

Course Syllabus

Earthquakes and Volcanoes ISNS 2359.0W1-0W2 (Online)
Department of Geosciences School of Natural Sciences and Mathematics
The University of Texas at Dallas

Course Information

Course Number/Section	ISNS 2359.0W1-0W2
Course Title	Earthquakes and Volcanoes
Term and Dates	Fall 2016 August 23 th – Dec 6 th 2016

Professor Contact Information

Instructor	Dr. Prabin Shilpakar, Senior Lecturer
TA	Naomityasha Nichols, PhM
Office Phone	(972) 883-2408
Email Address	E-MAIL FOR THIS COURSE WILL BE CONDUCTED THROUGH THE MESSAGING TOOL “Instructor Email” IN E-LEARNING. ALWAYS SEND E-MAIL TO “TA” FIRST AND CC “INSTRUCTOR” TO ENSURE QUICK RESPONSE.
Office Location	ROC 2.301L
Office Hours	By appointment
Geosciences Department	972-883-2401

About the Instructor

Prabin Shilpakar is a Geoscientist/Geophysicist and has expertise in combining various geophysical tools and geologic analysis to address active tectonic processes. He has developed the acquisition and analysis protocol of Terrestrial Laser Scanner (TLS) data for geological applications. Instructional experience in Earthquakes and Volcanoes, Essentials of field geologic methods, Petroleum geology, Geospatial science, Geology, and Industrial safety.

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

None

Course Description

This course provides a broad overview of the science behind earthquakes and volcanoes, insights on the architecture, processes, evolution of the earth, and their impact on humankind and other organisms. The plate tectonics model provides the central framework in which the many aspects of earthquakes and volcanoes are described. This is an interdisciplinary science course offered in an online format. A flexible approach based on programmed self-instruction, with frequent quizzes to monitor progress, substitutes for the usual lecture with infrequent exams approach used in most courses.

The course is divided into 10 sections (called Units), each of which corresponds to one or more chapters in the textbook. There is one Quiz per Unit; therefore, the course consists of 10 quizzes. Two of these quizzes are comprehensive (**quiz 4 and 10**) and are more heavily weighted in calculating the final grade.

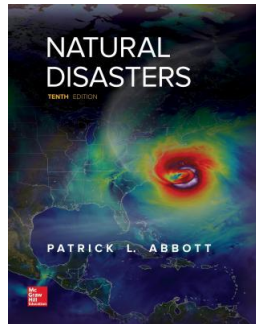
In addition, there is a **Recovery comprehensive quiz** at the end of the semester. If students missed one or multiple quizzes deadlines including comprehensive quizzes, then those students will be provided with an opportunity to recover their grades by taking “Recovery comprehensive quiz”. The weight of the recovery quiz will be less than comprehensive quiz 4 and 10. Check the **“grading information weights”** table for detail information on contribution of each quiz towards your final grade.

Student Learning Objectives/Outcomes

Explain the basic divisions of the earth, their compositions, and their role in plate tectonics. Recognize the types of plate boundaries and explain their relationship to crustal movement and mountain building.
Know the basics of crustal deformation and recognize geologic faults and structures.
Develop an understanding of the geology of earthquakes and volcanoes, with an emphasis on plate tectonic theory.
Discuss earthquake generation, measurement and prediction. Describe types of volcanoes, lava viscosity, composition and their relation to plate tectonics and volcano explosion.
Become familiar with the terminology used to describe earthquakes and volcanoes
Identify and understand the following classes of volcanoes: hot spot volcanoes, subduction zone volcanoes, island arc volcanoes, and mid-ocean ridge volcanoes.
Differentiate between the two different types of magmas - basaltic and granitic - and the relationship between each of them and their associated types of volcanoes.
Appreciate the relationship between human activity and geologic natural disasters with an historic perspective.
Understand the constructive and beneficial results of volcanoes.
Explore the subject of extra-terrestrial volcanism and Impacts

Required Textbooks and Materials

The required text book is “Natural Disasters”, 10th edition.




eBook

[Natural Disasters](#)

Patrick L. Abbott, 10

Connect ISBN 9780077803018

For this course, we'll be using an electronic course work called  with newly developed learning online tools that comes with this text book (required access code is provided on this version). If you want to save some money, it is recommended to buy “eBook with Connect access code”

For detail information on purchasing connect access and eBook

Contact:

Courtney Bynum

Customer Experience Group

McGraw-Hill Higher Education

Website: www.mhhe.com/support

Phone Support: (800) 331-5094

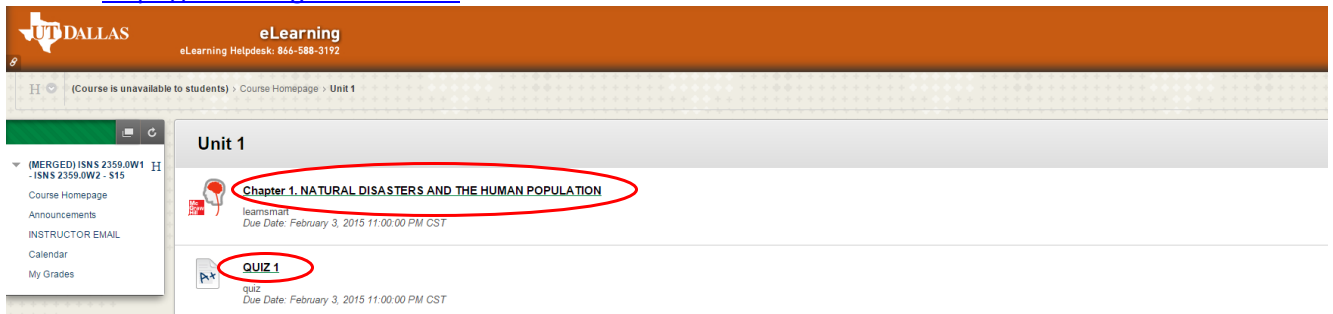
Alternatives for those students who want a printed text book (not required): contact [UTD Bookstore](#) or [Off-Campus Bookstore](#).

Note: Whatever options you choose make sure to purchase a package that comes with Connect access code which is very important to access all assignments and quizzes for this course.

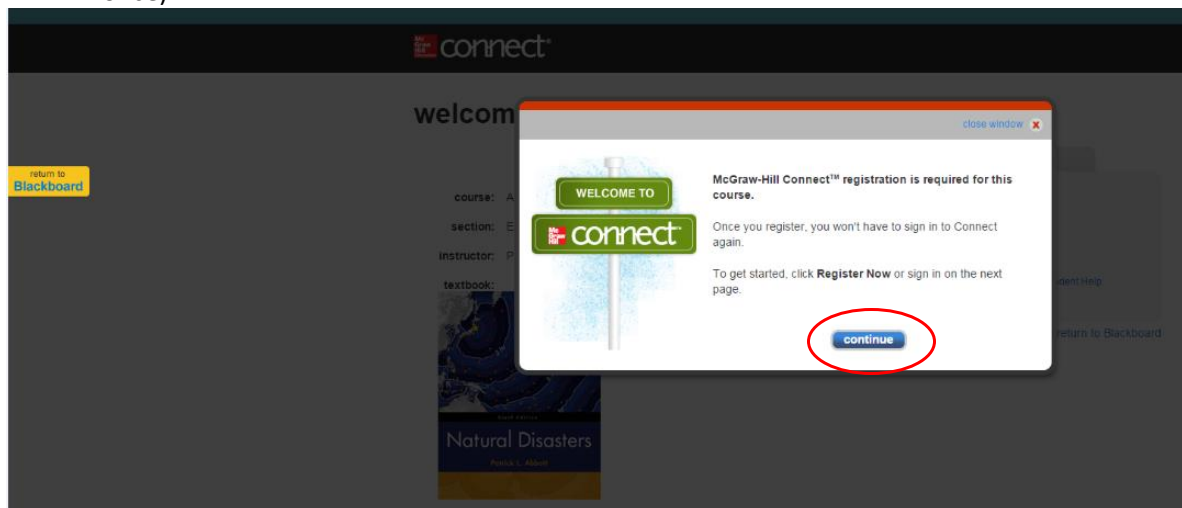
Course Policies:

Sequence of events that is required to follow to start the class:

1. All tests and assignments, and all communication will be linked through eLearning at <https://elearning.utdallas.edu>

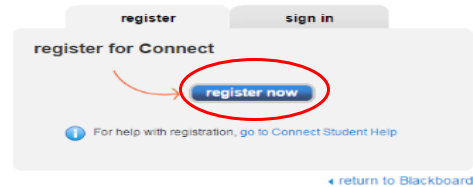
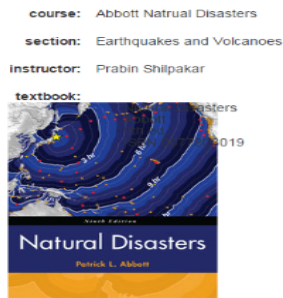


2. Links inside ELearning will take the student into the Connect registration (only needs to be done once)



3. Click "Continue"

welcome to Connect!



4. Click “register now”
5. Input your UTD email address that is associated with the eLearning and click “submit”

Student Registration

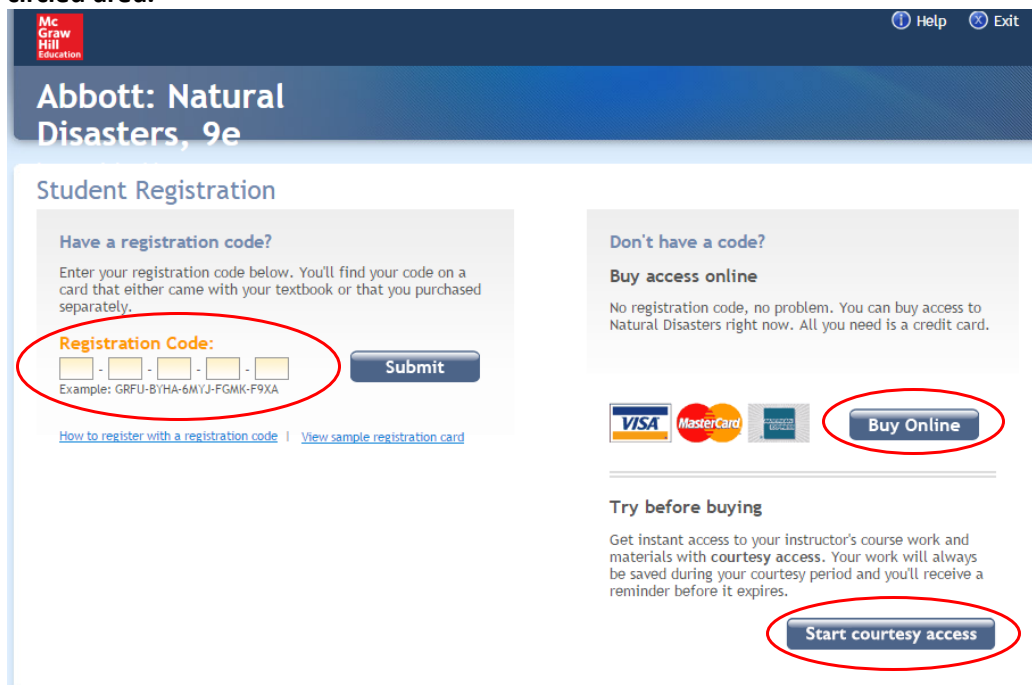
Tell us your email address
 We'll check to see if you already have a McGraw-Hill Education account and show you your registration options. [Our Privacy Policy](#)

Email Address:

Example: jdoe@email.com

Cancel Submit

6. If you already purchase a hardcopy of a textbook with Connect access code enter the registration code: **XXXX-XXXX-XXXX-XXXX-XXXX** (just an example) it should be entered in the circled area.



McGraw Hill Education

Help Exit

Abbott: Natural Disasters, 9e

Student Registration

Have a registration code?
 Enter your registration code below. You'll find your code on a card that either came with your textbook or that you purchased separately.

Registration Code:
 - - - -
 Example: GRFU-BYHA-6MYJ-FGMK-F9XA

Submit

[How to register with a registration code](#) | [View sample registration card](#)

Don't have a code?
Buy access online
 No registration code, no problem. You can buy access to Natural Disasters right now. All you need is a credit card.

VISA MasterCard American Express

Buy Online

Try before buying
 Get instant access to your instructor's course work and materials with **courtesy access**. Your work will always be saved during your courtesy period and you'll receive a reminder before it expires.

Start courtesy access

Or buy it on this page by using the “Buy online” button or start a free trial or courtesy access for 2 weeks or so by using “Start courtesy access” button.

7. Complete your Registration using UTD email account and the official name on records



Very Important: Register with your UTD account and the official name on records, otherwise linking of grades and assignments will not work.

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Abbott: Natural Disasters, 9e
by Patrick Abbott

Registration: Create an Account

To complete your registration, you'll need to create a McGraw-Hill Education account. You will use this account to log in to the premium content on this site, and access the premium content for other registered products.

* indicates required information

Create your account

* Email address: shilpakar@utd.edu
Example: jdoe@email.com
You will use this email address to sign in.

* Re-type your email address:

* Password: Must be at least six characters; do not use spaces.

* Re-type your password:

Name(*First, MI,*Last):

Tell us some security information

If you forget your username or password, we will use this information to retrieve it.

* Select a question: Select

* Your answer:

Secondary email address:

McGraw-Hill Education Service Agreement

Clicking "I Accept" means that you agree to the terms of the McGraw-Hill Education [Terms of Use](#) and [Privacy Policy](#).

☒ * I Accept

☐ I'd like to receive information about other McGraw-Hill Education products, services, and promotions that relate to my course. I understand that if I choose not to receive these additional notifications, I will still receive important information about my McGraw-Hill Education account.

Complete My Registration

If you encounter any issues with McGrawHill-Connect, contact:

Customer Experience Group (CXG)

Hours of Operations

Sun: 11am – 1am

Mon: Thurs: 7am -3am

Fri: 7am- 8pm

Sat: 9am – 7pm

(All time Central)

By Phone:

You can reach by toll-free at 800-331-5094 (US Only).

Website: www.mhhe.com/support



Familiarize yourself with the functionality and features of eLearning and Connect as soon as possible (see further information below).

All the assessment activities will be conducted online inside “Connect”. You can use your own computer at your home or in the computer Labs at the university

ASSESSMENTS: Learnsmart and Quizzes

Learnsmart (LS): It is an adaptive learning system designed to help students learn faster, study more efficiently, and retain more knowledge for greater success. This assignment contains reading section, where the important points in each paragraph of the chapter are highlighted, which will help students to learn faster and study more efficiently. Then, the practice section contains quizzes related to the chapter. You have to go through answering the questions until you **score 100%**. There will be the link in each question, which will take you to the text that is related to that question. The question will be reappeared continually until you reach 100% mark. The points from this **will not** be counted towards your grade, but every Learnsmart assignment in each chapter is a **prerequisite** to open the quiz associated with that chapter. It may take about 30 min to 60 min (1 hrs.) to complete LS assignment, so don't wait until last moment because the quizzes are due exactly at the same time.

Unless noted otherwise, Learnsmart assignments will be open for 2 Weeks from Tuesday to Tuesday. The opening and closing time will be simultaneously at 11:00 AM.

Quizzes

There are two types of quizzes; 1) Quizzes that cover only 1 unit (Quizzes 1, 2, 3, 5, 6, 7, 8, 9), and 2) Quizzes that cover several units (Quizzes 4 and 10).

*Unless noted otherwise, **Type 1 quizzes** will be open for 2 weeks from Tuesday to Tuesday, opening and closing simultaneously at 11 AM. Students are allowed 30 minutes for each quiz attempt. Two attempts are allowed per quiz, although the second attempt is optional. The final quiz grade will be the highest score between two attempts or the grade of the first attempt if the second attempt was not taken.*

Type 2 quizzes are comprehensive and cover several units and chapters, comparable to a Midterm or Final exam. They also run for 2 weeks, Tuesday to Tuesday at 11AM. Quiz 4 covers units 1, 2, 3, and 4. Quiz 10 covers units 5, 6, 7, 8, 9, and 10. Students are allowed 45 minutes for each attempt and two attempts are allowed. Same as type 1 quizzes, the final quiz grade will be the highest score between two attempts or the grade of the first attempt if the second attempt was not taken.

Please review the academic calendar below for the LS assignment and quiz periods. Note that the due date for a LS assignment and a quiz for each chapter are exactly the same. In addition, the time period for the unit quizzes overlap (i.e. Quiz 1 is available from September 1st – September 15th, Quiz 2 from September 8th – September 22nd etc.). This is to allow students the maximum flexibility to complete the requirements for this class inside of busy schedules. However, it is strongly recommended that students do not wait until the last hours/minutes to take quizzes because it will take at least 30 min to an hour to complete the prerequisite assignment before you can open the quiz. In addition, unforeseen internet and computer problems can interfere with the online test. Computer and connection problems are not a valid excuse to miss a quiz. UTD keeps the supported computer labs open around the clock that should solve problems with personal computers be encountered.

On rare occasions, internet crashes can occur while taking on-line quizzes causing e-learning to submit a score for an incomplete quiz. Since, you are allowed 2 attempts for each quiz and only highest score will

count; it should take care of most of the issues. Still, if this occurs, please send a message to the TA through the eLearning course e-mail. In most of these cases the quiz can be reset to allow another attempt. Messages receive 24 hours or more before the end of the quiz period (i.e. before Monday 11 AM for a quiz period ending on Tuesday 11 AM), will be addressed. No guarantee of response is given for messages received after Monday 11 AM for a quiz period ending the following Tuesday.

The Final Grade is calculated as explained below.

Student Assessments

Grading Information Weights

Quizzes 1, 2 ,3 , 5, 6 ,7 ,8 ,and 9 (8.75% each)	70%
Quizzes (4 and 10) (15% each)	30%
Total	100 %
Recovery comprehensive quiz (Only if you miss at least one or more quizzes)	8.75%

Grading Scale

Based on 10 Quizzes grades,

Scaled Score (%)	Letter Equivalent
97.1 -100	A+
93.1-97	A
90.1-93	A-
87.1-90	B+
83.1-87	B
80.1-83	B-
77.1-80	C+
73.1-77	C
70.1-73	C-
60.1-70	D
Less than 60	F

Grades will be posted to your grade book automatically via eLearning. Your first score will be the score shown in the GRADE BOOK. You may take the quiz a maximum of two times (Highest score will count) and submit the quiz on time.

Accessing Grades

Students can check their grades by clicking “My Grades” under Course Tools inside eLearning.

Note: There is a certain lapse time (as much as 24 hours) between display of your quiz score in Connect and eLearning. So, do not panic if your quiz score is not displayed in “My Grade” immediately after you completed the quiz. Your score should be saved in Connect and will be transferred eventually.

Computer and connection problems are not a valid excuse to miss a quiz, particularly, if you choose to do your quiz during the last hours/minutes of the Testing period. In case of computer/connection malfunctions, remember UTD keeps the supported computer labs open around the clock.

Recovery comprehensive quiz

There will be NO make-up quiz. You can recover some of the points by taking a comprehensive quiz at the end of the semester. Missed quiz will be graded with zero marks.

Academic Calendar

You can access Assessments by clicking the proper icon on the designated Unit Folder.

Unit LS assignment and quiz will start at 11:00 AM Tuesday and close two weeks later also on Tuesday 11 AM. This is a way to allow you to plan your testing time better, but be careful don't wait until the deadline.

Unit Quizzes: Please read the onscreen instructions carefully, once it starts you will have 30/45 minutes to complete a quiz. **Quizzes are based on the text book, however right answers may require elaboration of the information no just mere repetition.** Each quiz is timed 30 minutes or 45 minutes (comprehensive quiz) and can be attempted two times (if the student wish to do so, highest grades will be recorded) within the scheduled time window. Late submission is not allowed and will not accept any excuses.

Unit	ADDED CHAPTER	Topic	Quiz Availability Dates ¹	Assignments and Assessments
Syllabus		Syllabus	August 23 – August 30 (One Week)	Read the syllabus carefully; check all necessary plug-in in your computer; Register for Connect; Familiarize yourself with the functionality and features of eLearning and Connect.
1	1	Introduction Chapter 1 Natural Disasters and the Human Population	August 30 – September 13 (Two Weeks)	Read Chapter 1 in textbook, Go to eLearning folder UNIT 1: Click the Learnsmart assignment link, once completed Take Quiz 1. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
2	2	Chapter 2 Internal Energy and Plate Tectonics	September 6 – September 20 (Two Weeks)	Read Chapter 2 in textbook, Go to eLearning folder UNIT 2: Click the Learnsmart assignment link, once completed Take Quiz 2. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
3	3	Chapter 3 Earthquake Geology and Seismology	September 13 – September 27 (Two Weeks)	Read Chapter 3 in textbook, Go to eLearning folder UNIT 3: Click the Learnsmart assignment link, once completed Take Quiz 3. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
1, 2, 3 and 4	4	Chapter 4 Plate Tectonics and Earthquakes + Chapters 1-3	September 20 – October 4 (Two Weeks)	Read Chapter 4 in textbook, Go to eLearning folder UNIT4: Click the Learnsmart assignment link. In addition, review chapter 1, 2, and 3, once completed Take Quiz 4. Maximum 2 attempts (Highest score will count). 45 minutes allotted for quiz attempt.
5	5	Chapter 5 Earthquakes Throughout the United States and Canada	September 27 – October 11 (Two Weeks)	Read Chapter 5 in textbook, Go to eLearning folder UNIT 5: Click the Learnsmart assignment link, once completed Take Quiz 5. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
6	6	Chapter 6 Volcanic Eruptions: Plate Tectonics and Magmas	October 4 – October 18 (Two Weeks)	Read Chapter 6 in textbook, Go to eLearning folder UNIT 6: Click the Learnsmart assignment link, once completed Take Quiz 6. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.

Unit	ADDED CHAPTER	Topic	Quiz Availability Dates ¹	Assignments and Assessments
7	7	Chapter 7 Volcano Case Histories: Killer Events	October 11 – October 25 (Two Weeks)	Read Chapter 7 in textbook, Go to eLearning folder UNIT 7: Click the Learnsmart assignment link, once completed Take Quiz 7. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
8	8	Chapter 8 Tsunami versus Wind- Caused Waves	October 18 – November 1 (Two Weeks)	Read Chapter 8 in textbook, Go to eLearning folder UNIT 8: Click the Learnsmart assignment link, once completed Take Quiz 8. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
9	9	Chapter 9, External Energy Fuels Weather and Climate	October 25 – November 8 (Two Weeks)	Read Chapter 9 in textbook, Go to eLearning folder UNIT 9: Click the Learnsmart assignment link, once completed Take Quiz 9. Maximum 2 attempts (Highest score will count). 30 minutes allotted for quiz attempt.
5, 6, 7, 8,9 10	17	Chapter 17, Impacts with Space Objects + Chapters 5-9	November 1 – November 15 (Two Weeks)	Read Chapter 17 in textbook, Go to eLearning folder UNIT 10: Click the Learnsmart assignment link. In addition, review chapter 5, 6, 7, 8, and 9. once completed Take Quiz 10. Maximum 2 attempts (Highest score will count). 45 minutes allotted for quiz attempt.
Recovery comprehensive quiz		Chapter 1,2,3,4,5,6,7,8,9, and 17	November 15 – December 6 (Three weeks) Nov 22 – Fall Break	Recovery period. Students who missed at least one or more quizzes including comprehensive quizzes are allowed to take this quiz. This is not for improving grades of attempted quizzes. Maximum 2 attempts (Highest score will count). 45 minutes allotted for quiz attempt.

1 – Quizzes will be available from 11 AM on the start date until 11 AM on the end date listed. Unless otherwise noted, tests begin and end on Tuesdays.

Class Participation

Students are required to log in regularly every week to the online class site; there is a new unit with fresh assessments every week -Tuesday at 11:00 AM. The Schedule included on this syllabus will be strictly followed unless further notification or announcement is posted on the main page (eLearning) of this class. **Always make sure to check the class announcement for new updates and changes.**

Virtual Classroom Citizenship

The same guidelines that apply to traditional classes should be observed in the virtual class room environment. Please use proper netiquette when interacting with class members and the instructors. The course website on eLearning has a discussion forum, feel free to post questions and answers on common problems. The forum is monitored, please do not post, test answers or any offending material. **NOTE: Do NOT use the eLearning mail system to post mass-emails to the entire class. USE the monitored discussion forum instead**

Policy on Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk:

<http://www.utdallas.edu/elearninghelp>, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Requirements

Students shall:

- have regular access to a computer that meets the specifications outlined.
- have regular access to a reliable Internet connection.
- access eLearning three times per week (minimum).

Knowledge/Attitude/Skills

The online student must be:

- proficient using a computer
- disciplined to comply with deadlines
- a self-starter with intrinsic motivation to read, write, and learn
- able to manage time effectively
- able/willing to work independently
- willing to devote approximately 12 hours a week to a 3-credit course
- committed to academic honesty
- willing to contact the instructor immediately if a problem with course content should arise
- willing to contact technical support immediately should a technical issue arise

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience.

Course Access and Navigation

This course is developed using a web course tool called e-Learning. It is to be delivered entirely online. Students will use their UTD Net ID account to login to the course through UTD Galaxy: [Net ID Login](#) or directly at <http://elearning.utdallas.edu>.

UTD 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, and an online chat service. The UTD user community can also access the support resources such as self-help resources and a Knowledge Base. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email may also be used

Interaction with Instructor: The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the **INSTRUCTOR EMAIL tool**. The instructor will reply to student emails within 2 working days, less under normal circumstances. My office phone is 972-883-2408 to be used only for unusual circumstances. In addition, try to avoid using instructor's UTD email address for the communication related to the course, unless the issue is urgent.

Student Resources

The following university resources are available to students:

McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, eBooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to <http://www.utdallas.edu/library/distlearn/disted.htm>.

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. Precise and detailed tracking of all online activities is a characteristic of the e-Learning system. Anything you do while log on the system is recorded.

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

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

Student Conduct & 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 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 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 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://www.utdallas.edu/conduct/dishonesty/>.

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 prerequisites 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.

AccessAbility 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.

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