

Course Number/Section	BIOL 3455.002	
Course Title	Anatomy & Physiology I with lab	
Term	Spring 2025	
Days and Times	MF 8:30 - 9:45 AM	
Location	SCI 1.210	
Professor	Meenakshi Maitra, PhD	Z. Ruth Wu, PhD,
email:	meenakshi.maitra@utdallas.edu	zhuoru.wu@utdallas.edu
Office	FO 3.617	SLC 2.408
Office hours	By Appointment Only. (please email Meenakshi.maitra@utdallas.edu)	M1-2 PM, WF 2:30 – 4:30 PM, by appointment only, book a time here

Checklist For the First Week:

1. All four lecture exams will be administered at the **UTD testing center**. Reserve your time and seat ASAP by following the directions provided [HERE](#). **Earn 1 point by registering for ALL FOUR exams by midnight January 26.** Students who fail to take exams due to not registering will receive zero points and will not be eligible for a makeup exam.

2. The iClicker app is required for participating in pop quizzes during lectures. **iClicker usage for this class is free of charge for spring 2025.** Please join the Lecture iClicker via the following links: <https://join.iclicker.com/NVCR> or the QR code



For various iClicker instructions, please use the links below:

- [Checklist: Getting Started with the iClicker Student App](#)
- [How to Add your Instructor's Course in the iClicker Student App](#)
- [How to troubleshoot your connection in the iClicker Student App](#)

3. **Register for Pearson Mastering via eLearning to access eTextbook and homework and other resources:**
 1. In course eLearning, select "Pearson & Homework" on the left in course content area.
 2. Click Pearson link to open.
 3. Select **Open MyLab & Mastering** and agree to any authorization requests.
 4. Follow the prompts to link your accounts.
 5. Enter the access code purchased from the bookstore or buy directly from Mastering / Pearson with a credit card. You can also take advantage of 14-day temporary access.
 6. Select **Go to My Courses** to see the Mastering content created by your instructor.

Best Practices

- Always access Mastering through Blackboard
- Try a different browser if you run into issues before contacting support.

Support Information

- Use this website to find answers to FAQs ([Pearson Higher Education Support Home](#))
- Use this website to speak to our support team via chat or phone ([Contact Support](#))
- Select Anatomy and Physiology I with lab, Spring 2025 from My Courses.

4. **Familiarize yourself with the lecture and lab eLearning platforms, as well as the Pearson resources.**

Course Description:

Biology 3455: Human Anatomy and Physiology I is the first course in a two-part series that provides a comprehensive exploration of human anatomy and physiology. Designed for pre-professional healthcare students, this course builds a strong foundation in anatomical and physiological principles to support success in advanced studies within professional school programs.

In this first half of the series, we'll examine the structure-function relationships of the human body, covering topics such as:

- Tissue types and their organization
- Bone histology and skeletal structures
- Skeletal muscle anatomy and physiology
- Neurophysiology and nervous system anatomy
- Sensory systems and their functions

The course emphasizes the integration of anatomy and physiology, focusing on how these systems interact. Laboratory sessions will use model-based activities to reinforce lecture material and provide hands-on learning experiences.

Student Learning Objectives/Outcomes

1. Develop an anatomical vocabulary to effectively describe clinical findings from a physical examination.
2. Recognize the macroscopic and microscopic anatomical structures of the human body and explain their physiological roles.
3. Describe the principle of homeostasis and analyze feedback mechanisms that regulate physiological systems.
4. Explain how physiological processes, mechanisms and pathways of the human body contribute to maintaining human homeostasis.
5. Recognize and explain the interrelationships between organ systems, their anatomical structures, and their physiological functions in the human body.
6. Recognize and explain the pathophysiological mechanisms for homeostatic imbalances.
7. Demonstrate laboratory procedures to examine anatomical structures (in models, dissections, and microscopic slides) and determine their physiological functions.
8. Analyze and interpret data from anatomical and physiological graphs.

Pre-requisite courses:

Pre-requisite: BIOL2311 & BIOL 2312 Introduction to Modern Biology 1 & 2

Co-requisite: Human Anatomy & Physiology Lab: BIOL 3455. 301, 302, 303, 305, 306, 307, 801, & 802.

Interaction with Instructor: The instructor will communicate with students through UTD email and the Announcements tool on eLearning. The instructor will reply to student emails

within three working days under normal circumstances.

Textbook and online tool for the course

LECTURE	LAB
1. Fundamental of Anatomy & Physiology <ul style="list-style-type: none"> Authors: Frederic H. Martini, Ph.D.; Judi L. Nath, Ph.D. & Edwin F. Bartholomew, M.S. 12th edition Electronic book (eText or eBook) <u>Modified</u> Mastering A&P 	* Human Anatomy & Physiology Laboratory Manual <ul style="list-style-type: none"> Authors: Elaine N. Marieb, R.N., Ph.D. & Lori A. Smith, Ph.D. 12th edition, main version

Student Assessments /Grading Information

Exams x 4	125 points each	500
Lecture Quizzes x 12	10 points each, drop 2 lowest	100
Lecture Homework x 12	10 points each, drop 2 lowest	100
Lecture Attendance & Performance x 25	2 points per lecture (1 point for responding to at least 50% of the questions. 1 point for the correctness of your responses), drop 2	46
Lab Practical Exams x 2	102 points each	204
In-Lab Quizzes x 12	3 points each, drop 2	30
Post-lab Quizzes x11	2 points each, drop 1	20
	Total Mandatory Points	1000

Point Percentage	Letter Grade	Point Percentage	Letter Grade
96-100%	A+	75-77%	C+
92-95%	A	72-74%	C
88-91%	A-	68-71%	C-
85-87%	B+	65-67%	D+
82-84%	B	62-64%	D
78-81%	B-	58-61%	D-
		<57%	F

Lecture Attendance – In person attendance at lectures is mandatory.

Students who fail to attend class regularly are inviting scholastic difficulty. Those who attend and participate in iClicker polling during the lecture will earn up to 2.0 points per lecture.

Lecture Exams There are four exams. 125 points each. Exams will be completed on the dates posted in the course schedule. The following policies will be reinforced with **no exception**.

- Those who **failed to register** for the exam will **receive zero points; no makeup exam will be allowed**.

- Those who registered but **fail to show up to take the test** without communicating a legit reason will **receive zero points; no makeup exam will be allowed.**
- Legitimate excuses include a physician's note stating your condition does not permit you to take the exam. **Notes from doctors of virtual clinics will not be accepted** due to their inability to validate your conditions. **Upon prior discussion with your professor,** a make-up may be considered.
- Students who violate testing center rules and are unable to take the exam will **lose 20 points from their makeup test**, which will be administered at the testing center the following week. This deduction compensates for the additional preparation time.

Lecture Schedule

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

Week	Lecture	Day	Topic	Chapter
1	1	1/24	Course Info & Intro to A&P	1
2	2	1/27	Tissues: Epithelium	4
	3	1/31	Tissues: Connective	4
3	4	2/3	Integumentary System	5
	5	2/7	Osseous Tissue & Bone Structure	6
4	6	2/10	Joints and Skeletal System	9
	2/11 ~ 2/13		Lecture Exam I	
	7	2/14	Excitable Cells & Action Potential	12
5	8	2/17	Neural Tissue: How Neurons work	12
	9	2/21	Skeletal Muscle Structure & Contraction	10
6	10	2/24	Graded Force Generation: Motor Unit & Fiber Types	10
	11	2/28	Graded Force Generation: Tetanus	10
7	12	3/3	Muscular System	11
	3/4 ~ 3/6		Lecture Exam II	
	13	3/7	The Brain: Cerebrum	14
8	14	3/10	The Brain: Diencephalon & Brain Stem	14
	15	3/14	Cranial Nerves	14
9		3/17	Spring break	
		3/21		
10	16	3/24	Autonomic Nervous System	16
	17	3/28	The Spinal Cord	13
11	18	3/31	Spinal Nerves and Reflexes	13
	4/1 ~ 4/3		Lecture Exam III	
	19	4/4	General Senses	15
12	20	4/7	Vision: Eye Structure and Function	17
	21	4/11	Hearing	17
13	22	4/14	Equilibrium	17
	23	4/18	Olfaction: Nose Structure and Function	17
14	24	4/21	Gustation: Tongue Structure and Function	17
	25	4/25	REVIEW	
15	4/28 ~ 5/1		Lecture Exam IV	

The last day to withdraw from the class is April 9, 2025

Lecture Quizzes:

- 12 quizzes, 10 points each.
- Quizzes are located in the "Lecture Quizzes and Exams" folder in the Course Content Area.
- Opening and closing dates/times are listed in the table below.
- Lowest 2 scores dropped at the end of semester. No make-ups — missed assignments receive a 0. Students are responsible for keeping track of deadlines.

eLearning Lecture Quiz Schedule

Chapter	Posted Period	Expiration
1	01/24, 7:00PM - 02/02, 11:59PM	02/02, 11:59PM
5	02/03, 7:00PM - 02/09, 11:59PM	02/09, 11:59PM
6	02/14, 7:00PM - 02/16, 11:59PM	02/16, 11:59PM
12	02/17, 7:00PM - 02/23, 11:59PM	02/23, 11:59PM
10	02/21, 7:00PM - 02/28, 11:59PM	02/28, 11:59PM
11	03/03, 7:00PM - 03/07, 11:59PM	03/07, 11:59PM
14	03/07, 7:00PM - 03/16, 11:59PM	03/16, 11:59PM
16	03/21, 7:00PM - 03/30, 11:59PM	03/30, 11:59PM
13	03/28, 7:00PM - 04/06, 11:59PM	04/06, 11:59PM
15	04/04, 7:00PM - 04/13, 11:59PM	04/13, 11:59PM
17	04/18, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM
Review Quiz	04/18, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM

Lecture Homework:

- 12 assignments, 10 points each.
- Available through Pearson Mastering in the "Pearson and Lecture Homework" folder on eLearning.
- Open book and not timed, but must be completed by the due dates listed below.
- Lowest 2 scores dropped at the end of semester. No make-ups — missed assignments receive a 0. Students are responsible for keeping track of deadlines.

Pearson Lecture Homework Schedule

Chapter	Posted Period	Expiration
1	01/24, 7:00PM - 02/02, 11:59PM	02/02, 11:59PM
5	02/03, 7:00PM - 02/09, 11:59PM	02/09, 11:59PM
6	02/07, 7:00PM - 02/16, 11:59PM	02/16, 11:59PM
12	02/17, 7:00PM - 02/23, 11:59PM	02/23, 11:59PM
10	02/21, 7:00PM - 02/28, 11:59PM	02/28, 11:59PM
11	03/03, 7:00PM - 03/07, 11:59PM	03/07, 11:59PM
14	03/07, 7:00PM - 03/30, 11:59PM	03/30, 11:59PM
14	03/14, 7:00PM - 04/06, 11:59PM	04/06, 11:59PM
16	03/28, 7:00PM - 04/13, 11:59PM	04/13, 11:59PM
13	04/04, 7:00PM - 04/20, 11:59PM	04/13, 11:59PM
15	04/11, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM
17	04/18, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM

Lab Practical Exams:

- Two lab practical exams, conducted in the lab, dates posted in the Lab schedule
- Missing the exam without prior communication of a legitimate reason results in zero points; no make-up exams will be allowed.
- Acceptable excuses include a physician's note stating that your condition prevents you from taking the exam. Virtual clinic doctor notes will not be accepted. A makeup exam may be considered only after prior discussion with the professor.

Lab Schedule

Week	Days			Topic	Required Reading	Lab Assignments
	Tue	Wed	Thu			
1	1/28	1/29	1/30	Language of Anatomy, Organ Systems & Histology (Epithelial Tissue)	Ex. 1-2, 6	Post-Lab Quiz 1 & 2
2	2/4	2/5	2/6	Histology (Connective Tissue)	Ex. 6	Post-Lab Quiz 6
3	2/11	2/12	2/13	Integumentary System	Ex. 6 & 7	Post-Lab Quiz 6 & 7
4	2/18	2/19	2/20	Overview of the Skeleton & Axial Skeleton (Skull)	Ex. 8 & 9	
5	2/25	2/26	2/27	Axial Skeleton (Vertebral Colum/Thoracic Cage) & Appendicular Skeleton (Upper Limb)	Ex. 9 & 10	Post-Lab Quiz 8 & 9
6	3/4	3/5	3/6	Appendicular Skeleton (Lower Limb), Articulations	Ex. 10 & 11	Post-Lab Quiz 10 and Post-Lab Quiz 10 & 11
7	3/11	3/12	3/13	Lab Practical I	Ex. 1-2, 6-11	
8	3/18	3/19	3/20	***3/17 – 3/21 Spring Break***	No Lab	
9	3/25	3/26	3/27	Skeletal Muscle Fiber & Axial Muscles	Ex. 12 - 13	
10	4/1	4/2	4/3	Appendicular Muscles	Ex. 13	Post-Lab Quiz 12 & 13
11	4/8	4/9	4/10	Nervous Tissue, Brain & Cranial Nerves	Ex. 15 & 17	Post-Lab Quiz 15 & 17
12	4/15	4/16	4/17	Spinal Cord, Spinal Nerves	Ex. 18 & 19	Post-Lab Quiz 17 & 19
13	4/22	4/23	4/24	Reflexes, General Sensation, ANS & Special Senses (Vision)	Ex. 20-24	Post-Lab Quiz 20 - 24
14	4/29	4/30	5/1	Special Senses (Hearing, Equilibrium, Olfaction & Taste)	Ex. 25 & 26	Post-Lab Quiz 25 & 26
15	5/6	5/7	5/8	Lab Practical II	Ex. 12-13, 15, 17-26	

In-Lab Quizzes:

- 12 quizzes (3 points each) given during lab sessions.
- Failure to attend lab sessions without prior legitimate communication with professor results in zero points; no make-ups.
- Late arrival/early departure: Missing the quiz or part of it without prior legitimate communication results in zero points for the missed portion; no make-ups.
- Acceptable excuses include physician's note required (virtual clinic notes are not accepted). Makeup may be considered with prior professor approval.

Post-Lab Quizzes:

- 11 quizzes, each worth 2 points.
- Quizzes are posted in the lab eLearning within their respective lab modules.
- Schedule and expiration dates are listed in the table below.
- The lowest quiz score will be dropped at the end of the semester. Missed quizzes will receive a 0. No make-ups. Students are responsible for tracking the quiz schedule.

Post-lab Quiz Schedule:

Lab Module	Experiments	Post-Lab Quizzes Posted Period	Expiration
1	1 & 2	1/31, 7:00PM - 2/2, 11:59PM	2/2, 11:59PM
2	6	2/7, 7:00PM - 2/9, 11:59PM	2/9, 11:59PM
3	6 & 7	2/14, 7:00PM - 2/16, 11:59PM	2/16, 11:59PM
5	8 & 9	2/28, 7:00PM - 3/2, 11:59PM	3/2, 11:59PM
6	10	3/7, 7:00PM - 3/9, 11:59PM	3/9, 11:59PM
6	10 & 11	3/7, 7:00PM - 3/9, 11:59PM	3/9, 11:59PM
8	12 & 13	4/4, 7:00PM - 4/6, 11:59PM	4/6, 11:59PM
10	15 & 17	4/11, 7:00PM - 4/13, 11:59PM	4/13, 11:59PM
11	17 & 19	4/18, 7:00PM - 4/20, 11:59PM	4/20, 11:59PM
12	20-24	4/25, 7:00PM - 4/27, 11:59PM	4/27, 11:59PM
12	25 & 26	5/2, 7:00PM - 4/27, 11:59PM	5/4, 11:59PM

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.”

UT Dallas Syllabus Policies and Procedures

Please use the following permanent address when referring to this page: <http://go.utdallas.edu/syllabus-policies>

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, 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 (972-883-2527 or after hours

972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883- 2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off- campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or 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 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Campus Carry

The University's concealed handgun policy is posted on the campus carry website: <https://www.utdallas.edu/campuscarry/>

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883- 2911.

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

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 at the UT Dallas Policy

Navigator, <http://policy.utdallas.edu/utdbp3023>, and at <http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) 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 UT Dallas online catalogs (<http://catalog.utdallas.edu>).

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 Student Code of Conduct, UTDSP5003 (<http://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, 972-883-6391) and online at <https://www.utdallas.edu/conduct/>.

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 behavior takes place on or off-campus, or whether civil or criminal penalties are also imposed for such conduct.

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.

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 essential 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://www.utdallas.edu/conduct/dishonesty/>.

Copyright Notice

It is the policy of the University of Texas at 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 <http://copyright.lib.utexas.edu/copypol2.html>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

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. 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's corresponding via email and the security of the transmitted information. The University of Texas at 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 <http://netid.utdallas.edu>.

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 other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the pre-requisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was 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.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<http://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 symbol '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 F.

Accessibility Services

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with your Professor and allow one week advance notice. 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 Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

The University of Texas at 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.

Resources to Help You Succeed

The Office of Student Success operates the Student Success Center. (SSC, <http://www.utdallas.edu/studentsuccess>), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group

appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk-in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and need related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaging learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, 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, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note-taking, test-taking and preparation, and other success strategies. The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

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