Course Syllabus

Fall 2012 Math 2413 Differential Calculus

25 August 2012

Lecture Section Information

Math2413.001	David Lewis	MWF : 11:00am-11:50am : FO_2.208
Math2413.002	Bentley Garrett	MWF : 12:00pm-12:50pm : FO_2.208
Math2413.003	David Lewis	MWF : 1:00pm-1:50pm : FO_2.208
Math2413.004	Qingwen Hu	MWF : 2:00pm-2:50pm : FO_2.208
Math2413.005	Bentley Garrett	MWF : 3:00pm-3:50pm : FO_2.208
Math2413.006	Mohammad Akbar	MWF : 11:00am-11:50am : FO_2.404
Math2413.007	Mohammad Akbar	MWF : 12:00pm-12:50pm : FO_2.404
Math2413.008	Daniel Uribe	MWF : 1:00pm-1:50pm : FO_2.404
Math2413.009	Daniel Uribe	MWF : 2:00pm-2:50pm : FO_2.404
Math2413.010	Mohammad Akbar	MWF : 3:00pm-3:50pm : FO_2.404

Instructor Contact Information

Dr. David L. Lewis
Office: FA 2.410
Phone: 972-883-6037
E-mail: dlewis@utdallas.edu
Campus Mail: Mail Stop FO 35
Office hours: M,W 2-3:30 pm or by appointment
Contact preference: email (not via elearning)

Dr. Bentley T. Garrett
Office: FA 2.406
Phone: 972-883-4236
E-mail: via eLearning or btg032000@utdallas.edu
Campus Mail: Mail Stop FO 35
Office hours: TR 2:00-4:00 PM, or by appointment
Contact preference: via eLearning

Dr. Qingwen Hu
Office: FO 2.610E
Phone: 972-883-6599
E-mail: qingwen@utdallas.edu
Campus Mail: Mail Stop FO 35
Office hours: MW 3:00-4:30pm
Contact preference: email

Daniel Uribe
Office: FA 2.106
Phone: 972-883-6038 or 972-883-6585
E-mail: via eLearning or dxu031000@utdallas.edu
Campus Mail: Mail Stop FO 35
Office hours: TBA
Contact preference: TBA

Dr. Mohammad Akbar
Office: FO 2.602 B
Phone: 972-883-6453
E-mail: akbar@utdallas.edu
Campus Mail: Mail Stop FO 35
Office hours: MWF 4:00-5:00
Or by appointment
Contact preference: email (not via elearning)

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

Prerequisite: A SAT II Mathematics Level IC Test Score of at least 600, or two years of high school algebra, one year of high school geometry, trigonometry, or precalculus or MATH 2312 with a grade of at least C-.

Co-requisites: Students must be registered in **one** of the following problem sessions

Math2413.301	Yanping Chen	yxc110030	T : 9:00am-10:50am : CB3_1.310
Math2413.302	Farzan Jafeh	fxj110230	T : 9:00am-10:50am : CB3_1.304
Math2413.303	Irina Berezovik		T : 9:00am-10:50am : CB3_1.302
Math2413.305	Yanping Chen		T : 11:00am-12:50pm : CB3_1.308
Math2413.306	Francis Adjei	fxa120730	T : 11:00am-12:50pm : CB3_1.312
Math2413.307	Irina Berezovik	ixb120230	T : 11:00am-12:50pm : CB3_1.302
Math2413.309	Xue Li	xxl121730	T : 1:00pm-2:50pm : CB3_1.314
Math2413.310	Tiansong Wang	txw107020	T : 1:00pm-2:50pm : CB3_1.302
Math2413.312	Erica Wyman	elw094020	T : 1:00pm-2:50pm : CB3_1.312
Math2413.317	Yanping Chen		R : 9:00am-10:50am : CB3_1.308
Math2413.318	Farzan Jafeh		R : 9:00am-10:50am : CB3_1.304
Math2413.319	Irina Berezovik		R : 9:00am-10:50am : CB3_1.302
Math2413.321	Xue Li		R : 11:00am-12:50pm : CB3_1.312
Math2413.322	Tiansong Wang		R : 11:00am-12:50pm : CB3_1.314
Math2413.323	Francis Adjei		R : 11:00am-12:50pm : CB3_1.308
Math2413.325	Xue Li		R : 1:00pm-2:50pm : CB3_1.302
Math2413.326	Tiansong Wang		R : 1:00pm-2:50pm : CB3_1.308
Math2413.801	Erica Wyman		W : 5:00pm-6:50pm : CB3_1.308
Math2413.802	Ryan Castle	rsc091020	W : 5:00pm-6:50pm : CB3_1.302
Math2413.804	CLOSED		W : 5:00pm-6:50pm : CB3_1.304

Students must also be registered for the examination session 2413.701

Exam 1	Fri 9/28	5:00pm-6:15pm	HH 2.402 SLC 1.102 SLC 2.303
Exam 2	Fri 11/2	5:00pm-6:15pm	HH 2.402 SLC 1.102 SLC 2.303
Final Exam	Fri 12/14	5:00pm -7:45pm	HH 2.402 SOM 1.118 GR 4.428

During problem session, the TA shall:

- review class material and relevant material from prerequisite courses
- return and discuss quizzes and exams
- work problems, or have students work problems
- entertain questions
- administer quizzes

Course Description

MATH 2413 (MATH 2413) Differential Calculus (4 semester hours) Course covers topics in differential calculus of functions of one variable; topics include limits, continuity, derivative, chain rule, implicit differentiation, mean value theorem, maxima and minima, curve sketching, derivatives of inverse trigonometric functions, antiderivatives, substitution method, and applications. Three lecture hours and two discussion hours a week; problem section required with MATH 2413, and will also be registered for exam section. Not all MATH/STAT courses may be counted toward various degree plans. Please consult your degree plan to determine the

appropriate MATH/STAT course requirements. Prerequisite: A score of 70% on ALEKS math placement exam or a grade of at least a C- in MATH 2312. (3-2) S

Student Learning Objectives/Outcomes

(1) Students will be able to formulate real world problems into mathematical statements.
- Given a narrative description of a problem that lends itself to mathematical analysis, the student will clearly define any variable quantities introduced and provide an appropriate equation, function, or formula relating those variables.

(2) Students will be able to develop solutions to mathematical problems at the level appropriate to each course.
- Given a limit statement of indeterminate form, the student will be able to apply appropriate algebraic or calculus based techniques to compute the limit.
- Given a function, the student will be able to compute a first or second order derivative and, if instructed, evaluate the derivative at a point in its domain.
- Given a function, the student will be able to compute an antiderivative or a definite integral of the function.

(3) Students will be able to describe or demonstrate mathematical solutions either numerically or graphically.
- Students shall provide a qualitative, planar sketch which clearly indicates prescribed attributes.
- Students will provide numerical results in a prescribed manner, as a percent, an interval, or with specified accuracy.

Mathematics is often referred to as the language of science. As with any language, the more time you spend with it, to more proficient you become at reading and writing it. A long held rule of thumb for learning mathematics is to spend approximately 3 hours outside of class developing your mathematical knowledge and skills for every hour spent in class. Thus, in MATH 2413, one should expect to spend at least 9-12 hours studying each week. Weekly assignments are designed to keep you current with the material and for most students, the assignments will consume this number of hours.

Required Textbooks and Materials

Text: *Calculus,Early Transcendentals 7*th Edition, Stewart and an Access code to WebAssign.
Options: 1. Access Code to Enhanced WebAssign EWA (contains a digital copy of the text).
2. Loose leaf copy of the text bundled with Enhanced WebAssign access code.
3. Hardbound text bundled with Enhanced WebAssign access code.

Suggested Course Materials

Solutions manual: The Student Solutions Manual is recommended and available in the bookstore.

Calculators: A scientific calculator is recommended. Graphing calculators, programmable calculators, calculators with non-numeric displays, or calculators with calculus operations are NOT ALLOWED on quizzes or exams.

Additional Resources

URL: http://elearning.utdallas.edu requires your NETID and password to logon. Once logged in, select this course. If successful, you will see a link to the complete syllabus and a blue backpack which contains additional course material. You can view your grades, use the email tool, or utilize the discussion tool to communicate with your classmates. You will receive a notice via elearning (either an announcement, or an email) if there is additional information, exam date/location change, etc, or an urgent message, class canceled, etc, that directly impacts this course. Should a personal situation arise that you feel your instructor needs to be aware of, send that information via his/her preferred method of contact.

The Student Success Center **Math Lab** offers *free* help in math, physics and statistic courses to UT Dallas students currently enrolled in classes. The Math Lab is staffed by tutors Monday- Thursday 10am-8pm and Friday-Saturday 11am-4pm starting August 27. Students can:

- Drop by our Walk-in Lab in MC 3.606
- Call to make an appointment at 972-883-6707
- Attend our Exam Reviews. The schedule of reviews is available here.
- Contact the Math Lab with questions or comments: mathlab@utdallas.edu

SWE-Society of Women Engineers, http://swe.utdallas.edu/

NSBE-National Society of Black Engineers, http://www.utdallas.edu/orgs/nsbe/nsbehome.htm

Academic Calendar

9/12	Census day -- Last day to drop without record.
9/13 – 10/8	Students may withdraw from a class with signature and receive a W.
10/9- 10/30	WL period, with signatures of instructor and advisor.
10/31 -	Students may withdraw from a class for non-academic reasons only.

Schedule (subject to change)

revised 8/13/2012

Week	Mon	Due	Lecture	Wed	Lecture	Fri	Lecture	Pb Sec
1	8/27		Introduction, Syllabus Topics from Ch 1	8/29	 Topics from Ch 1	8/31	 Topics from Ch 1	review
2	9/3		Labor Day DHW1 (optional)	9/5 GHW1	Sections: 2.1	9/7	Section: 2.2	Qz 1 notes 1
3	9/10	GHW2 DHW2	Sections: 2.3	9/12	Sections: 2.3	9/14	Section: 2.4	Qz 2 notes 2
4	9/17	GHW3 DHW3	Sections: 2.4, 2.5	9/19	Sections: 2.5	9/21	Section: 2.6	Qz 3 notes 3
5	9/24	GHW4 DHW4	Sections: 2.7	9/26	Sections: 2.8	9/28	Review **Exam 1**, 5-6:15pm Room TBA	 notes 4
6	10/1	GHW5 DHW5	Sections: 3.1	10/3	Sections: 3.2	10/5	Section: 3.3	Qz 4 notes 5
7	10/8	GHW6 DHW6	Sections: 3.4	10/10	Sections: 3.4/3.5	10/12	Section: 3.5	Qz 5 notes 6
8	10/15	GHW7 DHW7	Sections: 3.6	10/17	Sections: 3.7	10/19	Section: 3.9	Qz 6 notes 7
9	10/22	GHW8 DHW8	Sections: 3.10	10/24	Sections: 4.1	10/26	Section: 4.2	Qz 7 notes 8
10	10/29	GHW9 DHW9	Sections: 4.3	10/31	Sections: 4.3/4.4	11/2	Review **Exam 2**, 5-6:15pm Room TBA	 notes 9
11	11/5	GHW10 DHW10	Sections: 4.4	11/7	Sections: 4.5	11/9	Section: 4.7	Qz 8 notes 10

12	11/12	GHW11 Sections: 4.9 DHW11	11/14	Sections: 5.1	11/16	Section: 5.2	Qz 9 notes 11
13	11/19	No Class	11/21	No Class	11/23	Holiday	
14	11/26	GHW12 Sections: 5.3 DHW12	11/28	Sections: 5.3, 5.4	11/30	Section: 5.5	Qz 10 notes 12
15	12/3	GHW13 Sections: 5.5, 6.1 DHW13	12/5	Sections: 6.1, 6.2	12/7	Sections: 6.2, 6.3	Qz 11 notes 13
16	12/10	Sections: 6.3, 6.4 DHW14	12/12	Sections: 6.5 Last Lecture	12/14	**Final Exam** 5 - 7:45pm Room TBA	

Text Assignments (subject to change)

7th ed	Stewart, Early Transcendentals Aug 12, 2011
Sec 1.1	11,17,27-50,51,53,54,57,61,69,73
Sec 1.2	1-4,11,13,
Sec 1.3	9,11,13,17,19,21,23,31,33,35,36,37,39,40,41,43,45,47,49,51a,b
Sec 1.4	
Sec 1.5	1-4,8,7,9,11,13,23,25
Sec 1.6	3,5,7,9,13,15,21,23,25,35,36,37,38,39,41,61,62,63,64,35,67,69
Review	True-False quiz all
Sec 2.1	1a,3a,b,5,7a,i,iv,9a
Sec 2.2	1,3,5,7,9,11,12,15,17,19,21,29,31,33,35,38a,41a,44a,b
Sec 2.3	1,3,5,7,9,10,11,12,13,15,17,21,23,25,26,27,29,41,43,48,49,50a,55,56
Sec 2.4	1,3,5,9,13,15,17,21,23,24,25,29,30 (ep/6) ,31,33
Sec 2.5	3,5,7,11,12,13,14,15,16,17,19,23,25,29,31,35,36,37,39,41,43,45,46,47,51,53,65,67
Sec 2.6	3,5,7,9,11,15,19,21,23,25,28,29,31,33,34,35,49,53,55,57,62b,67,69
Sec 2.7	1,3,5,7,11,13,15,17,23,25(a),27,29,31,35,37,42,43,49,51
Sec 2.8	1b,d,e,3,5,7,9,11,21,23,27,29,37,39,40,43,51,53,59
Sec 3.1	1-35 odd, 45,46,49,51,53,55,59,61,63,66,67,71,75,
Sec 3.2	1-35 odd,41,43,47,53,57
Sec 3.3	1-51 odd
Sec 3.4	1-49 odd,55,57,59,61,65,75,81,83,93,95,97
Sec 3.5	1-21 odd, 25,27,29,33,45-59all,63,73,75
Sec 3.6	1-33 odd,39-53odd
Sec 3.7	1,3,5,9,13,16,19,23,25,30(a),34,35,37
Sec 3.9	1,3,5,11,13,15,23,31,33,34,39,41,45
Sec 3.10	1,3,5,7,8,10,11,13,15,17,19,21,22,23,25,31,33,37,39,40,42
Sec 4.1	1,3,5,7,9,15,19,22,23,24,25,27,29,31,33,35,39,41,43,44,47-61odd,73,74,78
Sec 4.2	1,2,4,5,7,11,13,14,15,19,23,25,33,35,
Sec 4.3	1,3,5,7,9,11,13,14,15,17,19,21,25,27,29,33,39,41,43,45,47,49,61,67,75
Sec 4.4	1-63 every other odd, 71,72,77,81,82,87

Sec 4.5	3,5,7,9,11,17,19,23,27,31,35,41,45,49,55,61,63,67
Sec 4.7	1,3,9,11,13,19,25,29,33,43,51,53,62,67,71
Sec 4.9	1-47 odd,53,59,61,63,65,,66,69
Sec 5.1	1,3,13,15,19 (use n subintervals),24,27a
Sec 5.2	1,3,7,21,25,33a,b,35, 37,39,41,43,45,49,50,57,59,61
Sec 5.3	2,3,5,7,11,13,15,19,20,21, 23,25,26,27,28,29,31,32,33,35,37,38,40,45,47,57,65a,b,72,75
Sec 5.4	1,2,3,5,6,7,9,11,14,15,16,17,18,21,23,27,29,31,33,35,37,41,42,43,50,51,53,59
Sec 5.5	1-35&39-47 odds,53,57,59,61,63,65,67,69,71,73,83,85,86
Sec 6.1	1,3,5,9,11,15,17,19,20,21,22,25,27,31,45,55
Sec 6.2	1,3,4,5,6,11,13,17,23,25,33,43,47,53,65
Sec 6.3	3,5,9,11,13,17,21,25,29,37,41
Sec 6.4	
Sec 6.5	1,3,5,7,9,11,15,17,23

Grade Policy

The course grade is determined from the following:

14 Digital Homework sets
13 Graded Homework sets
13 Class notes
11 Quizzes
2 major exams
Comprehensive Final Exam

Weights:	10%	Digital Homework Sets
	10%	Written Homework Sets
	5%	Class Notes
	15%	Quizzes
	35%	Major exams
	25%	Final Exam

Grade Scale

[96.6,100]…A+ [93.3,96.6).….A [90,93.3).….A-
[86.6,90).….B+ [83.3,86.6).….B [80,83.3).….B-
[76.6,80).….C+ [73.3,76.6).….C [70,73.3),….C-
[66.6,70).….D+ [63.3,66.6).….D [60,63.3).….D-
[0 ,60)…..F

• **Digital Homework** : There will be 13 sets for grades. The best 11 of the 13 scores will be scaled to 100%. The assignments will be generated using WebAssign. Each assignment will be posted no later than Tuesday afternoon and you will have until 8:00 pm of the following Monday to complete the assignment. See schedule for due dates, these are indicated by DHW# . WebAssign contains an equation editor, which allows you to present your solutions in a mathematically correct form--beware parentheses. Once you submit a solution, it is graded immediately - - for some problems you will have multiple attempts at the solution, for others only one attempt. Assignment grades will be transferred to elearning--there will be NO late digital homework.

To gain access to WebAssign

1. Log into elearning, and select MATH 2413 701: DIFFERENTIAL CALCULUS - F12
2. Select the  icon (your grades) and note your EWAusername it is of the form random.contrived1

3. Go to www.webassign.net
4. Under "ACCOUNT LOG IN" enter
   Username: your EWAusername
   Institution: utdallas
   Password: letmein (you should change this when you next enter WebAssign)

5. On the next page, you will have 3 options.

   a) "Purchase access online" if you do not already have an access code and you want to buy access to the ebook and homework problems without printed text
   b) "Enter an access code" if you have already purchased an access code
   c) "Continue my trial period" if you want to start using the system before purchasing. The deadline is given in red.

6. Upon subsequent returns, you will only need your username, institution, and password to enter the webassign.

• **Graded Homework**: There will be 13 homework sets to be turned in for grading. The number of problems in each set will vary with the material covered. The number of problems that will be graded in each set will vary between 4 and 7. The best 11 of the 13 scores will be scaled to 100%. The homework sets will be made available via elearning, generally by Tuesday of the week before they are due. See schedule for due dates, these are indicated by GHW#. VERY IMPORTANT Work is to be submitted in a blue book, no exceptions, (available at the bookstore, somewhere in the student union, or off campus book store). Student FIRST and LAST NAME (printed and complete) and **TEACHING ASSISTANT** name clearly written at the top of the cover. Your work is to be complete, written with proper mathematical notation, and logical flow. Each problem is to be written on one side of a page of paper within the blue book. Presentation is valued at 25% of the possible points-be neat! Graded homework is to be submitted within the first 10 minutes of lecture on the due date. If you turn your paper in after the first 10 minutes and before the class ends, you automatically lose 15% of the points. Homework will not be accepted after the lecture is over, no exceptions. Homework will be returned during problem section. If the return window is missed, it is the students' responsibility to make arrangements to pick up the document. Blue books that have not been picked up by the date of the exam which covers that material will be destroyed the day of the exam.

• **Rewritten notes**: Your notes are to be previewed by your TA during problem session on the weeks indicated on the schedule. These are notes that you have created from a combination of the book(s), notes from whatever alternative sources you may use, and rewritten class notes. The notes you submit should address the content from the material covered the week prior to that problem session.

• **Quizzes** Each quiz will be administered in the problem session during the weeks identified in the schedule. They will be returned to you at the next meeting of your problem session. The best 9 of the 11 scores will be scaled to 100%. There will be no quiz during an exam week.

• **Major exams** constitute 35% of your course grade and are weighted as follows. The lowest exam score is valued at 15%, the highest at 20%. Each major exam will occur at the time and date specified on the schedule. The location will be announced in class and posted on elearning. Graded exams will be returned during problem session.

• The **Final exam** is not optional, is comprehensive, and constitutes 25% of your course grade. Final exams are not returned to the student but are held for review for one year.

Course & Instructor Policies

Attendance: Daily attendance will be taken.

Citizenship: Any action that disturbs your classmates or interrupts the lecture is unacceptable. Examples of such actions are:
(a) Entering the classroom late - be punctual
(b) Leaving the classroom before break or before the end of lecture.

(c) Cell phones, ringers, buzzers, beepers, alarms, blackberries, Ipods etc - turn them off! unless you are a member of an emergency response team.
(d) Open laptops

An apology is expected from anyone creating such a disturbance.

Student participation in class is desired, however, please raise your hand to speak and avoid having side conversations with your classmates.

There will be **no extra credit**

Exam/Quiz policies

(a) There will be no make-up quizzes.
(b) There will be no make-up exams unless the circumstances are extraordinary.
(c) Exams and quizzes are closed book, without notes, and without graphing calculators.
(d) SHOW ALL WORK on quizzes and exams. Unsupported answers will receive little or no credit. Graded quizzes and major exams will be returned to you as soon as possible. Any document not picked up by the end of finals week will be destroyed.
(e) Final exams are not returned to the student but are held for review for one year.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Intercollegiate Competitions

Students involved in a UTD sanctioned competitive activity must supply the instructor with a letter certifying his/her eligibility to participate in such a competition. Said letter may be obtained from the Intercollegiate Compliance Officer. It is the students' responsibility to discern scheduling conflicts and to inform the instructor well in advance of a class, quiz, or exam that will be missed due to a competition. The instructor will make reasonable accommodation to resolve the conflict.

The complete syllabus is available in coursebook

Field Trip Policies, Off-campus Instruction, and Course Activities

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

Student Conduct & Discipline

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

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and*

Regulations, Series 50000, Board of Regents, The University of Texas System, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html

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

Academic Integrity

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

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

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

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm

Email Use

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

Withdrawal from Class

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

Student Grievance Procedures

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

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

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

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Student AccessAbility

The University of Texas at Dallas is committed to equal access to educational, recreational and social endeavors for students with disabilities. The primary function of the Office of Student AccessAbility (OSA) is to provide:

- Academic accommodations for eligible students with a documented physical, mental or sensory disability.
- Facilitation of non-academic and environmental accommodations and services.
- Resources and referral information, and advocacy support as necessary and appropriate.

Academic accommodations for each student are determined by OSA on an individual basis, with input from qualified professionals. Accommodations are intended to level the playing field for students with disabilities, while maintaining the academic integrity and standards set by the University.

972-883-2098 Office
972-883-6561 Fax
studentaccess@utdallas.ed

Religious Holy Days

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

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

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

These descriptions and timelines are subject to change at the discretion of the Professor.