



Introduction to Criminal Justice *Fall 2008 Course Syllabus*

Course Number/Section	CRIM 1301 Section 011/CRN 11957
Course Title	Introduction to Criminal Justice
Term	Fall 2008
Days & Times	Hybrid Online course with 3 MANDATORY LIVE CLASSES at UTD: 1. Monday August 25th 12:00-1:30pm (Introduction to class) 2. Monday October 13th 12:00-1:30pm (Midterm exam) 3. Monday December 1st 12:00-1:30pm (Final exam) <i>Classroom: Green Hall Room 2.530</i> <i>*please note, if you cannot attend these dates, do NOT enroll in this class! These are MANDATORY attendance—no makeup dates are available if you cannot attend. Students MUST have picture ID for Oct 13th and Dec 1st classes—NO exceptions (see Attendance Policy for Live Classes section below for more information).</i>

Professor Contact Information

Professor	Dr. Denise Paquette Boots
Faculty Webpage:	http://www.utdallas.edu/~deniseboots/
Email Address	deniseboots@utdallas.edu (see Email Use section below prior to submitting)
Office Location	Green Hall 2.204 (north side farthest from McDermott Library)
Office Hours	Mondays 9:30am-10:30am or by appointment

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

None—this is an introductory-level course.

Course Description

This course is an introductory-level course designed to provide students with an overview of the American criminal justice system. Material in this course is presented from a legal, criminological, historical and social systems perspective. The goal of this course is to provide students with the knowledge to critically evaluate and discuss crime and justice-related issues. Upon completion, students will be able to explain how the criminal justice system evolved, how it presently operates, current problems, and be able to offer ideas for improvement.

Student Learning Objectives/Outcomes

Upon successful completion of the course, students who take this course will be able to:

1. Understand the structure and functions of the various components of the criminal justice system.
2. Analyze criminal justice policy changes and legal rulings as they affect the criminal justice system.
3. Compare and contrast the rationales for punishing those persons who break the law.

Required Textbooks and Materials

- 1) A) *Criminal Justice In Action* by Larry Gaines & Roger Leroy Miller 5th Edition and B) Passcode for Web CT WebTutor (text and access key bundled= ISBN 0495658146. If you buy text somewhere else you still MUST purchase access key separately ISBN 0495601160 from UTD Bookstore or Off-Campus Books AND

- 2) Two blank scantrons for exams (Must get Scantron Form No. 882-E. Available at Off Campus Books for free or for purchase at the UTD Bookstore.) NOTE: Students who do not bring their scantrons form on test day will not be able to take the exam and are NOT eligible for make-up exams!!** The instructor will NOT have extra forms for your use—it is your responsibility to make sure you have the correct form).
- 3) An important note about textbooks: If you opt to purchase your textbook online, make sure to get the 10th edition and have your textbook and passcode PRIOR to this course starting. If you have any doubt it will arrive in time, I encourage you to purchase the text at Off Campus Books or at our bookstore in person. You will need to purchase your passcode key from the UTD Bookstore or Off-Campus Books in addition to your text to access your course through Web CT. You will have no time to make-up work or readings once the course begins and I will not make extensions if you do not have your book or passcode. It is CRITICAL that you have your text, passcode, and scantrons in hand no later than the end of the first day of class on August 25th.

Course Policies & Requirements

Attendance Policy for Live Classes

Please show respect to the instructor and your fellow students by **being on time!** Class will begin promptly at 12:00pm on August 25th, October 13th, and December 1st in Green Hall Room 2.530. You will take your midterm and final exam on these last two dates (they are NOT open book). Attendance is absolutely required at these dates and times. **Students MUST bring a picture ID to class on these days. If you have a conflict with one of these live class dates due to an observed religious holidays, or official UTD event (athletics, debate, etc.) you MUST NOTIFY ME ON THE FIRST DAY OF CLASS. These are the only reasons that will be allowed for make-up exams.** Students on official business should bring me an official notice from your organization of class conflicts so that alternative arrangements can be made. Students with a verified learning disability should also bring this documentation to me at the end of the FIRST class so that we can discuss testing arrangements for the exams.

Virtual Classroom Citizenship/Participation and Discussion Boards

All students are required to use Web CT via their passcode to attend class. If you do not have a fast and/or reliable internet connection at your home, you are strongly encouraged to do your class work at an alternate location such as at UTD. As this class is primarily taught online, your class participation will come in many forms as you navigate the discussion boards, assignments, and other course content in this class. **The key to doing well in an online course is having the self-discipline to complete your reading, assignments, learning aids, and lectures on time.** Procrastination will only cause you problems with your grades in this class and all deadlines will be fairly and uniformly enforced. I strongly encourage you to treat this like any other live class—set aside a dedicated time that you do your coursework, review this syllabus regularly to ensure that you are on task, and meet your deadlines early for your assignments. While online classes give you great flexibility in taking classes that will conform to your schedules, do not assume that this equates to an “easy” class. **For you to succeed in this class, you will need to be an active and intellectually engaged participant. Please use appropriate language, write in complete sentences, and use proper grammar and punctuation for your posts and assignments.** Text messaging language is NOT appropriate anywhere in our virtual classroom, so please act and speak as you would in a live class knowing that I will be monitoring class correspondence. Any student who abuses these privileges will have their final grade penalized accordingly. Please do not use the discussion boards or email system in this class for anything not related to the course. Any modifications or changes to the course will be posted as an announcement in Web CT—it is your responsibility to check these announcements frequently and keep updated on any changes to our course calendar.

Web CT Issues or Technical Problems

This course is offered completely through the internet using Web CT and the publisher passcode that you will purchase. Student must have reliable access to a computer with an internet connection such as a cable modem, DSL, or a T-1 connection. Students should access their Web CT website on the first day of class to ensure that they do not have problems with web browser incompatibility, etc. A learning guide for students is provided on your course home page and additional resources are located in Web CT by using the HELP link at the top right side of your screen once you have logged in. Beginning in summer 2008, UTD students have access new and improved support resources including self-help resources and a Knowledge Base via the following link: <http://www.utdallas.edu/elearninghelp> (The link can be found on various UTD web pages including eLearning, distance education, library, Information Resources, and as a campus bookmark within Web CT.) Students with Web CT issues or problems should contact this toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. This new WebCT user support service will be open and available 24/7 for the convenience of all users. Please do NOT ask me for technical support- you need to access these support numbers and links to resolve any user problems you have with Web CT. For student instructions and manuals on how to use Web CT go to: <http://www.utdallas.edu/ir/elearning/students.htm>.

Email Use

This class is primarily an online course, so email correspondence is vital to its success. 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. As such, I will not respond to emails from anything other than a UTD email account. IMPORTANT: Please include your full student name and the class that are enrolled in at the bottom of your email. I will respond to all emails within 48 hours (but usually as soon as I receive them). While I will make every effort to respond to your email promptly, please plan your work accordingly to allow for a reasonable response time from me. 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.

Course Assignments and Deadlines

The course is paced along with the term and allows students to work independently. This course is split into two sections (Intro to Midterm; Midterm to Final) with coursework made available to students in advance- you are free to work ahead on any released chapters and assignments if you wish. The first section and all 7 assignments are available as of the first day of class. The second section and the last 7 assignments will be released to you after your midterm. Please note, there are NO EXCEPTIONS made if you fail to meet the date and time deadline of your course calendar, regardless of the excuse given. Also be aware that I am able to track in detail your access to the Web CT system by time and date as well as the length of time you were logged in each time. Please do not make statements which are patently dishonest about dates and times you were in the system or problems that actually did not occur to try to make a case for late submissions. PLEASE DO NOT WAIT UNTIL CLOSE TO THE DEADLINE TO SUBMIT YOUR ASSIGNMENTS. Potential excuses include, but are not limited to: Web CT being down, illnesses, forgetfulness, falling behind, work, family, friend, housing, sports, scheduling, relationship, and/or computer or internet access problems. Please note that being sick is NOT a valid excuse, even with a doctor's note. In other words, please do not try to use your issues as an excuse for not getting your assignments submitted by their due dates. I will hold to this policy as written here to ensure that EVERY student is treated equally and fairly.

For each of the 14 chapters you will have a post practice chapter quiz AND a discussion posting due for each chapter as illustrated below. Please read this section COMPLETELY and then follow this same template for EACH chapter:

1. Read Chapter 1 in your textbook and review the CHAPTER OUTLINES and POWERPOINTS for this chapter by clicking on the icons on your Web CT course home page. Next, click on the COURSE CONTENT icon or the LEARNING MODULES link on your main menu (left side of home page), click on Chapter 1, and use the study aids and media to ensure that you have comprehended this material (e.g., crossword puzzle, flashcards, glossary, learning objectives, Stories from the Street, Chapter Media, etc.) to practice your reading and key term comprehension. **IMPORTANT: Under the Chapter Media section for each chapter (except Chapter 5), you will see a section titled "Writing Activities"—DO NOT DO THIS ASSIGNMENT IN THIS AREA AND SUBMIT IT! I HAVE COPIED THESE ACTIVITIES TO YOUR DISCUSSION BOARD AND YOU ARE TO SUBMIT THEM AS DESCRIBED BELOW. IF YOU COMPLETE THE WRITING ACTIVITIES UNDER CHAPTER MEDIA YOU WILL NOT GET CREDIT. Please follow the directions below and do not access this one area of the Chapter Media section in your online study aids- feel free to use the other components under this title.**
2. Once you are confident that you understand the material for that chapter, you must complete TWO different activities for each chapter. ***First, you will take a QUIZ for each chapter and submit it within Web CT.*** To do this, you simply access the COURSE CONTENT menu for each chapter, and then click on the last link under each chapter labeled "POST TEST" and take the quiz provided. There are 20 questions to answer with each correct answer worth .25 points (for a total of 5 points maximum for each quiz). You must save your answers and submit them to be graded- you will see SAVE ALL at the top of the quiz as an option. Once you save your answers, you must click FINISH at the bottom of the quiz. A box will pop up asking if you would like to submit your grade and you must click OK. Your total score will then come up showing you how many questions out of 20 you got right. If you scroll down, you can view your responses (with a checkmark) and the correct answers (with a green check). Students may retake the quiz an UNLIMITED number of times until they have a perfect score. **However, once the time and due date has expired, you will no longer be able to access the quiz. Your LAST quiz grade submitted will be your FINAL score for this quiz and show in your gradebook as Practice Quiz 1.**
3. ***Secondly, click on the DISCUSSIONS icon on the far right side of your menu in Web CT and post your response to the discussion question I have posted for Chapter 1 regarding the content from that chapter.*** You are required to submit a MINIMUM of TWO CONSECUTIVE PARAGRAPHS (with at LEAST four sentences per paragraph) in your response (**with both paragraphs posted together and written with proper punctuation and grammar**) to get credit for your this assignment. This is roughly 2/3 of a page single spaced. You are welcome to write more if you wish! You must respond with a minimum of two paragraphs in proper format to get credit for this assignment. **Answers that are unclear, illogical, or that show little substantive effort will be assigned a ZERO with no partial credit.** Feel free to supplement your responses with outside information properly cited from news sources, reliable websites, outside readings, current events, etc. (Properly cited= name of source, author, date, name of article/story, publisher). Your responses should represent YOUR thoughts, beliefs, and ideas, not someone else's! As such, you must cite all sources that you are using to supplement your answers when an outside source is being used. So, while outside sources are welcomed as they help make your response more informed, **THE VAST MAJORITY OF YOUR RESPONSE MUST BE IN YOUR OWN WORDS; USE OUTSIDE SOURCES APPROPRIATELY OR RISK NO CREDIT ON YOUR ASSIGNMENT. Your answer is worth 5 points per chapter for this section—there is NO PARTIAL CREDIT for your answer. This item will be posted in your gradebook as Chapter**

1 Assignment. Students who do not complete the assignment or follow the directions and post their two paragraphs TOGETHER will receive a zero. Please follow these directions!!

- **HEED THIS WARNING: DO NOT COPY ANY SOURCE VERBATIM!!!** Copying an outside source is considered plagiarism and academic dishonesty (**see plagiarism handout posted on your main page of the course if you have further questions**). Any student who commits academic dishonesty in this class will be referred to Judicial Affairs and the Undergraduate Dean's Office for future action. Moreover, it is considered academic dishonesty for ANYONE other than the registered student in the course to submit class assignments or pose as someone else. I take these issues VERY seriously, so please do your OWN work.
4. I will be monitoring the assignment responses, responding on the discussion board frequently to your postings, and will be available via email for you to contact me when you have any questions or concerns. I will also occasionally post questions and responses to topics on a general discussion board in hopes that you will also respond to each other and participate openly in your online classroom community. You will be able to post questions to each other there and to me. These posts under general topics will not be graded. I ask that you please observe our virtual classroom etiquette rules (complete sentences, proper punctuation and grammar, no inappropriate language) while on any area of our class Web CT site. Personal emails to each other do not count as valid responses and have no place anywhere on our classroom boards.
 5. All assignments are due according to the due dates in your COURSE CALENDAR in this syllabus. I have also posted these due dates on your Web CT calendar online for quick reference. Once the due date and time has been reached, assignments will no longer be available for submission. You may submit all assignments and quizzes earlier than the due date for chapters once they are released to you in Web CT, however. All assignments will be graded by me in a timely manner and then posted on your gradebook—it is your responsibility to check your gradebook promptly once these scores are posted and make sure that your scores are accurate. I will make a Web CT announcement to the class when assignments have been graded and posted to notify you that these scores are available for viewing.
 6. For each chapter assigned in your syllabus, you will do exactly the same as the above example for the quiz and the discussion posting for Chapter 1. Assignments 1-7 will be available to you on the first day of class; once you have taken your midterm, Assignments 8-14 will be released.

Examinations

There will be a midterm and final in this course that will be administered during our live class periods listed on the front page of this syllabus and on your course calendar below. Exams will include materials covered in your text, Power Points, and online study aids. People, places, things, and highlighted words or sections in your text are the areas of interest you should focus on in your studying. You should know the important court cases and historical figures that have influenced criminological theory and the criminal justice system in each chapter when relevant. Know your key terms and definitions and use your online study tools to review these materials! From past experience, students tend to struggle the most with the legal cases and theory sections, so I would strongly suggest that you spend extra time on these areas. To help you streamline your studying of the large number of legal cases in the text (a very challenging area for most students), I will provide a study guide list for the top 20 cases that you should know the decisions for your midterm and final exams, respectively. I will post this list on Web CT at the beginning of the semester. I will not offer reviews or a list of key terms beyond this—each chapter and the study aids offers you a comprehensive review of the materials presented. **Exams will account for 60% of your final grade in this class.** Exams will consist of 70 multiple choice questions (at 1.5 points each) with a short answer bonus question. This will be the ONLY bonus points available in the class—NO extra credit is available!!! Your midterm will cover Chapters 1-7 only. Your final exam will NOT be cumulative—it will only include Chapters 8-14.

****ON TEST DAYS, ALL HATS, CELL PHONES, PDA'S, CALCULATORS, WATER BOTTLES, DRINKS, OR WRITING INSTRUMENTS ARE TO BE PUT IN A BOOKBAG OR PURSE. NOTHING BUT A PENCIL, YOUR SCANTRON, AND ID ARE ALLOWED AT YOUR DESK. ALL PERSONAL ITEMS WILL BE KEPT AT THE FRONT OF THE CLASS UNTIL YOUR EXAM IS COMPLETED AND TURNED IN. PLEASE BRING A PHOTO ID TO THE EXAM OR YOU WILL NOT BE ALLOWED TO TAKE THE TEST OR A RETAKE EXAM!!****

IMPORTANT: Make-up exams will absolutely NOT be considered unless there is documented proof of an extreme emergency and I am contacted BEFORE THE EXAM BY EMAIL. Your doctor saying you are sick or you feeling sick IS NOT A VALID EXCUSE FOR A MAKEUP EXAM. Religious holidays and UTD sanctioned events will be fully accommodated, but students must contact me on the first day of classes to make arrangements for their makeup exam if there is a conflict. The instructor reserves the right for all makeup examinations to be full essay and be administered on a date of MY choosing. **If you cannot make class due to personal reasons on October 13th and December 1st please drop this class and take another class that is better suited to your schedule. I will not allow students to take the final early unless they have 2 other exams the same day, as per university policy.**

Exams may be curved after a question analysis is done by the instructor and bonus points will be given on the exam to help students with their final grades. These points are given solely at my discretion and grades are FINAL once posted. Exam grades will be posted in your gradebook in Web CT as soon as they are available.

Grading Policy and Final Grade Scale

(PLEASE NOTE: There is NO extra credit possible in this class)

Writing Assignments 1-14 (5 points each):	70 points (20% of your grade)
Practice Quizzes 1-14 (5 points each):	70 points (20% of your grade)
EXAM 1- Midterm:	105 POINTS (30% of your grade)
<u>EXAM 2- Final:</u>	<u>105 POINTS (30% of your grade)</u>
TOTAL	350 POINTS POSSIBLE IN CLASS

GRADING SCALE: Take your FINAL POINT TOTAL for all items from Web CT to determine what your grade is as follows:

<u>Percent</u>	<u>Grade</u>	<u>Point Range Totals</u>
100%	A+	350
93-99%	A	325-349
90-92%	A-	315-324
87-89%	B+	305-314
83-86%	B	291-304
80-82%	B-	280-290
77-79%	C+	270-279
73-76%	C	256-269
70-72%	C-	245-255
67-69%	D+	235-244
63-66%	D	221-234
60-62%	D-	210-220
59% and less	F	209 and below

Course Calendar and Assignment Due Dates for Fall 2008 Intro to CJ

PLEASE NOTE: These descriptions and timelines are subject to change at the discretion of the Professor. If any changes are made you will be notified via the Announcements page in Web CT.

<u>DATE</u>	<i>NOTE: Your CALENDAR in class Web CT main menu also lists due dates and when materials become available</i>
Aug 25	<u>MANDATORY LIVE CLASS: Green Hall 2.530 @12:00pm-1:30pm</u> First day of class—bring textbook, passcode for Web CT course, scantrons, and laptop to class Chapters 1-7 Learning Modules/Assignments/Quizzes now available on Web CT
Sept 8	Reading/Study Aids should be reviewed for Part One (The Criminal Justice System) Chapters 1-2 of your text <u>Assignments/Quizzes 1-2 due to be completed in Web CT no later than 11am</u>
Sept 22	Reading/Study Aids should be reviewed for Part One (The Criminal Justice System) Chapters 3-4 of your text <u>Assignments/Quizzes 3-4 due to be completed in Web CT no later than 11am</u>
Oct 6	Reading/Study Aids should be reviewed for Part Two (The Police and Law Enforcement) Chapters 5-6 <u>Assignments/Quizzes 5-6 due to be completed in WebCT no later than 11 am</u>
Oct 13	Reading/Study Aids should be reviewed for Part Two (The Police and Law Enforcement) Chapter 7 <u>Assignment/Quiz 7 due to be completed in WebCT no later than 11 am</u> <u>MANDATORY LIVE CLASS: MIDTERM EXAM 12:00pm-1:30pm</u> Chapters 8-14 Learning Modules/Assignments available on Web CT @12pm
Oct 27	Reading/Study Aids should be reviewed for Part Three (Criminal Courts) Chapters 8-9 of your text <u>Assignments/Quizzes 8-9 due to be completed in Web CT no later than 11am</u>
Nov 10	Reading/Study Aids should be reviewed for Part Three (Criminal Courts) Chapters 10-11 of your text <u>Assignments/Quizzes 10-11 due to be completed in Web CT no later than 11am</u>
Nov 24	Reading/Study Aids should be reviewed for Part Four (Corrections) Chapters 12-13 of your text <u>Assignments/Quizzes 12-13 due to be completed in Web CT no later than 11am</u>
December 1	Reading/Study Aids should be reviewed for Chapter 14 of your text <u>Assignment/Quiz 14 due to be completed in Web CT no later than 11am</u> <u>MANDATORY LIVE CLASS: FINAL EXAM 12:00pm-1:30pm</u>

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 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, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3*, 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).

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 demonstrates a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings. **PLEASE DO YOUR OWN WORK! For online classes, letting another person complete your work for you or representing them as you is considered cheating. Only the student registered for the class may participate in class work or assignments.**

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with to the fullest extent possible under the university's policy on plagiarism (see general catalog for details and the plagiarism handout posted to the main course page for this class on Web CT for more information).

Withdrawals 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 dean 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 SUCCESSFULLY. You must get the permission of the instructor and make arrangements for incomplete work prior to this grade being assigned. 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.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m. The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance. It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to

present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

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 a religious absence and in advance of the assignment. All religious holidays that will be observed should be submitted in writing to the instructor at the beginning of the semester. 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.

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 given below. Additional information is available from the office of the school dean. (<http://www.utdallas.edu/Business Affairs/Travel Risk Activities.htm>). There will be no live off-campus meetings or instruction in this course.

Last updated: 8/6/08