

## Course Syllabus

### Course Title/Number/Section

**ADES 2550: Fashion Design Studio 2**

**Room: ART 254**

### Instructors Information

Instructor: **Cynthia Gentzel, Lecturer**

- Pronouns: She/her/hers
- Office hours: Monday & Wednesday, 2:00 p.m. – 3:00 p.m., by appointment at office ART 245
- Email: [Cynthia.Gentzel@unt.edu](mailto:Cynthia.Gentzel@unt.edu)

Please use the **Canvas messaging function** for all communications with your instructor. Messages will be answered within 48 hours on weekdays.

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. Note that this **is not a private tutoring session where in-class demos are replicated**.

**Please email your instructor to request a booking.** I encourage you to connect with me for support. Additional office hours, in person and virtually, can be scheduled via Canvas. Your success is our goal.

### Course Description

This course reinforces students' understanding of the relationship between the human body and complex garment design. It covers intermediate-level garment design, sewing, and flat patternmaking, with a focus on working with complex specialty fabrics and finishes.

Overview: This course introduces students to more advanced principles of garment design and construction using a blend of two-dimensional and three-dimensional formats. Starting with an overview of complex specialty fabric materials and finishes, this course introduces students to a range of methods used in the apparel industry to strategize, conceptualize, visualize, and construct complex garment designs. The students in this course will advance their knowledge about the relationship between the human body and the key points of measure used to build a pattern for complex garment design, as well as the steps needed to develop design ideas to a flat pattern for garment production

### Course Structure

This is a face-to-face studio course, with classes held twice a week. The course spans 16 weeks and grants a total of three credits. It encompasses a combination of lectures, demonstrations, and labs, delivered in class.

### Course Objectives

Upon successful completion of this course, learners will be able to:

1. Apply the necessary steps needed to construct complex garment designs.
2. Demonstrate advanced skills in garment construction based on a designated fabric menu.
3. Use appropriate pattern making method for a garment which has a semi-mounted sleeve and collar techniques.
4. Execute a woven button front shirt, a creative dress, and a strapless bodice with accompanying visual presentation materials, according to industry standards of professional execution.

## Prerequisites

ADES 1550

## Required Materials

- Joseph-Armstrong, H. (2010). *Patternmaking for Fashion Design. (5th ed.)*. ISBN: [9780135018767](#). Upper Saddle River, NJ: Prentice-Hall, Inc.
- O'Rourke-Kaplan, M. (2012). *Pattern Essentials*. Carrollton, TX: MOK Designs ([available at UNT Book Store and Campus Bookstore on Ave C](#)).
- Connie Amaden-Crawford. (2015). *A Guide to Fashion Sewing*, ISBN: [9781501382567](#). Edition: [7TH 23](#)

## Tools and Supplies:

**Students must have the following supplies by the first day of the class unless otherwise indicated.** Also be aware that garment projects will require purchasing additional fabric and supplies, so plan accordingly.

A home sewing machine with buttonhole and zigzag functions \*(highly recommended, not required). Other options include the Fab Lab which has one domestic sewing machine available for use in the lab and the IT lab has 17 domestic sewing machines for sign out for a week at a time, but students can request an extension one week at a time by calling, emailing, or asking in person in the lab (assuming that demand isn't too high or that other students haven't already reserved the item). Please note that each student is required to fill out a 'Terms of Agreement' form each semester before they are allowed to check out any equipment from our lab. The link to the form is displayed on the "message of the day" notice that is shown after selecting the CVAD Student Computer Lab checkout center. These are processed manually. IT will verify that students are enrolled in one or more CVAD classes, then approve the form, which in turn sends an email notification to the student. This may take "24 to 48 hours", so plan ahead. I suggest getting forms submitted at the beginning of the semester if you plan to sign machines out. See the following link: <https://checkout.unt.edu/>

All supplies below can be ordered from: IDS International Design Supplies, Inc. Link to main site: <https://www.ids-la.com/unt.html>

These include:

- Heavy Duty Bent Trimmers
- Lance Clear Plastic French Curve
- Lance LS-024 L-Square 24" X 14"
- Lance HC-024 Hip Curve - Calibrated in Inches
- Lance FC-024 French Curve - Calibrated in Inches
- 1/16" X 1/4: Pattern Notcher
- C-Thru B-85 18" x 2" Plastic Ruler Graphed clear plastic ruler
- Needle Point Tracer Wheel
- 3 Pattern Hooks
- Thread Trimmers
- Seam Ripper
- Awl

- Pins
- Measuring Tape
- 4 Pieces of tailor's chalk
- Canvas briefcase
- Set of screw drivers for the foot and the bobbin case
- 25 Bobbins for Industrial Sewing Machines
- 2 Bobbin Cases
- 2 16 X 257 Pack of 10 needles (Sizes Available)
- Deluxe Bent Tweezers 6
- 5 Presser Feet:
  - Left zipper foot
  - Right zipper foot
  - Standard Zipper foot
  - Invisible Zipper foot
  - Standard Presser Foot

**\*\*NOTE: This is the same kit you had purchased for your previous sewing class**

More supplies (fabric, thread, closures, etc.) will be needed for garments and a supply list will be provided when the project is assigned. Items can be found at Hobby Lobby, Michaels, Walmart, Amazon or online fabric and trim suppliers such as Wawak.

- A minimum 5 yards of 100% cotton unbleached muslin
- Fashion fabric for each of the 3 projects and a notebook assignment:
  - Striped or plaid woven cotton shirting fabric (4 yards – shirt project)
  - Woven fabric for dress project (to be approved by instructor) - fashion fabric for body, lining fabric for interior - discuss amount with instructor as needed.
  - Woven muslin for strapless bodice project - muslin for exterior, muslin for boned support layer, and lining fabric for interior
  - Sheer fabric (1/2 yard) - chiffon
- Hand sewing needles (assorted or variety pack)
- 1-yard light weight fusible iron on interfacing
- 12 buttons (men's shirt project – 1/2" size)
- 7" invisible zipper (notebook assignment)
- 22" invisible zipper (dress project)
- Hook & eyes (buy assorted pack)
- All-purpose sewing thread spools (Dual Duty Coats & Clark) matching in color to your chosen project fabrics.
- 3 spools of serger thread (close color match to body fabric) - white and black are good basics.
- 1 shirt hanger (can be used for shirt and dress sewing projects)
- 1 clips hanger (for use for strapless bodice project)
- 1 report cover (3 prong) and plastic sheet protectors
- Garment bag labeled with your name for use when turning in patterns and finished garments

## Assessment

The assessment in this course consists of three projects. A comprehensive breakdown of the grading point allocation is provided along with the assignment instructions in Canvas.

- Syllabus Agreement (10 points)
- 1 Notebook Assignments (35 points)
- 3 Projects (355 points)

Total: 400 points

## Grading

Your grade will be based upon the percentage of total points that the student accumulates from assigned activities. Specific grading criteria for each project and assignment will be provided with the project instructions. Your grade is NOT based on the amount of time and/or effort you spent working on perfecting a skill, rather it is based on the degree to which the final product meets the established guidelines (on each project's rubric). The instructor of record determines all grades for each project, in class work, and attendance.

- A: 90 – 100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
- B: 80 – 89% (Good, impressive work. The student performs above the minimum criteria.)
- C: 70 – 79% (Solid, college-level work. The student meets the criteria of the assignment.)
- D: 60 – 69% (Below average work. The student fails to meet the minimum criteria.)
- F: 59% or below (Sub-par work. The student fails to complete the assignment.)

## Grade-related Policies

- Protocol
  - Projects must be saved with the following naming convention.  
“ADES 2550\_Student Name\_the abbreviated title of the assignment”, for example: ADES 2550\_Carolina Herrera\_Notebook1
  - Failure to use correct file naming convention will result in a reduction of 5 to 10 points from that assignment.
- Late Work
  - **No late work will be accepted** - this is the CVAD Fashion Design Program departmental policy. All assignments, quizzes, and tests are due at the beginning of class time unless otherwise specified
  - All work turned in after the deadline will receive a grade of zero unless the student has a [university-excused absence](#) and provides documentation with 48 hours of the missed deadline.
- Turnaround Time: I aim to return graded work to you within two weeks of the due date. When this is not possible, I will send an announcement to the class.
- Extra Credit: There are **no** individualized extra credit opportunities in this course.

## Grade Dispute Policy

You are required to wait 24 hours after receiving a grade before contacting me to dispute it. During this time, I expect you to thoroughly review the assignment details and reflect on the quality of the work you submitted. If, after this reflection, you still wish to dispute your grade, email me to schedule a meeting. Come prepared to the meeting with specific examples and evidence from your work that demonstrates

why you believe you earned a higher grade. If you miss your scheduled meeting, you forfeit your right to a grade dispute. Additionally, if you do not contact me to schedule a meeting within seven days of receiving your grade, your right to a grade dispute will also be forfeited.

### Course Schedule (Simplified)

#### Module 1: Button-down Shirts

- Discuss menswear bodice
- Patternmaking men's shirt foundation draft, add sleeves, placket, collar with stand and other details using flat pattern.
- Flat drawing shirts for direction card
- Sewing: Use cotton fabric (directional pattern), include button placket, collar, and sleeves

#### Module 2: Creative Dress

- Notebook: sheer fabric rolled hem, invisible zipper, skirt vent, godet, shaped hem
- Introduce serger
- Patternmaking - torso foundation draft and sheath dress pattern
- Flat drawing dress for direction card
- Sewing: invisible zipper, lining, neckline facing or collar.

#### Module 3: Strapless Bodice

- Patternmaking a strapless bodice
- Sewing boning to an inner support bodice
- Sewing a lined support bodice with a separating zipper

### Instructor's Policies

#### — Attendance

##### Unexcused Absence:

- Each student will be allowed **a maximum of 2 unexcused absences.**
- **The 3rd unexcused absence will cause a final grade reduction of one letter grade of the course grade.**
- If the student misses a demonstration or class critique which counts as **an unexcused absence.**
- Disengaged behaviors such as working on other course projects, streaming media, or falling asleep in class will be marked as absent.
- For each additional 3 absences, the grade will be lowered another letter grade (for example, if a student has earned an "A" in the course, but has accumulated 6 unexcused absences, the student will receive a "C" in the class).

##### Tardy:

- Every 3rd tardy will convert to an unexcused absence.
- **Tardy is defined as being late or leaving early for 10 minutes or more of a class period with no valid excuse.** After 30mins, an unexcused absence will be marked.
- Leaving class for more than 10 mins during a class will be marked as tardy, more than 30 mins is considered as an unexcused absence.

An absence may be excused for the following reasons:

- Illnesses and doctor appointments associated with illness (flu, COVID, strep, cold, etc.). Routine medical, dental or vision appointments will not be excused and should be scheduled outside of class time.
- Academic related conference presentation and/or attendance.
- Professional (graduate) school interviews
- Religious holy day
- Active military service
- Participation in an official university function
- illness or other extenuating circumstances; e. pregnancy and parenting under Title IX.
- When the University is officially closed.

For absences related to significant illness or extenuating circumstances that exceeds 5 consecutive days, faculty can request that verification/documentation of absence go through the Dean of Students' office.

[DEANOFSTUDENTS@UNT.EDU](mailto:DEANOFSTUDENTS@UNT.EDU). Examples of excusable absences considered extenuating circumstances include:

- Temporary disability or injury
- Extended medical absence or hospitalization
- Illness of a dependent family member
- Major illness or death of a loved one, which may include immediate family members of the student, spouses/partners, and others as deemed appropriate by the Dean of Students office
- Car accident that takes away transportation
- Housing emergencies
- Significant mental health concerns

To proceed with requesting an excused absence:

1. A student is responsible for requesting an excused absence in writing in advance of the effected class period to the instructor of record.
2. Students need to provide satisfactory evidence to the instructor of record upon **the first day returning from the absence(s)** in order to be considered.
3. Students are responsible for all material covered during any class missed and should take the initiative to meet with a classmate to acquire missed information. **The instructor will not re-demo missed material in class or during office hours.**

- **PROJECTS**

**Projects MUST be turned in at the beginning of class**

Final garments must be placed on a hanger, on the dress rack, before class starts, and ready for the in-class critique, or they will not be accepted.

- **CELL PHONES:** Cell phones cannot be used in class. They are to be in your bag during demos. When you are working on a project in class, you may listen to music on your phone, but keep one earbud out so you can hear instructions. Phones are not to be used to take pictures of steps during demos. No recording allowed, unless accompanied by an accommodation note.
- **E-MAILING THE INSTRUCTOR** - Students are expected to attend class, take notes, keep all handouts, and course information, utilize class time for questions and discussion, and refer to the

textbook for further clarification of information. If a student is still having difficulties, then an appointment should be made during the instructor's office hours to discuss the matter. E-mailing the instructor for missed class assignments, course, or assignment grades, or to answer an individual question is prohibited. Your questions will benefit others and should be saved for class. Instructor email is NOT to be utilized as your private tutoring tool.

When emailing your instructor, please use the following format in the subject line for the most prompt reply:

ADES 2550-section: Subject of Email

Email should begin with a salutation and should be written professionally in sentence/paragraph form.

Always double-check your response before hitting send or reply.

Use your instructor's professional name and title at all times in email and in person.

E-mailing the instructor for missed class assignments or course/assignment grades is prohibited.

- **RESPONSIBILITY CHECKING E-MAILS & FASHION DESIGN STUDIO RESOURCE in CANVAS**

Students should check e-mails and Studio Resource postings regularly, for internships, competitions, scholarships, school important information, and so forth.

- **DRESS FORM ISSUES**

- Use your designated dress form for class exercises and projects throughout the entire semester. If for some unexpected reason you need to switch for one project, notify the instructor and be sure the drape is graded on the same form it was draped on.
- **Do not mark** on any dress form. Use only #2 lead and colored pencils to assure no bleed through onto the forms.
- **DO NOT leave** your drapes or style lines on the dress form when you leave it either from class or a work period.

- **SUPPLIES** Students should bring their own patternmaking and sewing tools to the class when working on the projects.

- **MAINTENANCE** - Students should maintain the sewing machines, dress forms, as well as the working area. Students are required to clean their working areas 5 minutes before the end of class.

- **COMMERCIAL PATTERNS** are not allowed for class assignments and projects.

- **ACADEMIC INTEGRITY** - UNT's policy on academic integrity can be found here:

[http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf).

The definitions of cheating and the consequences for cheating are enforced in this course.

- The instructor of record determines all grades for each project, in class work, and attendance. **A final grade of "C" or higher is needed to proceed to ADES 2560 - Advanced Industrial Sewing.**

### Scholarly Expectations

- Every student in my class can improve by doing their own work and trying their hardest with access to appropriate resources. Students who use other people's work without citations will be violating

UNT's Academic Integrity Policy. Please read and follow this important set of [guidelines for your academic success](https://policy.unt.edu/policy/06-003) (https://policy.unt.edu/policy/06-003). If you have questions about this, or any UNT policy, please email me or come discuss this with me during my office hours.

- Time Management: There are frequent deadlines for this course to assist in the even pacing of the workload. It is **strongly** encouraged that you do not wait until the last minute to post required files or feedback. Incomplete work will be graded "as is."
- Metacognition: This can be defined as learning about how you learn. This relates to what environment you create to work in, when you work, and how you solve any problems you encounter. It is expected that if there is anything that you do not understand (a process, an assignment, or even a particular term), it is your own responsibility to make your best effort to independently overcome that obstacle. If after you have exhausted your own abilities to solve the problem, you can then consult with your peers or instructors.

### Fashion Design Studios Access Hours for Fall 2025

Refer to Fashion Design Studio schedule posted on doors and/or canvas.

*\*\*\*If any student encounter swipe card issues, please email Dr. Gam at [Haejin.gam@unt.edu](mailto:Haejin.gam@unt.edu) with their full name, EUID, class enrolled, issue#.*

### Open Lab Hours for Room 254

Refer to Fashion Design Studio schedule posted on doors and/or canvas.

## Fashion Design Studio Code of Conduct and Usage Guidelines

### Studio Usage Guidelines

- Use the studio only during permitted hours and in the assigned studio space for your class.
- Do not prop doors open, including the use of iron tools, magnets, tape, etc. to keep doors ajar, or remain in the studio after permitted hours.
- Only students enrolled full-time in the program are permitted to use studio equipment.
- Studio is intended exclusively for tasks related to your coursework and projects. Personal or non-class-related activities are not permitted.
- Students are encouraged to support one another in maintaining these guidelines by offering reminders and assistance when needed. Working together helps ensure a safe, respectful, and productive studio environment for everyone.
- If students observe any misuse of the studio or violations of these guidelines, they should report the behavior to the instructor.
- Misuse of the studio, including unauthorized activities or violation of guidelines, may result in warnings, restricted access, or disciplinary actions. Repeated offenses could lead to permanent loss of studio privileges and potential expulsion from the program.

### General Studio Conduct

- Always follow the instructor's directions and the studio's standard operating procedures.



- Keep workspaces clean and organized. Dust off tools, equipment, and tables, and sweep the floor when finished.
- No eating or drinking in the studio to prevent contamination of materials and machinery.
- Report any accidents, spills, or unsafe conditions immediately to the instructor.
- Store personal materials and projects in designated shelves and lockers; do not leave them in the studio.
- Wear fully covered shoes and appropriate attire when using studio equipment to protect yourself from injury.
- Always use common sense, avoid distractions, and ensure you are in a fit condition to operate equipment safely (e.g., avoid using machinery if you are tired, ill, or under the influence of substances).
- Dispose of trash, sharp objects, and scrap materials in their designated bins or areas. Use the “Sharps” bin for sharp objects and the scrap textile or metal bins for material scraps.
- Do not remove furniture, equipment, or UNT property from the studio without permission.
- Participate in the end-of-semester studio clean-up as required by your course.

### **Machine and Tool Safety**

#### **Sewing Machines**

- Operate sewing machines, irons, and cutting tools only after receiving proper training.
- Prioritize a thorough understanding of proper equipment operation before engaging with any machinery.
- Inspect machines and tools before use. Do not use incorrect needles and/or bobbins for the machines, as this will damage the equipment.
- Turn off machines when not in use.
- Do not operate lab/sewing equipment while watching any media on phones, iPads, etc.

#### **Irons**

- Ensure the iron’s temperature settings are functioning correctly and adjust them according to the fabric type.
- Use protective cloths, such as press cloths, to prevent fabric damage and protect the iron’s surface from residue.
- Store the iron in a safe, designated area, away from the edge of tables or counters to prevent it from falling.
- Turn off and unplug the iron at the end of the session.

#### **Dress Forms**

- Be cautious when pinning and cutting fabric on the dress form to avoid damaging the dress form with sharp pins or scissors.
- Clean the dress forms as needed, such as removing any draping tapes, cleaning the threads from wheels, and taking out any pins left on the form.
- Store dress forms in a designated area when not in use to prevent them from becoming an obstacle or causing accidents.

#### **Brown Pattern Papers**

- Pattern paper is to be used exclusively during class sessions. Students are not permitted to take pattern paper home.

- The course instructor will retrieve the pattern paper from the storage room at the beginning of class and secure it back in the storage room at the end of class.
- To minimize waste, carefully plan your patterns before cutting. Use only the amount of paper you need.
- Any leftover usable pieces of pattern paper should be placed in the designated recycling area for future use.

## Classroom Safety Videos

UNT Fashion Design: How to Use a Juki Sewing Machine

<https://youtu.be/LXb2HtpHFSg>

UNT Fashion Design: How to Use a Juki Serging Machine

<https://youtu.be/c2nV00cCJWQ>

UNT Fashion Design: How to Use an Industrial Iron

<https://youtu.be/9oRByzQAH3I>

UNT Fashion Design: How to Use a Dress Form

<https://youtu.be/AGsPWH5V8bo>

UNT Fashion Design Classroom Safety

[https://youtu.be/nClaD77\\_Lm4](https://youtu.be/nClaD77_Lm4)

## University of North Texas Policies

### 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. View full policy: [Student Academic Integrity policy](#)

### Disability Accommodation

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](http://www.unt.edu/oda) website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

View full policy: [Disability Accommodations for Students and Academic Units](#)

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.

View [UNT Emergency Guide](#).

### Academic Progress

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. 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 affect your current and future financial aid eligibility. Please visit [financial aid and scholarship](#) for more information about financial aid Satisfactory Academic Progress. It may be wise for you to 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.

### 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. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during

weeks 13 and 14 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email [spot@unt.edu](mailto:spot@unt.edu).

### Acceptable 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 classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu/conduct>.

### Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### Incomplete Grades

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus.

The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Supporting Your Success and Creating an Inclusive Learning Environment

*I value the many perspectives students bring to our campus. Please work with me to create a classroom*

*culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.*