Introduction to Fashion Design/ADES 1550/900

Lead Instructor Information
Name(s): Barbara Trippeer
Pronouns: she/her/hers
Email: Barbara.trippeer@unt.edu
Phone Number(s): (940) 565-3621
Office Location(s): ART 245 (by appointment)

Assistant Faculty Information
Name(s): Leigh Daugherty
Pronouns: she/her/hers
Email: leigh.daugherty@unt.edu
Office Location(s): (online by appointment only)

Teaching Assistant Information
Name(s): Lasya Aji Silpa
Pronouns: she/her/hers
Email: LasyaAjiSilpa@my.unt.edu
Office Location(s): (online by appointment only)

Course Description
This course offers the student an overview of the fashion design process, from both the artistic and industry perspectives, including manufacturing processes, terminology, and methods of design line organization.

Course Structure
This course is offered only through an online modality (considered 100% remote), without any scheduled live zoom sessions or in-person face-to-face teaching. This course is scheduled for sixteen weeks, and the number of units/modules in the course, and includes fifteen modules.

Course Prerequisites or Other Restrictions
There are no prerequisites for the course, however students who wish to apply for the CVAD Fashion Design Program must pass this course with at a grade of C or better.

Course Objectives
By the end of this course, students will be able to:

1. Identify areas of the fashion design industry and outline the different stages of the apparel design and retail cycle.
2. Understand and employ industry standard vocabulary regarding garments, textiles, and construction techniques.
3. Explain the difference between fashion design and fashion merchandising.
4. Research and design a conceptual collection based on a designated client, and present using industry standard presentation formatting.
5. Analyze emerging developments in the fashion design industry in design, textiles, technology, and sustainability.
Required/Recommended Materials

Materials

- There is no required textbook for this course. All supplemental reading materials will be embedded throughout the ADES 1550 canvas course modules.

Course Technology & Skills


Minimum Technology Requirements

- Computer- students may use PC or Mac
- Reliable internet access- required for weekly participation of discussion boards and related assignments
- Speakers- to allow for live person-to-person feedback from instructor during office hours
- Microphone- to allow for live person-to-person discussion with instructor during office hours
- Plug-ins- pdf reader
- Microsoft Office Suite- to use for all word processing, excel spreadsheets, and PowerPoint presentations (end of term projects will be in PowerPoint)
- Canvas Technical Requirements (please email UNT Canvas IT for any technical support needs at the following link: https://clear.unt.edu/supported-technologies/canvas/requirements

ACCESS TO INFORMATION – EAGLE CONNECT

- Your access point for business and academic services at UNT occurs at my.unt.edu. All official communication from the university will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect.
- See: Eagle Connect
- LINK: eagleconnect.unt.edu/

Course Materials for Remote Instruction

Remote instruction is the mode of delivery designated for this course. Students will need access to a webcam and microphone for any scheduled instructor office hours sessions. Additional required classroom materials for remote learning include: Microsoft Office, Adobe Reader. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Computer Skills & Digital Literacy

Course-specific technical skills learners must have to succeed in the course, are as follows:

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs
Information on how to be successful in a digital learning environment can be found at Learn Anywhere (https://online.unt.edu/learn).

How to Succeed in this Course

In order to maximize benefits from this course, students should anticipate engaging with the course content at least twice during the week, which equates to approximately 2-4 hours of work each week (based on the required supplemental research and associated projects). Because this course is delivered asynchronously, students are required to actively engage in the course content and participate in the weekly discussion boards, in an effort to build community with their classmates. Your instructor and the course teaching assistant will monitor these discussion boards regularly to ensure students are receiving maximum benefits of participation as well as receive feedback where necessary.

Students should also anticipate at least one required session of office hours per semester, to allow for one-on-one feedback with your instructor or designated teaching assistant.

Student Assistance

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Come visit me! I encourage you to connect with me and/or my TA for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

Please note- Grades are based on mastery of the content. As a rule, I do not grade on a “curve” because that is a comparison of your outcomes to others. I do, however, encourage you to find opportunities to learn with and through others.

You may wish to explore UNT’s Navigate’s Study Buddy (https://navigate.unt.edu) tool to join study groups. Maximize your learning with our coaching staff at the UNT Learning Center.

Instructor Responsibilities and Feedback

- Your instructional team is responsible for helping students grow and learn; providing clear instructions for projects and assessments, answering questions about assignments, identifying additional resources as necessary, providing grading rubrics, reviewing and updating course content, etc.
- Students can anticipate a 24-hour response regarding emails. Students should anticipate at least one week for feedback on discussion board posts and assignment feedback, and one-two weeks for grades to be posted.

E-MAILING THE INSTRUCTOR

- The first module within Canvas has a Q&A discussion post. Please check this post for answers before emailing instructor. Within this post, students can ask generalized questions about the course and assignments. Your instructional team will be checking this discussion post periodically.

Lead Instructor Information – please allow for 24 hour feedback via email

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Email: Barbara.trippeer@unt.edu
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Assistant Faculty Information - please allow for 24 hour feedback via email

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Email: leigh.daugherty@unt.edu
Office Location(s): (online by appointment only)

Teaching Assistant Information - please allow for 24 hour feedback via email

Name(s): Laysa Aji Silpa
Pronouns: she/her/hers
Email: LasyaAjiSilpa@my.unt.edu
Office Location(s): (online by appointment only)

ADA accommodation statement:
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course.

You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

To begin the registering process, please contact: (https://studentaffairs.unt.edu/office-disability-access).

Supporting Your Success and Creating an Inclusive Learning Environment

UNT Policy Statement on Diversity
UNT values diversity and individuality as part of advancing ideals of human worth, dignity and academic excellence. Diverse viewpoints enrich open discussion, foster the examination of values and exposure of biases, help educate people in rational conflict resolution and responsive leadership, and prepare us for the complexities of a pluralistic society. As such, UNT is committed to maintaining an open, welcoming atmosphere that attracts qualified students, staff, and faculty from all groups to support their success. UNT does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, or veteran status in its application and admission process, educational programs and activities, employment policies and use of university facilities.

See: Diversity and Inclusion
STUDENT BEHAVIOR

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student’s conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion groups, field trips, etc.

See: Student Code of Conduct

Communications: Online Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Assessing Your Work

ASSESSMENT & GRADING

Assessments

The assessments in this course consist of quizzes, a mid-term and final exam, a series of discussion posts, and a final project which is broken out into four parts. Details and complete breakdown of point value for grading can be found in the table below.

Grading
Grades will not be discussed via email as to not violate FERPA. If there is a question about grades, an office hour appointment must be set. Please see information at the top of the syllabus for scheduling an office hour appointment.

Please note our ADES 1550 grading scale:
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 0-59%

Please note - there are no extra credit opportunities in this course.

Late Work Policy: No late work will be accepted - this is the CVAD Fashion Design Program departmental policy. All assignments, quizzes, and tests are due at 11:59pm on Friday the week they are assigned. The only exception is our end of course Final Exam, which is due on December 9th, 2022.

Assignment Policy
No late work will be accepted - this is the CVAD Fashion Design Program departmental policy. All assignments, quizzes, and tests are due at 11:59pm on Friday the week they are assigned. All submissions and student files should be uploaded to Canvas and labeled using the following designated course file naming convention:
CourseNumber_ StudentName_Assignment, Ex: ADES1550_Trippeer_MoodBoard

Course Evaluation
Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. SPOT evaluations become available week 13. Students will be emailed by the University system directly.

Examination Policy
All assignments, quizzes, and tests are due at 11:59pm on Friday the week they are assigned. The only exception is the final, which is due at 11:59pm on December 9th.

Tests and quizzes for this course are open exams and will be delivered remotely. Should a student lose Internet connection during an exam, they should email their instructor immediately or as soon as their internet access is reconnected. Please note: There are NO make-up exams. Should you experience any technical difficulties during an exam or quiz, remember that your first course of actions should be to contact the Student Helpdesk and document the remedy ticket number, before contacting your instructor.

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 contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.
Attendance and Participation

Research has shown that students who regularly participate in class are more likely to be successful. You should participate in weekly discussion boards unless you have a university excused absence such as active military service, a religious holy day, or an official university function as stated in the Student Attendance and Authorized Absences Policy (PDF) (https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf). If you cannot participate in a weekly course module due to an emergency, please let me know.

Attendance language for students during COVID:
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community. If you are experiencing any symptoms of COVID (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Course Delivery

Please note that students will be notified by Eagle Alert if there is a campus closing that will impact a class and describe that the calendar is subject to change, citing the Emergency Notifications and Procedures Policy (PDF) (https://policy.unt.edu/sites/default/files/06.049_Standard%20Syllabus%20Policy%20Statements_supplement.pdf).

ACADEMIC INTEGRITY

Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam [or specify alternative sanction, such as course failure]. Additionally, the incident will be reported to the Dean of Students (Office of Academic Integrity), who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

See: Academic Integrity

LINK: https://policy.unt.edu/policy/06-003
Course Requirements/Schedule

Introduction to the course, a Fashion Industry Overview

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>08/26-9/03</td>
<td>Getting Started: Introduction to ADES 1550</td>
<td>Syllabus Quiz</td>
<td>Introduce Yourself</td>
<td>30 pts. Quiz</td>
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<td></td>
<td>5 pts Discussion</td>
</tr>
<tr>
<td>Week 1</td>
<td>08/26-9/03</td>
<td>Introduction to Fashion Industry</td>
<td>Reading Quiz</td>
<td>Fad/Trend/ Classic Discussion</td>
<td>20 pts. Quiz</td>
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<td>5 pts Discussion</td>
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</tbody>
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Module 2: The Design Process & Silhouettes

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>09/05-9/09</td>
<td>The Design Process &amp; Silhouettes</td>
<td>Reading Quiz</td>
<td>Design Process Discussion</td>
<td>15 pts. Quiz</td>
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<td>5 pts Discussion</td>
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Module 3: Ready to Wear and the Fashion Industry Market Segments

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 3</td>
<td>09/21</td>
<td>Ready to Wear and the Fashion Industry Market Segments</td>
<td>Reading Quiz</td>
<td>No Weekly discussion</td>
<td>20 pts. Quiz</td>
</tr>
</tbody>
</table>

Module 4: Marketing, Merchandising, Branding and Advertising

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4</td>
<td>09/19-9/23</td>
<td>Marketing and Merchandising, Branding, Advertising, and the Runway Fashion Show</td>
<td>Reading Quiz</td>
<td>Marketing Discussion</td>
<td>20 pts. Quiz</td>
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<td>5 pts Discussion</td>
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</tbody>
</table>
### Module 5: So, you want to be a Fashion Designer? Intro to the CVAD Fashion Program

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 5</td>
<td>09/26-09/30</td>
<td>Intro to the CVAD Fashion Program</td>
<td>No Quiz this Week</td>
<td>Open forum discussion</td>
<td>0 points</td>
</tr>
</tbody>
</table>

### Module 6: Research in the Fashion Industry: Launch of Client Project

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 6</td>
<td>10/03-10/07</td>
<td>Research in the Fashion Industry Client Project</td>
<td>No Quiz this Week</td>
<td>Open forum discussion</td>
<td>0 points</td>
</tr>
</tbody>
</table>

### Module 7: Mid-Term Exam

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>10/10-10/14</td>
<td>Mid-Term Exam (covers modules 1-7)</td>
<td>Mid-Term Exam</td>
<td>No discussion this week</td>
<td>100 pts Exam</td>
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</table>

### Module 8: The World of Haute Couture

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 8</td>
<td>10/17-10/21</td>
<td>Haute Couture (Documentary Film + Readings)</td>
<td>Documentary Quiz</td>
<td>No discussion this week</td>
<td>20 pts Quizzes</td>
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<td></td>
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<td></td>
<td>Reading Quiz</td>
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<td>(Reading Quiz + Documentary Quiz)</td>
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### Module 9: Fashion Drawing and Sketching Methods of Representation

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 9</td>
<td>10/24-10/28</td>
<td>Fashion Drawing Flat Sketching Technical Sketches</td>
<td>No Quiz this Week</td>
<td>Flat Sketch Discussion</td>
<td>10 pts Discussion</td>
</tr>
</tbody>
</table>
### Module 10: Technology and the Fashion Industry

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 10</td>
<td>10/31-11/04</td>
<td>Technology in the Fashion Industry</td>
<td>No Quiz this Week</td>
<td>Technology in the Fashion Industry Discussion</td>
<td>5 pts Discussion</td>
</tr>
</tbody>
</table>

### Module 11: Sustainable Development in the Fashion Industry

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 11</td>
<td>11/07-11/11</td>
<td>Sustainability in the Fashion Industry</td>
<td>No Quiz this Week</td>
<td>Sustainability in the Fashion Industry Discussion</td>
<td>5 pts Discussion</td>
</tr>
</tbody>
</table>

### Module 12: Materials in the Fashion Industry: Textiles, Fibers, and Fabrics

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 12</td>
<td>11/14-11/18</td>
<td>Textiles, Fibers, Fabrics</td>
<td>No Quiz this Week</td>
<td>Textile Identification Discussion</td>
<td>10 pts Discussion</td>
</tr>
</tbody>
</table>

### Module 13: Final Client Project: Line Sheets

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 13</td>
<td>11/21-11/25</td>
<td>Client Project Revisited: Line Sheets</td>
<td>Final Client Project (Prep)</td>
<td>Flat Sketch Discussion</td>
<td>5 pts Discussion</td>
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</table>

### Module 14: Final Exam Review

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
<th>Discussion</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 14</td>
<td>11/28-12/02</td>
<td>Final Exam Review (Mods 1-14)</td>
<td>Final Client Project Submission</td>
<td>Final Exam Review Discussion</td>
<td>50 pts Client Project</td>
</tr>
</tbody>
</table>
Please note: instructor reserves the right to modify course syllabus, assignments, due dates, point values, learning materials. Any necessary updates will be immediately communicated using UNT’s ADES 1550 Canvas Course announcements.

**Student Support Services**
In addition to standards for success in courses, there are UNT policies and procedures that you can access here at Navigate (Navigate.unt.edu), in Canvas under the Help menu, in EIS, and on the Student Support Services & Policies page. Please read and absorb these important processes.

**Health and Safety Information**
Students can access information about health and safety at: [https://music.unt.edu/student-health-and-wellness](https://music.unt.edu/student-health-and-wellness)

**Registration Information for Students**
See: [Registration Information](https://registrar.unt.edu/students)

**Academic Calendar, Fall 2022**
See: [Fall 2022 Calendar and Registration Guide](https://registrar.unt.edu/registration/fall-registration-guide)

**Final Exam Schedule**
See: [Fall 2022 Final Exam Schedule](https://registrar.unt.edu/exams/final-exam-schedule/fall)

**Financial Aid and Satisfactory Academic Progress**
**Undergraduates**
A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of
credit hours based on total hours registered. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

Students holding music scholarships must maintain a minimum 2.5 overall cumulative GPA and 3.0 cumulative GPA in music courses.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended that you schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

See: Financial Aid
LINK: http://financialaid.unt.edu/sap

Graduates

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Music scholarships require a 3.5 cumulative GPA. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so may have the potential to affect your current and future financial aid eligibility. It is recommended you schedule a meeting with an academic advisor in your college, an advisor in UNT-International or visit the Student Financial Aid and Scholarships office to discuss dropping a course.

See: Financial Aid
LINK: http://financialaid.unt.edu/sap

RETENTION OF STUDENT RECORDS

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates.

See: FERPA
Link: http://ferpa.unt.edu/
COUNSELING AND TESTING

UNT’s Center for Counseling and Testing has an available counselor whose position includes 16 hours per week of dedicated service to students in the College of Music and the College of Visual Arts and Design. Please visit the Center’s website for further information:

See: Counseling and Testing
Link: http://studentaffairs.unt.edu/counseling-and-testing-services.

For more information on mental health issues, please visit:

See: Mental Health Issues
Link: https://speakout.unt.edu.

The counselor for music students is:
Myriam Reynolds
Chestnut Hall, Suite 311
(940) 565-2741
Myriam.reynolds@unt.edu

ADD/DROP POLICY

Please be reminded that dropping classes or failing to complete and pass registered hours may make you ineligible for financial aid. In addition, if you drop below half-time enrollment you may be required to begin paying back your student loans. After the 12th class day, students must first submit a completed “Request to Drop” form to the Registrar’s Office. The last day for a student to drop a class in Fall 2022 is November 18.
Information about add/drop may be found at:

See Academic Calendar (listed above)

STUDENT RESOURCES

The University of North Texas has many resources available to students. For a complete list, go to:

See: Student Resources
Link: https://success.unt.edu/aa-sa-resources
(Note: A printer-friendly PDF version is available by clicking the green button on the home page)
CARE TEAM

The Care Team is a collaborative interdisciplinary committee of university officials that meets regularly to provide a response to student, staff, and faculty whose behavior could be harmful to themselves or others.

See: Care Team

Link: https://studentaffairs.unt.edu/care-team

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

a. The work is used only once.

b. The work is not used in its entirety.

c. Use of the work does not affect any potential profits from the work.

d. The student is not identified.

e. The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students’ images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may
occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Please download the student waiver, sign and submit the signed waiver to your instructor.

Download the UNT System Permission, Waiver and Release Form