



**CRIM 1301: Introduction to Criminal Justice
Course Syllabus**

Course Information

Course Prefix, Number, Section	CRIM 1301.0u1
Course Title	Introduction to Criminal Justice
Term	Summer 2025

Instructor Contact Information

Instructor	Anasuya Karmakar, Gurmessa Beka Jiru
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Office Location	GR 2.510
Office Hours	Mondays, 2:30 - 3:30 pm
Other Information	Please use your UTD email for all correspondence.

Course Modality and Expectations

Instructional Mode	The instructional modality for this course is <u>in-person</u> meaning that all instruction will be in-person, whereas testing and assessments will be online (e-learning).
Course Platform	eLearning will be utilized to provide relevant content, lecture recordings, notes, exams, and assignments. <u>Important links include the following:</u>

	eLearning: elearning.utdallas.edu
Expectations	Although this is an introductory course, it will still require quite a bit of work. <u>It is imperative that you participate in class and complete all of the required readings and content on time.</u> Further, the criminal justice system is complex. Thus, there is a lot of content that we will cover over the course of the semester. Try not to get overwhelmed. As long as you stay on top of the required course material and interact during class discussions, you will successfully complete this semester.
Learning Guidelines	This course is synchronous. Thus, a reasonably good attendance to class and regular assimilation of lecture content will be essential in order to perform well in this course. You can NOT complete the course at your own pace. Rather, you will need to follow the pace of the class outlined in this syllabus.

Course Pre-requisites, Co-requisites, and/or Other Restrictions

None

Course Description

This course is an introductory course designed to provide students with an overview of the American Criminal Justice system. Topics covered will include, but are not limited to detailed discussions about the three main components of the criminal justice system institutions (police, courts, corrections). Specifically, this course will cover the structure and functions of various components of the criminal justice system including policing, courts, and corrections. Moreover, students will review various policies, criminal justice careers, and experiences of both practitioners and clients throughout the system, and challenges faced by both. Lastly, students will review problems within the criminal justice system in the past and present, and discuss potential solutions for these problems.

Student Learning Objectives/Outcomes

From material covered in this course, both through lectures and readings, students have the ability to meet the following course objectives. The student must play an active role in meeting the course objectives by attending lectures, completing readings, participating in discussions, excelling in required course work including in class assignments and exams, and being prepared for discussion sessions. By actively engaging in discussions, studying the assigned material, and completing the assigned homework, a student should be able to:

- 1) Identify and explain both theories of crime and punishment.
- 2) Illustrate an understanding of the extent and measurement of crime.
- 3) Demonstrate an understanding of the structure and function of policing, as well as identify issues and challenges faced by police agencies.
- 4) Demonstrate an understanding of the structure and functions of courts.
- 5) Demonstrate an understanding of the structure and function of corrections including identifying the history, operations, and problems associated with jails, prisons, and parole.
- 6) Analyze and discuss present problems currently associated within the criminal justice system and formulate ideas and solutions to address these issues.

Required Textbook (pdf version will be provided)

Mallicoat, S. L. (2019). *Crime and Criminal Justice: Concepts and Controversies* (2nd edition). Thousand Oaks, CA: SAGE Publications. ISBN: 978-1-5443-6575-6

Suggested Course Materials

Suggested Readings/Texts

Additional reading may be posted, with notice, on eLearning (an updated syllabus will be posted each time the readings are appended to). You are responsible for studying the assigned readings. The readings contain much of the material that you are required to learn, so make sure that you carefully and thoroughly analyze them; do not just read over them.

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](#).

[Academic Calendar for the course is on the next page]

Academic Calendar

Week/Dates	Topics	Readings, Recordings, and Activities	Due Dates
<p>Week 1, Part 1 (06/02)</p> <p>Lecture (SCI 2.225):</p> <p>06/02; 12:30 pm - 2:30 pm</p>	<p>Welcome and Course Introduction:</p> <ul style="list-style-type: none"> ● Syllabus and Schedule. ● Class Policies. ● Class Introduction. 	<p>Quick Class Introduction.</p> <p>Read through the syllabus and/or download the PDF and save.</p> <p>Read class policies and take note.</p>	<p>Complete the course introduction activity by 06/06 by 11:59 PM.</p>
<p>Module 1: What is Criminal Justice?</p>			
<p>Week 1, Part 2 (06/04)</p> <p>Lecture (SCI 2.225):</p> <p>06/04; 12:30 pm - 2:30 pm</p>	<p>Introduction: What is Criminal Justice?</p>	<p>Read Mallicoat Chapter 1.</p> <p>Complete additional readings and watch provided videos (if applicable).</p> <p>Complete Class Assignment 1.</p> <p>Complete Extra Credit Chapter 1 Response Essay (if you choose to).</p>	<p>Class Assignment 1 due on 06/09 (11:59 pm).</p> <p>Extra Credit Chapter 1 Response Essay due on 06/09 (11:59 pm).</p>
<p>Week 2, Part 1 (06/09)</p> <p>Lecture (SCI 2.225):</p> <p>06/09; 12:30 pm - 2:30 pm</p>	<p>Concepts of Law and Justice</p>	<p>Read Mallicoat Chapter 2.</p> <p>Complete additional readings and watch provided videos (if applicable).</p> <p>Complete Class Assignment 2.</p>	<p>Class Assignment 2 due on 06/13 (11:59 pm).</p> <p>Extra Credit Chapter 2 Response Essay due on 06/13 (11:59 pm).</p>

		Complete Extra Credit Chapter 2 Response Essay (if you choose to).	
Week 2, Part 2 (06/11) Lecture (SCI 2.225): 06/11; 12:30 pm - 2:30 pm	Types of Crimes	Read Mallicoat Chapter 3. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 3. Complete Extra Credit Chapter 3 Response Essay (if you choose to).	Class Assignment 3 due on 06/16 (11:59 pm). Extra Credit Chapter 3 Response Essay due on 06/16 (11:59 pm).
Week 3, Part 1 (06/16) Lecture (SCI 2.225): 06/16; 12:30 pm - 2:30 pm	Theoretical Perspectives of Crime	Read Mallicoat Chapter 4. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 4. Complete Extra Credit Chapter 4 Response Essay (if you choose to).	Class Assignment 4 due on 06/20 (11:59 pm). Extra Credit Chapter 4 Response Essay due on 06/20 (11:59 pm).
Week 3, Part 2 (06/18) Lecture (SCI 2.225): 06/18; 12:30 pm - 2:30 pm	Victimization	Read Mallicoat Chapter 5 & 6. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 5.	Class Assignment 5 due on 06/23 (11:59 pm). Extra Credit Chapter 5 Response Essay due on 06/23 (11:59 pm).

		Complete Extra Credit Chapter 5 Response Essay (if you choose to).	
Week 4 (06/23 - 06/27) Lecture (SCI 2.225): 06/23; 12:30 pm - 2:30 pm 06/25; 12:30 pm - 2:30 pm	EXAM 1	Study for EXAM 1 (opens 06/23). Attempt EXAM 1.	EXAM 1 due on 06/30 (11:59 pm). Midterm Grades will be up on Orion by 07/09.
Module 2: Policing			
Week 5 (06/30 - 07/04) Lecture (SCI 2.225): 06/30; 12:30 pm - 2:30 pm 07/02; 12:30 pm - 2:30 pm	History of Policing Policing: Purpose and Organization	Read Mallicoat Chapter 7. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 6. Complete Extra Credit Chapter 6 Response Essay (if you choose to). Complete Class Assignment 7. Complete Extra Credit Chapter 7 Response Essay (if you choose to). Start preparing Policing Assignment (if you choose to complete it).	Class Assignment 6 due on 07/04 (11:59 pm). Extra Credit Chapter 6 Response Essay due on 07/04 (11:59 pm). Class Assignment 7 due on 07/07 (11:59 pm). Extra Credit Chapter 7 Response Essay due on 07/07 (11:59 pm).

<p>Week 6 (07/07 - 07/11)</p> <p>Lecture (SCI 2.225):</p> <p>07/07; 12:30 pm - 2:30 pm</p> <p>07/09; 12:30 pm - 2:30 pm</p>	<p>Legal Aspects of Policing</p> <p>Police Subculture</p> <p>EXAM 2</p>	<p>Read Mallicoat Chapter 8.</p> <p>Complete additional readings and watch provided videos (if applicable).</p> <p>Complete Class Assignment 8.</p> <p>Complete Extra Credit Chapter 8 Response Essay (if you choose to).</p> <p>Study for EXAM 2 (opens 07/07).</p> <p>Attempt EXAM 2.</p>	<p>Class Assignment 8 due on 07/11 (11:59 pm).</p> <p>Extra Credit Chapter 8 Response Essay due on 07/11 (11:59 pm).</p> <p>EXAM 2 due on 07/14 (11:59 pm).</p>
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Module 3: Courts

<p>Week 7 (07/14 - 07/18)</p> <p>Lecture (SCI 2.225):</p> <p>07/14; 12:30 pm - 2:30 pm</p> <p>07/16; 12:30 pm - 2:30 pm</p>	<p>Dual Court System</p> <p>Courtroom Workgroup</p>	<p>Read Mallicoat Chapter 9.</p> <p>Complete additional readings and watch provided videos (if applicable).</p> <p>Complete Class Assignment 9.</p> <p>Complete Class Assignment 10.</p> <p>Complete Extra Credit Chapter 9 Response Essay (if you choose to).</p> <p>Turn in Policing Assignment (if you choose to).</p> <p>Start preparing</p>	<p>Policing Assignment due on 07/18 (11:59 pm).</p> <p>Class Assignment 9 due on 07/18 (11:59 pm).</p> <p>Class Assignment 10 due on 07/21 (11:59 pm).</p> <p>Extra Credit Chapter 9 Response Essay due on 07/21 (11:59 pm).</p>
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		Sentencing Assignment (if you choose to complete it).	
Week 8 (07/21 - 07/25) Lecture (SCI 2.225): 07/21; 12:30 pm - 2:30 pm 07/23; 12:30 pm - 2:30 pm	Sentencing Guidelines and Theories of Punishment EXAM 3	Read Mallicoat Chapter 10. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 11. Complete Extra Credit Chapter 10 Response Essay (if you choose to). Study for EXAM 3 (opens 07/21). Attempt EXAM 3.	Class Assignment 11 due on 07/25 (11:59 pm). Extra Credit Chapter 10 Response Essay due on 07/25 (11:59 pm). EXAM 3 due on 07/28 (11:59 pm).
Module 4: Corrections			
Week 9 (07/28 - 08/01) Lecture (SCI 2.225): 07/28; 12:30 pm - 2:30 pm 07/30; 12:30 pm - 2:30 pm	History of Corrections Jails and Prisons	Read Mallicoat Chapter 11. Complete additional readings and watch provided videos (if applicable). Complete Class Assignment 12. Complete Class Assignment 13. Complete Extra Credit Chapter 11 Response Essay (if you choose to).	Sentencing Assignment due on 08/01 (11:59 pm). Class Assignment 12 due on 08/01 (11:59 pm). Class Assignment 13 due on 08/04 (11:59 pm). Extra Credit Chapter 11 Response Essay due on 08/04 (11:59 pm).

		<p>Turn in Sentencing Assignment (if you choose to).</p> <p>Start preparing PSI Report Assignment (if you choose to complete it).</p>	
<p>Week 10 (08/04 - 08/08)</p> <p>Lecture (SCI 2.225):</p> <p>08/04; 12:30 pm - 2:30 pm</p> <p>08/06; 12:30 pm - 2:30 pm</p>	<p>Community Corrections</p> <p>EXAM 4</p>	<p>Read Mallicoat Chapter 12.</p> <p>Complete additional readings and watch provided videos (if applicable).</p> <p>Complete Class Assignment 14.</p> <p>Study for EXAM 4 (opens 08/04).</p> <p>Attempt EXAM 4.</p>	<p>Class Assignment 14 due on 08/08 (11:59 pm).</p> <p>EXAM 4 due on 08/11 (11:59 pm).</p>
<p>Week 11 (08/11 - 08/13)</p> <p>Lecture (SCI 2.225):</p> <p>08/11; 12:30 pm - 2:30 pm</p> <p>08/13; 12:30 pm - 2:30 pm</p>	<p>Wrap up of Course and Discussion of Key Takeaways</p> <p>OPTIONAL EXAM 5 (opens 08/08)</p>	<p>Turn in PSI Report Assignment (if you choose to).</p> <p>Attempt OPTIONAL EXAM 5 (if you choose to).</p>	<p>PSI Report Assignment due on 08/13 (11:59 pm).</p> <p>OPTIONAL EXAM 5 due on 08/15 (11:59 pm).</p>

Grading Policy

Grades will be calculated by adding each component together.

Component	Description	Points	% of Final Grade
1	Exam 1	100	18.5%
2	Exam 2	100	18.5%
3	Exam 3	100	18.5%
4	Exam 4	100	18.5%
5	Major Assignment 1	50	9%
6	Major Assignment 2	50	9%
7	Weekly Assignments	42	8%
TOTAL		542	100%

Students have the potential to earn 542 points through exams, assignments, and class activities. Grades are calculated by the number of points the student has earned, divided by the total number of possible points for the course (542).

Grading Scale: The following grading scale will be used to calculate the final grade.

Grade	Percentage	Grade	Percentage	Grade	Percentage
A+	98 - 100 %	A	93 - 97 %	A-	90 - 92 %
B+	88 - 89 %	B	83 - 87 %	B-	80 - 82 %
C+	78 - 79 %	C	73 - 77 %	C-	70 - 72 %
D+	68 - 69 %	D	63 - 67 %	D-	60 - 62 %
F	Below 60 %				

Course Requirements

Assignments

Students are required to complete **two out of the three** available assignments. Below is a summary of the three assignments. Further assignment directions and rubrics will also be posted

for each assignment on eLearning. Each assignment is worth 50 points. Thus, two required assignments will account for 100 points of your final grade.

A. Policing Assignment: The first assignment will consist of creating an infographic on a contemporary policing issue. Specifically, your infographic should address the following questions:

a. What are some criminal justice policing issues that we currently have in the United States (at the local or federal level)? Which one interests you the most?

i. Some examples of contemporary policing issues include:

1. Racial bias/racial discrimination and policing

2. Policing special populations like people with mental disorders

3. Police education reform

4. Policing during COVID-19/challenges encountered

5. Police transparency and public records

6. Policing and Immigration

7. Police use of force and de-escalation policies

ii. If you are unsure of a topic, please do send me an email and we can chat about it!

b. For the infographic, you will need to answer the following questions:

i. Introduction on your topic, local or federal issue, how does it affect people and communities?

ii. How do issues in policing that you have identified impact individuals, communities, civil liberties, and civil rights?

iii. What are the influences of technology that increase or decrease the impacts of issues?

iv. What are some evidence-based strategies to address the issues?

v. How can you apply these strategies to improve or potentially solve the problem?

B. Sentencing Assignment: The second assignment will use the Minnesota Sentencing guidelines in order to facilitate sentencing a series of crimes. Students will sentence each crime based off of their own opinion. Then, students will sentence the same crimes following the Minnesota sentencing guideline. Students will then compare their sentence to those recommended by the sentencing guideline.

C. Presentence Investigation (PSI) Report Assignment: The third assignment consists of students writing up their own PSI report. Specifically, students will be given a PSI report on two offenders. The students will then answer relevant questions for both offenders. After answering questions related to the offenders and their offense, the student will then select an offender they would like to write a PSI report on. Students will write up their PSI report. Students will turn in the handout answering questions relevant to both offenders as well as their own PSI report for one of the offenders. A handout and grading rubric will be given to students closer to the due date of the assignment.

Exams

There will be four non-cumulative exams in this course. Each exam will take place online (elearning) and could consist of any combination of multiple choice, true/false, fill-in-the-blank, and short answer questions. Each of the exams will be worth 100 points. The exam portion of students' grades will be 400 points. The planned dates for these exams are outlined in the course schedule. It is highly unlikely, but exams may be subject to change, if it is determined that such a change is necessary or in the best interest of the class.

Optional Cumulative Final

There will be an optional final allotted for students. The optional final will be cumulative, covering all of the material covered in the course. If students choose to partake in the final, and the grade received on the final is higher than one of the prior exams, the grade received on the cumulative final exam will replace the lowest exam grade. If the final grade is lower than other exams, the optional final grade will not count against you.

Course Policies

Make-up exams & Late Work

Aside from university approved excused absences, make-up exams and late work will result in a letter grade deduction per day the assignment or exam is late. Acceptable circumstances for an excused absence include: death in your immediate family, serious personal illness, religious observations, military duty, court subpoenas/jury duty, and student athlete releases, and the like. Importantly, if you know of absences in advance, **please notify us as soon as possible in order to make arrangements.** Whether or not an excuse is legitimate is at the sole discretion of the instructors.

Extra Credit

There will be several opportunities for extra credit, including:

- 1) Completing the optional final to replace your lowest test grade.
- 2) Reading the book- **The House of the Dead (by Fyodor Dostoyevski)**- and completing Chapter-wise response essays. **For these essays, please read Part I of The House of the Dead.** See below for a description of the book! There are 11 chapters contained within part I. For those who choose to complete this extra credit opportunity, after reading each chapter, students will be required to meaningfully complete a one-page response essay (200-300 words long) on thoughts/incidents that stood out to you in the chapter and your thoughts on these thoughts/incidents. Due dates for each extra credit opportunity will be provided in the course calendar. **Each essay will be worth 2 points** in which students can earn an extra **22 points towards their total final points in the course if students read all 11 chapters.**
 - a. A soft copy (pdf) of the book will be provided on e-learning.
 - b. Brief description of The House of the Dead: Arrested in 1849 for belonging to a secret group of radical utopians, Fyodor Dostoevsky was sentenced to four years in a Siberian labor camp- a terrible mental, spiritual, and physical ordeal that inspired him to write the novel *The House of the Dead*. Told from the point of view of a fictitious narrator- a convict serving a ten year sentence for murdering his wife- *The House of the Dead* describes in vivid detail the horrors that Dostoevsky himself witnessed while in prison: the brutality of guards who relish cruelty for its own sake; the evil of criminals who enjoy murdering children; and the existence of decent souls amid filth and degradation.

Class Assignments/Participation

It is essential that students participate in this class. Students can achieve this by completing all the assigned readings during the week the readings are assigned, and meaningfully participating in class discussions and assignments.

A portion of your final grade will consist of points earned through class participation through a variety of forms (i.e., class assignments, discussions, etc.). Assignments will consist of interacting with the relevant course material for that day. **Each assignment will be graded for completion: that is, simply completing and meaningfully participating in each of the assignments will award full points.** Each class assignment is **worth 3 points**. There will be 14 class assignments throughout the semester, accounting for 42 points of your final grade.

Classroom Citizenship

As noted above, class participation is a component of your grade. As such, everyone is encouraged to engage the professors and fellow students by contributing to discussions. In other words, please ask questions and discuss opinions freely! You are each here to learn and one of the best ways to do so is by engaging in discussion about the topic at hand and sharing your ideas. However, we insist on respectfulness in the online classroom for all participants.

Disrespect to any classroom participant will not be tolerated. Any classroom participant behaving in such a manner may be subject to grade reduction or referral to the appropriate university officials.

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 972-883-4470.

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 elearning@utdallas.edu, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/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>.

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.

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

The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the [AccessAbility Resource Center \(ARC\)](#), located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: studentaccess@utdallas.edu and the website is <https://accessability.utdallas.edu/>. To receive academic accommodations for this class, please [register and request services](#) by completing the Request for Services form with the proper documentation and meet with the Director of ARC at the beginning of the semester.

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 school's vice or associate dean, who serve as the President's designees for these rules. The vice or associate deans 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 vice or associate dean.

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 "StormShelters" 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

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

The [Center for Students in Recovery](#) helps students seeking recovery from substance and alcohol use, eating disorders, and other addictions and compulsive behaviors. They also help students affected by these issues or individuals exploring the impact of addictions or compulsive behaviors within their lives. Their mission is to provide a safe, supportive community to enable students to thrive both socially and academically while living in recovery. They are located in SSB 4.500, on the

fourth floor of the Student Services Building. They can be contacted by calling 972-883-7320 or they can be reached by emailing them at recovery@utdallas.edu.

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 972-883-6613 or emailing cupboard@utdallas.edu. [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 as budgeting, credit card debt, 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 972-883-2460 or by emailing infotestingcenter@utdallas.edu. 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.

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>.

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.”

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