



**BIOL 2311.001 Introduction to Modern Biology I**  
**SPRING 2023 (JANUARY 17, 2023 – MAY 5, 2023)**

*The University of Texas at Dallas*

**TEXTBOOK: Biology by Russell 5e**

**CLASS HOURS, LOCATION: Monday, Wednesday, Friday, 10:00 – 10:50 AM Room # SCI 1.220**

**Dr. Uma Srikanth: Office hours:**

**MW 1:00 – 2:00 PM in my office (room # FN 3.108) or by appointment only**

**Please use the link below to book appointments:**

[https://outlook.office365.com/owa/calendar/DepartmentofBiologicalSciences@utdallas.edu/bookings/s/4MFOt4GBOEK4I\\_ntNu2qSA2](https://outlook.office365.com/owa/calendar/DepartmentofBiologicalSciences@utdallas.edu/bookings/s/4MFOt4GBOEK4I_ntNu2qSA2)

**Office hours begin the week of Jan 23, 2023.**

Email: [ukrish@utdallas.edu](mailto:ukrish@utdallas.edu)

**Course Modality and Expectations**

<b>Instructional Mode- Lectures and workshops</b>	<b>Traditional Classroom face-to-face</b>
<b>EXAMS</b>	<b>EXAMS will be available for a very small window of time. See section titled Exams below.</b>
<b>QUIZZES</b>	<b>In the classroom during lectures</b>

**Course Policies:**

**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 Access Ability accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

**Class Attendance**

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected. 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.

**Special attendance requirements for Biology 2311.001: Periodic attendance may be taken and there will be an announcement sent out giving you the dates ( a range will be provided) that this attendance may be taken. Points may be allotted as well. This will be done in workshops as well.**

### **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 Access Ability 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 Access Ability 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. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. 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.**

### **Classroom Citizenship 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 Support Resources**

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

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

### **UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

### **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.**

**Objectives:**

- Critical Thinking (CT)**—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information
- Communication (COM)**—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication
- Empirical and Quantitative Skills (EQS)**—to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- Teamwork (TW)**—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

### **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.

### **Course Co-requisites, Pre-requisites, and/or Other Restrictions:**

**Co-requisite:** concurrent enrollment in BIOL 2111.

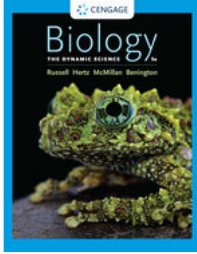
**Prerequisites** for this course are General Chemistry I and II.

### **Course Materials**

**Power point lectures and grades will be posted on eLearning. Please look for the Cengage/MindTap link 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: When you try to register in MindTap using the link on the Elarning course page, you will see a page like this:**



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[VIEW AS INSTRUCTOR](#)

### MindTap: Biology: The Dynamic Science \$105.00

[More about MindTap](#)

-  MindTapV2.0 for Biology: The Dynamic Science 6 Months \$105.00  
ISBN: 9780357438435
-  MindTapV2.0 for Biology: The Dynamic Science 12 Months \$119.00  
ISBN: 9780357438466

[ADD TO CART](#)

Before purchasing, make sure your instructor has assigned this online homework platform.

**Depending on the option you choose (shown in red), you will have access to the online tool and the ebook for either Spring 2023 only or for both Spring 2023 and Fall 2023. This will account for students planning to take 2311 in Spring and 2312 in Fall.**

### **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](https://www.cengage.com).

## **WORKSHOPS**

***All students enrolled in BIOL 2311 must also enroll in a corresponding 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!***

**WORKSHOPS BEGIN THE WEEK OF January 23, 2023**

<b><u>ROOM #</u></b>	<b><u>WORKSHOPS</u></b>	<b><u>TIMES</u></b>	<b><u>UNDERGRADUATE TA</u></b>	<b><u>Email ID@utdallas.edu</u></b>
FO 3.222	2111- 001	Mo 1:00 – 1:50 PM	Aishni S	Aishni.Shrivastava@
FO 3.616	2111- 002	Mo 3:00 – 3:50 PM	Zainab A	Zainab.Anjum@
JO 4.502	2111- 004	We 1:00 – 1:50 PM	Lillia H	Lillia.Hoang@
FO 3.222	2111-005	We 4:00 – 4:50 PM	Hasan M	Hasan.Mubarak@
FO 3.222	2111- 006	Th 8:00 – 8:50 AM	Eesha D	Eesha.Desai@
FO 3.222	2111-007	Mo 2:00 – 2:50 PM	Mimi V	Mimi.Van@
FO 3.222	2111-008	We 3:00 – 3:50 PM	Rahul M	Rahul.Mandala@
FO 3.222	2111-009	Fr 12:00 – 12:50 PM	Nehal D	Nehal.Dave@
FO 3.222	2111-010	Fr 4:00 – 4:50 PM	Ranya S	Ranya.Siddiqui@

***DREAM TEAM TAs': Arlin Khan, Asma Nasir, Harshit Polavarapu, Dhruv Patel, Zawge Daniel, Sumanth Kulkarni, Zaid Memon, and Abhinay Adlooru***

**Graduate Teaching Assistants: Sharon Kwende, Dibyo Maiti, and Maithri Murali**

Our Undergraduate Teaching Assistants (UGTAs) will be leading the workshops and our Dream Team Tas' will guide the workshop Tas' and help in organizational and executive details of these workshops, under the supervision of the instructor. 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.

**SCHEDULE OF LECTURES**

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

Olive green shading indicates Quiz dates

Blue shading indicates EXAM dates

	Lectures		Chapter Names	Chapter #s	Quizzes
Week 1	1	Jan 18	Introduction and Biological Molecules	3	
	2	Jan 20	Biological Molecules	3	
		Assignments due Jan 21	Check Elearning		
Week 2	3	Jan 23	Biological Molecules	3	
	4	Jan 25	Biological Molecules	3	
	5	Jan 27	Biological Molecules & Cells	3 & 4	
		Assignments due Jan 28	Check Elearning		
Week 3	6	Jan 30	Cells synchronous online	4	Quiz 1 Lectures 1-5
	7	Feb 1	Classes canceled – Ice Storm		
	8	Feb 3	Cells	4	
		Assignments due Feb 4	Check Elearning		
Week 4	9	Feb 6	Cells and Membranes and Transport <b>*Recorded lecture will be provided- Jury duty</b>	4 & 5	Quiz 2 Lectures 6-8
	10	Feb 8	Review EXAM I		
	11	Feb 10	EXAM 1 Lectures 1 - 10		
		Assignments due Feb 11	Check Elearning		
Week 5	12	Feb 13	Membranes and Transport	5	
	13	Feb 15	Membranes and Transport	5	
	14	Feb 17	Energy	6	

		<i>Assignments due Feb 18</i>	<i>Check Elearning</i>		
Week 6	15	Feb 20	Energy	6	Quiz 3 Lectures 12 - 14
	16	Feb 22	Energy	6	
	17	Feb 24	Harvesting Energy	7	
		<i>Assignments due Feb 25</i>	<i>Check Elearning</i>		
Week 7	18	Feb 27	Harvesting Energy	7	
	19	Mar 1	Harvesting Energy	7	
	20	Mar 3	Harvesting Energy	7	
		<i>Assignments due Mar 4</i>	<i>Check Elearning</i>		
Week 8	21	Mar 6	Harvesting Energy	7	Quiz 4 Lectures 16- 20
	22	Mar 8	Harvesting Energy Enzymatic activity	7, 6	
	23	Mar 10	<b>EXAM 2 Lectures 12 - 22</b>		
		<i>No Assignments due</i>			
Week 9		March 13 -17	Spring Break Holiday		
		<i>Assignments due Mar 18</i>	<i>Check Elearning</i>		
Week 10	24	Mar 20	Mitosis	10	
	25	Mar 22	Mitosis	10	
	26	Mar 24	Mitosis/Meiosis	10/11	
		<i>Assignments due March 25</i>	<i>Check Elearning</i>		
Week 11	27	Mar 27	Meiosis	11	Quiz 5 Lectures 24- 26
	28	Mar 29	Meiosis	11	
	29	Mar 31	Cell Cycle	10	
		<i>Assignments due Apr 1</i>	<i>Check Elearning</i>		
Week 12	30	Apr 3	Cell Communication	9	Quiz 6 Lectures 27 - 29
	31	Apr 5	Cell Communication	9	
	32	Apr 7	Cell Communication	9	
		<i>Assignments due Apr 8</i>	<i>Check Elearning</i>		
Week 13	33	Apr 10	Review for EXAM 3		
	34	Apr 12	<b>EXAM 3 Lectures 24 - 32</b>		
	35	Apr 14	Genes, Chromosomes, and Human Genetics	13	
		<i>Assignments due April 15</i>	<i>Check Elearning</i>		
Week 14	36	Apr 17	Genes, Chromosomes, and Human Genetics	13	
	37	Apr 19	DNA Discovery	14	

	38	Apr 21	DNA Replication	14	
		<i>Assignments due Apr 22</i>	<i>Check Elearning</i>		
Week 15	39	Apr 24	DNA Replication	14	Quiz 7 Lectures 36 - 38
	40	Apr 26	DNA Replication	14	
	41	Apr 28	From DNA to Protein	15	
		<i>Assignments due Apr 29</i>	<i>Check Elearning</i>		
Week 16	42	May 1	From DNA to Protein	15	Quiz 8 Lectures 39 - 41
	43	May 3	From DNA to Protein	15	
	44	May 5	Biotechniques/Development of Evolutionary thinking		
		<i>Assignments due May 6</i>	<i>Check Elearning</i>		
		TBA	EXAM 4 Lectures 35-44		

### **Grading Policy**

There will be seven quizzes, and four exams given in BIOL 2311. The different tests and their weighted scores are listed below. 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 (team activity before exams)**
2. **Quizzes**
3. **Learn it Assignments**
4. **Apply it Assignments (Homework and practice quizzes)**
5. **Case study assignment participation and completion (in workshops)**

### **EXAMS:**

1. There are four exams in this course.
2. All EXAMS are required.
3. EXAM DATES are shown in the syllabus.
4. EXAM 4 is not cumulative.
5. All EXAMS will cover chapters taught in prior lectures.
6. EXAMS will be structured in two parts. It will be a mixture of multiple choice, T/F, Fill-in the blanks, mix and match, and a few free response questions.



7. Once the exam is graded, you may approach the instructor during assigned office hours to go over your free-response portion of the exam.
8. Please see below for MAKE-UP Exam rules.
9. NO EXAM GRADE WILL BE DROPPED FROM THE FINAL GRADE CALCULATION
10. The window and modality for exams will be announced in an Elearning announcement.
11. On the day of the EXAM, there are no lectures.
12. **EXAMS are closed book. No outside resources are allowed.**

#### **Quizzes:**

1. There are 8 quizzes in this class. Your lowest quiz will be dropped.
2. Each QUIZ is worth 10 points or more with bonus.
3. QUIZZES maybe a combination of multiple choice, T/F, fill-in the blank, short answers, and mix-and-match style questions.
4. You have **10 minutes** to complete the quiz
5. Quizzes will be taken online.
6. Quizzes will be available for 20 minutes beginning from 10:40 AM – 11:00 AM on the day of the quiz.
7. Quizzes are closed book – no resources are allowed.

#### **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.

#### **PRE - LEARN IT:**

1. These assignments may be assigned every week.
2. These assignments may be set up for grading.
3. The number of attempts in these assignments will vary according to the instructor's discretion.
4. These assignments may be timed
5. If you incur technical difficulties, please email me the day before the assessment is due.
6. These assessment links can be found on the Elearning course page under the assignments tab.

**USE THIS LINK TO ACCESS AND COMPLETE YOUR LEARN IT ASSIGNMENT.**

#### **POST - APPLY IT- Homeworks:**

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. The assessment links can be found on the Elearning course page under the assignments tab.  
**PLEASE ONLY USE THESE LINKS TO DO YOUR ASSESSMENTS.**
5. These assessments may be timed.

- 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.

**Only assignments with links on Elearning will be counted towards your final grade. So please complete these assignments using the links on ELERANING.**

**POST- APPLY IT - Practice quizzes on MindTap :**

- These are graded assignments only.
- Some of these** may be set up for **more than one attempt** and the best score will be recorded.
- The assessment links can be found on the Elearning course page under the assignments tab.  
**PLEASE ONLY USE THESE LINKS TO DO YOUR ASSESSMENTS.**
- These assessments may be timed.
- If you incur technical difficulties, please email me the day before the assignment is due.

**CASE STUDY ASSIGNMENT PARTICIPATION AND COMPLETION (IN WORKSHOPS):**

These are assignments that will be done in workshops:

- These Case studies will become available the week they are due.
- These will be discussed and must be completed in workshops.
- These are graded assignments.
- Participation in these will give you 50% of the allotted points for any assignment. The other 50 % will be determined by correctness of answers. For example, if a case study is worth 3 points –
  - You will automatically be allotted 1.5 points for participation when present in the workshop, while the case study is being discussed.
  - The other 1.5 points will be determined by the correctness of your answers.

Number	Case Study/Chapter #	Week in workshops
1	Chapter 3 Case Study	1/30 – 2/3
2	Chapter 4 Case Study	2/6 – 2/10
3	Chapter 6 Case Study	2/20 – 2/24
4	Chapter 7 Case Study	2/27 – 3/3
5	Chapter 11 Case Study Critical Thinking Case – Genetics Activity 1	3/27 – 3/31

6	Chapter 9 Case Study Critical Thinking Case – Caffeine Activity 1 Critical thinking Case – Caffeine Activity 3	4/3 – 4/7
7	Chapter 13 Case Study Critical Thinking Case – Genetics Activity 3	4/17 – 4/21
8	Chapter 15 Case Study	5/1 – 5/5

**Attendance will be taken in these above weeks in workshops to account for participation.**

**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>76 % (weighted)</i>
<i>Team activity</i>	<i>2</i>	<i>varied</i>	<i>None</i>	<i>3</i>	<i>Added to exam score</i>
<i>Quizzes</i>	<i>8</i>	<i>10 or greater</i>	<i>1</i>	<i>60 or greater</i>	<i>7.5 % (weighted)</i>
<i>Pre - Learn it</i>	<i>11 or less</i>	<i>varied</i>	<i>None</i>	<i>Varied and graded</i>	<i>3 % (weighted)</i>
<i>Post - Apply it (Homework)</i>	<i>Greater than 7</i>	<i>varied</i>	<i>None</i>	<i>Varied and graded</i>	<i>5 % (weighted)</i>
<i>Post - Practice Quizzes on MindTap</i>	<i>5 or greater</i>	<i>varied</i>	<i>None</i>	<i>Varied and graded</i>	<i>3 % (weighted)</i>
<i>Case Study and Critical thinking activities assignment participation and completion in workshops</i>	<i>12</i>	<i>varies</i>	<i>1</i>	<i>Varied and graded</i>	<i>5.5 % (weighted)</i>

			<i>TOTAL</i>	<i>Total points</i>	<i>100% (weighted)</i>
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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.***

**Grading Policies:**

**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. You must request a make-up within a 2-day window of the original exam day. Also, please remember to provide a copy of the doctor's note, so that the make-up can be scheduled.*

**EXAM VIEWING OFFICE HOURS**

*Instructor will send announcements on eLearning about office hours for discussing exams after they have been graded. Please be sure to come and visit the instructor virtually during office hours. No grade changes will be made **three weeks after the date of the exam.***

**EXTRA CREDIT AND SPECIAL ASSIGNMENTS:** *This course has no extra credit or special assignment options.*

**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.*

**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.

### **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.

### **ADDITIONAL LINKS:**

#### **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>.

### **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 <https://go.utdallas.edu/academic-support-resources>**

#### **Undergraduate Students**

##### **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 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](mailto:ssc@utdallas.edu).

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

**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 **RIDDHI PAREEK**. 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/>

#### **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.”***

### ***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](mailto:studentaccess@utdallas.edu).*

### **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.*

# ***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](mailto: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](mailto: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](mailto:assist@utdallas.edu)