edu/syllabus-policies/>

Course Texts

Each of the following texts is required and can be purchased at the on-campus bookstore or online. Please make sure that you are using the proper edition of the textbook assigned for the class. All other readings will either be handed out in class, emailed, or available online. Students are not required to print material available electronically.

- Anthony Champagne, Edward Harpham, and Jason Casellas. *Governing Texas: An Introduction to Texas Politics*. Fifth Edition (New York: W.W. Norton, 2021)
- David Cole. *Engines of Liberty: The Power of Citizen Activists to Make Constitutional Law* (Basic Books, 2016)
- Annette Gordon-Reed. *On Juneteenth*. (Liveright Publishing, 2021)
- Jacob S. Hacker and Paul Pierson. *Winner-Take-All Politics: How Washington Made the Rich Richer – And Turned Its Back on the Middle Class* (Simon & Schuster, 2010)

Course Schedule

Week One: Introductions and the Concept of Political Culture

Class Dates: Monday, August 23
Wednesday, August 25

Read: Syllabus

Watch: Dr. Dow Introductions (eLearning or Stream)

Week Two: The Political Cultures of the United States and Texas

Class Dates: Monday, August 30
Wednesday, September 1

Read: Ryan Griffiths. “Republicanism.”
Douglas Dow. “Liberalism.”
Duncan Ivison. “Democracy.”

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Three: Regional Political Culture and the Texas Way

Class Dates: Monday, September 6
Wednesday, September 8

Read: Ch. 1 – “The Political Culture, People, and Economy of Texas”
Cal Jilson. “The Texas Way”
“California vs. Texas” *Economist* Special Report (June 22, 2019)

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Four: Evolutions of Federalism in Law and Politics

Class Dates: Monday, September 13
Wednesday, September 15

Read: Ch. 3 – “Texas in the Federal System”
Articles of Confederation
United States Constitution
Federalist #10 and #51
Supreme Court Excerpts: *Gibbons v Ogden* (1824); *Hammer v Dagenhart* (1918);
Wickard v Filburn (1942)

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Five: Federalism in Political Culture

Class Dates: Monday, September 20
Wednesday, September 22

Read: *Virginia and Kentucky Resolutions* (1798)
Southern Manifesto (1956)
“Southern Comfort” – James M. McPherson.
NFIB v Sebelius (2012)

Watch: Dr. Dow Lecture (eLearning or Stream)

Exam #1 Due: Friday, September 24 (5:00PM CST)

Week Six Roundtable on David Cole’s *Engines of Liberty*

Class Dates: Monday, September 27
Wednesday, September 29

Read: *Engines of Liberty* (all)

Watch: Dr. Dow Introduction (eLearning or Stream)

Week Seven: Reconstruction and the Texas Constitution

Class Dates: Monday, October 4
Wednesday, October 6

Read: Ch. 2 – “The Texas Constitution”
Stephen Harrigan. “Reconstructed”

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Eight: Legislature and Plural Executive

Class Dates: Monday, October 11
Wednesday, October 13

Read: Ch. 7 – “The Texas Legislature”
Ch. 8 – “The Texas Executive”

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Nine: Judicial and Criminal Process

Class Dates: Monday, October 18
Wednesday, October 20

Read: Ch. 9 – pp. 293-322. Ch. 13 – pp. 441-473.

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Ten: Roundtable on Annette Gordon-Reed's *On Juneteenth*

Class Dates: Monday, October 25
Wednesday, October 27

Read: *On Juneteenth* (all)

Watch: Dr. Dow Introduction (eLearning or Stream)

Week Eleven: Local Government

Class Dates: Monday, November 1
Wednesday, November 3

Read: Ch. 10 - pp. 327-362
Ch. 12 - pp. 408-419
Cal Jilson. "Public Education in Texas" pp. 103-116.

Watch: Dr. Dow Lecture (eLearning or Stream)

Exam #2 Due: Friday, November 5 (5:00PM CST)

Week Twelve: Democratic Pluralism and Civil Society in Texas

Class Dates: Monday, November 8
Wednesday, November 10

Read: Douglas Dow. “Democratic Pluralism”
Morris Fiorina. “Parties, Participation and Representation in America”
Ch. 6 – “Interest Groups and Lobbying”

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Thirteen: Roundtable on *Winner Take All Politics*

Class Dates: Monday, November 15
Wednesday, November 17

Read: *Winner Take All Politics* (all)

Watch: Dr. Dow Introduction (eLearning or Stream)

Autumn Thanksgiving Holiday Break: Monday 11/22 - Friday 11/26

Week Fourteen: Civil Rights and Pluralist Democracy in Texas

Class Dates: Monday, November 29
Wednesday, December 1

Read: Ch. 4 – “Political Parties”
Smith v Allwright (1944)
Shelby County v Holder (2013)

Watch: Dr. Dow Lecture (eLearning or Stream)

Week Fifteen: Contemporary Issues of Voting Rights

Class Dates: Monday, December 6

Read: Ch. 5 – “Campaigns and Elections”

Watch: Dr. Dow Lecture (eLearning or Stream)

Exam #3 Due: Friday, December 10 (5:00PM CST)

UTD Academic and COVID-19 Policies

COVID-19 Guidelines and Resources

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

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

Instructor Resources

Syllabi Language for Faculty: Masks and Vaccinations

For faculty who would like to include information in your syllabus about the university's policy on masks and vaccinations, you may use the developed language shown below. The inclusion of this language in your syllabus is not required and is at the discretion of the instructor of record. Please remember that Texas Governor Greg Abbott's Executive Order [GA-38](#) prohibits us from mandating vaccines and face coverings for UT Dallas employees, students and members of the public on our campus. However, we strongly encourage all Comets to get vaccinated and wear face coverings as recommended by the CDC.

The University of Texas at Dallas (UT Dallas) will continue to share more information and guidance as we get closer to the fall semester.

Classroom Safety and COVID-19 To help preserve the University's in-person learning environment, UT Dallas recommends the following:

Adhere to the University's [CDC Updated Guidelines](#) issued on July 30, 2021. All Comets are strongly encouraged to wear face coverings indoors regardless of vaccination status. Please note this represents a change in the [campus guidance](#) issued on May 20, 2021.

Accommodations for Students Who Miss Class for Reasons Unrelated to COVID-19

Individual faculty maintain their discretion on whether and how to accommodate student absences unrelated to COVID-19.

Accommodations for Students Who Must Isolate or Quarantine Due to COVID-19

To keep the UT Dallas community as safe as possible, the University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable. Faculty will be notified by the Dean of Students' Office if a student in their class has been required to isolate (positive case) or quarantine (exposed). Faculty must make lectures available for those students during the period the students must isolate or quarantine. Faculty who need assistance with providing these students access to course content can contact the eLearning Team at elearning@utdallas.edu. Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against an isolated or quarantined student.

Verifying COVID-19 Isolations or Quarantines

Students need to self-report COVID-19 positive results or exposures via an [online form](#) so that university campus tracers can verify, record, and take necessary campus precautions. When faculty are notified by students rather than by the Dean of Students' Office that the students are isolating or quarantining, the faculty should remind students to self-report via the form; students should not attend class until cleared by campus tracers.

Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated. You are encouraged to [get a COVID-19 vaccine](#) and register your vaccination status through the [voluntary vaccine report form](#).

Proactive Community Testing remains an important part of the university's efforts to protect our community. Tests are fast and free. Please check the [Comets United](#) for additional information.

[Student Safety](#) remains an important part of the UT Dallas' efforts to protect our community. All students will adhere to the Comet Commitment. Unvaccinated Comets will be expected to complete the mandatory [Required Daily Health Screening](#). Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the [Student Code of Conduct – UTSP5003](#). All students are encouraged to read the [Recommendations for Students Returning to Campus](#) issued on August 2, 2021.

Visit [Comets United webpage](#) to obtain the latest information on the University's guidance and resources for campus health and safety.

[Previous Campus Communications](#): a list of university announcements made in 2020-2021.

[Registrar's Intranet](#): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](#): you will be asked to log in before you access the FERPA Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please contact the Office of the Registrar at records@utdallas.edu for the proper student consent forms and further instructions.

[Honorlock](#): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](#): designed to assist faculty with developing course content

Student Resources

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "[What should I do if I become sick?](#)")

COVID-19 Resources

[Comets United webpage](#): check frequently

[FAQ](#): check out the FAQs and reach out to your instructor or academic advisor if answers are not included

[Student Resources](#): a variety of resources are available to help students to obtain counseling, health care, and academic support.

Sharing Confidential Information

Students considering sharing personal information in email or in person should be aware that all University staff, faculty, teaching assistants/associates, and graduate/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, Sexual Misconduct Policy - [UTDBP3102](#), faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2575 or the 24/7 Crisis Hotline at 972-UTD-TALK or 972-883-8255), a health care provider in the Student Health Center (972-883-2747), a clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (e.g., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or are victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-5202. Additional information and resources may be found at <https://institutional-initiatives.utdallas.edu/title-ix/resources>.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas [Office of Information Technology Help Desk](#) via e-mail at assist@utdallas.edu or via telephone at 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The services include a toll-free telephone number for immediate assistance (1-866-588-3192), email request service at elarning@utdallas.edu, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elarning/helpdesk>.

Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and university policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed through the UT Dallas Policy Navigator, <https://policy.utdallas.edu/utdbp3023>, and at <https://legal.utdallas.edu/risk-insurance/travel-related-risk/>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System ([Regents' Rule 50101](#)) and UT 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 Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/student-complaints>.

UT Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (<https://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6330) and online at <https://conduct.utdallas.edu>.

A student at the University neither loses their 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 its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Social Media Use

The [Student Code of Conduct](#) includes behaviors conducted via any digital platform. Students may not use any digital platform to seek or provide unauthorized assistance for any assignment done for academic credit. Students may not use any digital platform to impersonate or represent any person other than themselves. Please consult with your instructor regarding authorized assistance.

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 demonstrates a high standard of individual honor in his or her scholastic work. See <https://conduct.utdallas.edu/integrity>.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://conduct.utdallas.edu/dishonesty>.

Copyright Notice

It is the policy of UT Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <https://guides.lib.utexas.edu/fairuse/home>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <https://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

UT 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. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual corresponding via email and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <https://oit.utdallas.edu/netid/self-service>.

Classroom Conduct Requirements Related to Public Health Measures

UT Dallas will follow the public health and safety guidelines put forth by the Centers for Disease Control and Prevention (CDC), the Texas Department of State Health Services (DSHS), and local public health agencies that are in effect at that time during the Fall 2021 semester to the extent allowed by state governance. Texas Governor Greg Abbott's Executive Order [GA-38](#) prohibits us from mandating vaccines and face coverings for UT Dallas employees, students, and members of the public on campus. However, we strongly encourage all Comets to get vaccinated and wear face coverings as recommended by the CDC. Check the [Comets United: Latest Updates webpage](#) for the latest guidance on the University's public health measures. Comets are expected to carry out [Student Safety](#) protocols in adherence to the Comet Commitment. Unvaccinated Comets will be expected to complete the [Required Daily Health Screening](#). Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the [Student Code of Conduct - UTSP5003](#).

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 course 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. Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against a quarantined student.

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 in the course is directly tied to class participation. It also includes students' engagement in group or other activities during class that solicit feedback on homework assignments, readings, and/or materials covered in the lectures and/or labs. Class participation is documented by faculty. Successful class participation is defined as consistently adhering to University requirements, as presented in the syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct - UTSP5003](#).

Credit/No Credit and Pass/Fail Grading Options

Students are encouraged to review the online catalogs regarding Credit/No Credit or Pass/Fail courses. Students should consult their academic advisors to understand what it means for their academic careers before completing the form prior to Census Day.

Undergraduate students: please review the [Credit/No Credit Classes](#) section in the Undergraduate Catalog.

Graduate students: please review the [Pass/Fail Grading](#) section in the Graduate Catalog.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Not meeting the prerequisites for a specific course
- Not satisfying the academic probationary requirements, resulting in suspension
- An Office of Community Standards and Conduct request
- Not making appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Undergraduate students: please review the [Dropping and Withdrawing](#) section in the catalog.

Graduate students: please review the [Schedule Changes: Dropping, Adding and Withdrawing](#) from Courses section in the catalog.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<https://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/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 originated.

Incomplete Grade Policy

As per university policy, incomplete grades 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 (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the grade of 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to a grade of F. The incomplete grade policy is included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/academic#incomplete-grades>

and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/grades#grade-of-i-incomplete>.

Accommodations for Students with Disabilities

It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. If you are a student with a disability and believe you will need academic accommodations for this class, you are encouraged to register with the Office of Student AccessAbility (OSA). Some aspects of the course, the assignments, the in-class activities, and the way the course is typically taught may be accommodated to facilitate your participation and progress. OSA will assist you in determining academic accommodations that are appropriate for your situation. Any information you provide is private and confidential and will be treated as such. To avoid any delay, please contact OSA as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until an OSA Letter of Accommodation has been given to the instructor. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Administration Building, AD 2.224 They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

UT Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments 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 President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

Making a False Alarm or Report Involving a Public or Private Institution of a Higher Education

Making a false threat at any Texas higher education institution is considered a **State Jail Felony**, not a Class A misdemeanor, according to a law passed by the Texas Legislature.

This legislation was enacted in response to several threats in past years at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

This law relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, *Texas Penal Code*, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University's disciplinary committee can address.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/false-alarms> and in the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/false-alarms>.

Interactive Campus Map – Locate Severe Weather Shelters, Elevators, and Bathrooms

The interactive campus map (<https://map.utdallas.edu>) allows users to search for severe weather shelter areas in each building. On the map, click on a building and select "Storm Shelters" from the "Find" drop-down menu. Remember, a severe weather shelter area is usually any interior room without windows, such as a restroom, hallway, conference room, or office. Try to find shelter on the lowest floor of the building and stay away from large auditoriums or gyms. Users can also use the same map to locate elevators and bathrooms.

Academic Support Resources

Resources to Help You Succeed

Instructors of record: Please use the following permanent address when referring to this section:
<https://go.utdallas.edu/academic-support-resources>

All Students

For help with a research assignment, such as finding journal articles or using a database, try CHAT at [McDermott Library](#).

The [Comet Cupboard](#) is a UT Dallas food pantry initiative dedicated to helping students in need. The Comet Cupboard is located in MC 1.604, on the first floor of the McDermott Library, and can be contacted by calling 972-883-2709.

[Comet Cents](#) provides financial literacy to students with the peer-to-peer model. This money management center provides one-on-one appointments and workshops throughout the semester. Comet Cents works to help students improve their financial situation with topics such budgeting, credit card debit, investing and other personal finance areas.

[Intercultural Programs](#) provides a host of transition programs for international students and intercultural competency trainings for all students. They are located in SSB 3.6, on the third floor of the Student Services Building. Their phone number is 972-883-4528.

The [Student Counseling Center](#) offers confidential services to students either for individual appointments or as part of groups. Initial appointments must be made in person in the Student Counseling Center, which is located in SSB 4.600, on the fourth floor of the Student Services Building. Their main number is 972-883-2575 and the 24/7 Crisis Hotline is 972-883-8255 (972-UTD-TALK).

The [Testing Center](#), run by the Education Technology Services, offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure test environment for online/paper exams, quizzes, instructional testing, and assessments. The Testing Center is located in Room 11.175, the first floor of the Synergy Park North 2 (SP2) building and can be contacted by calling 972-883-5498. See <https://ets.utdallas.edu/testing-center>.

If you experience issues taking an exam in eLearning, please contact the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

Undergraduate Students

Graduation Help Desk

The [Graduation Help Desk](#) is a one-stop resource within the Office of Undergraduate Education designed to help undergraduate students overcome obstacles to a timely graduation. The Graduation Help Desk supports undergraduate students, faculty and staff to develop solutions to complex academic and non-academic issues. This resource is equipped to promote all undergraduate students' success by helping them at any point during their academic careers from their arrival at UT Dallas until their graduation. Contact the Graduation Help Desk at graduationhelpdesk@utdallas.edu or 972-883-3999.

Student Success Center

The [Student Success Center \(SSC\)](#) offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, study skills, and other academic disciplines. These services are available through individual appointments, small group appointments, drop-in labs, workshops, and weekly reviews. All undergraduate students enrolled at UT Dallas are eligible to participate in these services. Not all courses will be supported by all services. Please check the website at the beginning of each semester to find out which courses are supported by which services.

The SSC is divided into six units and undergraduate students are able to use as fits their course needs each semester. All services are free of charge.

In **Academic Success Coaching (ASC)**, students can receive help with time management, goal setting, test preparation, and various other study techniques and strategies. Student coaches offer one-on-one appointments and workshops throughout the semester.

The **Communication Lab (CommLab)** offers one-on-one and group appointments where students can gain practical feedback for improving oral and group presentations.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students enrolled in potentially difficult gateway courses. Students who register with PLTL will meet in small groups once a week and are expected to attend every session. Students who regularly attend sessions typically earn a half to a whole letter grade higher than students who do not participate in the PLTL program.

Peer Tutoring (PT) offers math and science tutoring assistance for many of the historically challenging undergraduate courses at UT Dallas. The sessions are designed to address students' individual questions and needs; however, the tutors do not provide answers for homework, quizzes, or exams. Peer Tutoring services include drop-in tutoring for most 1000 and 2000 level courses, one-on-one appointments for a limited number of 3000 and 4000 level courses, and weekly reviews the timings of which vary by semester.

Supplemental Instruction (SI) provides peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI Leaders attend lectures and take notes, just like the enrolled students. Students should check the SSC website for supported subjects and session times.

The **Writing Center (WC)** is a collaborative learning environment for students interested in developing stronger writing skills. One-on-one appointments are offered, as are weekly workshops. Scheduling an appointment is strongly recommended, but drop-in hours are also available.

The Student Success Center's main office is located in the McDermott Library Building on the first floor, MC 1.302, and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Graduate Students

The [Center for Teaching and Learning](#) supports graduate students, especially teaching assistants through teaching certificates, workshops on pedagogy, and reading groups on emerging educational issues. They are located in MC 2.402, on the first floor of the McDermott Library. The Center's phone number is 972-883-2247.

The [Office of Graduate Education Fellowship Services](#) offers workshops on fellowship and grant writing, including a Grant Writing Certificate program. Students applying for external funding can schedule appointments to find funding and to develop their applications. The Fellowship Office is located in FA 3.104, on the second floor of the Founders Annex. The office's phone number is 972-883-4568.

The [Office of Graduate Education Writing Services](#) offers workshops on writing as well as one-on-one appointments, writing groups, and writing retreats to help graduate students improve their writing skills. The Writing Services Office is located in FA 3.104, on the second floor of the Founders Annex. Appointments can be made via email at gradeducation@utdallas.edu.

University Resources

Additional university resources, "Resources for Study and Campus Life" are listed in the online Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/index> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/index>.