

University of North Texas
G. Brint Ryan College of Business

MGMT 4130—People Analytics and HRIS | Section 001 (Spring 2026 Hybrid)

Course Syllabus

Professor: Dr. David Swanagon, Ed.D., SPHR
Chief Editor, The Machine Leadership Journal

David.Swanagon@unt.edu (or Canvas messenger system)
<https://www.linkedin.com/in/davidswanagon/>

Required Text: Python for Everybody (Open Source) - <https://www.py4e.com/>
Automate the Boring Stuff - <https://automatetheboringstuff.com/3e/>
Pandas (User Guide) - [Link](#)
Plotly - <https://plotly.com/python/plotly-express/>
NumPy - https://numpy.org/doc/stable/user/absolute_beginners.html

Bauer T., Erdogan B., Caughlin D., & Truxillo D. (Eds) (2018). Human Resource Management. People, data, and analytics. 2nd Edition. Sage Publications. ISBN: 9781071876855; ISBN: 9781071876848 (ebook).

Location: Hybrid - Thursdays from 11:00 am to 12:20 pm in BLB 270
This is a hybrid course. Students are expected to read the material posted online and the chapters in the textbook. Students are also expected to attend class, participate in-class and online discussion forums, and submit all the assigned materials on time, per the course calendar in the syllabus.

Course Overview

This course is designed to help equip students to excel in an increasingly data-driven HRM profession by providing them with foundational knowledge and skills in the appropriate and ethical use of data and HRIS (Human Resource Information System). This includes learning how to utilize tools such as AI agents, statistical analysis, and python programming to optimize data-driven decision-making. This course includes weekly assignments using Python, alongside a group project that requires building an HR learning agent. The activities are clearly explained, interactive, and apply directly to HR business problems. Non-technical degrees CAN SUCCEED in this course if they follow the weekly exercises and stay engaged with the class discussions. The course integrates a conceptual foundation of key HR areas including planning, talent acquisition, training and development, performance management, and reward systems with relevant data analysis and dissemination approaches to support data-driven decision making in these areas.

Course Objectives

- Develop an understanding of People Analytics tools and methodologies.
- Build fundamental skills in data analysis techniques.
- Learn how to use Python programming to conduct analysis.
- Learn how to build AI agents that support HR business problems.
- Learn to evaluate the value proposition of the industry's leading HRIS platforms.
- Identify the federal, state, and industry regulation impacting data privacy.

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Grading

Students will be graded using five assignments. The assignment is due on the date listed in the syllabus. Due dates are published well in advance and you are encouraged to submit early to avoid technical difficulties, which are your responsibility to resolve and not a justification for late work. If you have a legitimate reason under University policy you should (a) contact your professor in advance to provide notification/verification or (b) work with the Dean of Students Office after the fact to provide your faculty with verification. Late submissions, which are not excused by University policy, will be subject to 10% reduction for the first week, followed by 50% the second week, and a 75% reduction thereafter.

Please do reach out to your instructor if you're having any issues. Learning remains the number one goal and I'm here to help you succeed.

Assignments	Format	Type	Points
1—Weekly Streamlit App Milestones – 50%	Individual	Python	500
2—HRIS Vendor Evaluation – 20%	Group	Slide Deck	200
3—Python Principles – 10%	Individual	Canvas	100
4—Exams (HRIS Chapters) – 20%	Individual	Canvas	200
Total Points			1000
Bonus Points (Class Presentations) – 5%			50
Bonus Points (Streamlit Enhancements) – 5%			50

Grades are based on the points earned during the course according to this scale:

- 900-1000 = A 800-899 = B 700-799 = C
- 600-699 = D Below 600 points = F

Generative AI:

Students in this course are not permitted use of generative AI technology to assist in completing assignments except where specifically noted in the assignment directions or unless otherwise directed to do so by the Instructor. Students found to be using generative AI technology in an unauthorized way may be subject to academic integrity processes under UNT Policy 06.003 Student Academic Integrity. THE INSTRUCTOR WILL PROVIDE CLEAR GUIDELINES ON THE PERMISSIBLE USE OF GENERATIVE AI FOR EACH ASSIGNMENT.

**** This is a technology and analytics class. As such, Generative AI should be respectfully incorporated, while maintaining academic integrity. The instructor will post weekly instructions on the announcement section and review in class what is permissible use.**

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WEEKLY ASSIGNMENTS
(Class Starts January 12)

Week	In-Person	Deliverable
1	Jan 15	Streamlit: Setup App & Data Ingestion PY4E: Chapter 1: Introduction & Chapter 2: Variables and Expressions ATBS: Chapter 0: Introduction & Chapter 1: Python Basics Chapter 2 (HRIS)
2	Jan 22	Streamlit: Executive Dashboard PY4E: Chapter 3: Conditional Execution ATBS: Chapter 2: Flow Control Pandas: Pandas Intro: Calculate Summary Statistics Numpy: Numpy: Statistics Logic Chapter 3 (HRIS) – Covered in Class
3	Jan 29	Streamlit: Enhancements PY4E: Chapter 4: Functions ATBS: Chapter 3: Functions PY4E: Chapter 7: Files Pandas Intro: How do I read and write tabular data? Chapter 4 (HRIS)
4	Feb 5	Streamlit: Workforce Planning PY4E: Chapter 8: Lists ATBS: Chapter 4: Lists Pandas Intro: Selecting a subset of a DataFrame Pandas: Pandas: Time Series / Date functionality Prophet: How to do time series Chapter 5 (HRIS)
5	Feb 12	Streamlit: Enhancements PY4E: Chapter 9: Dictionaries ATBS: Chapter 5: Dictionaries and Structuring Data

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6	Feb 19	Exam 1 (HRIS) – Chapters 1-5
7	Feb 26	Streamlit: Compensation and Org Design PY4E: Chapter 6: Strings ATBS: Chapter 6: Manipulating Strings & Chapter 7: Pattern Matching (RegEx) Chapter 6 (HRIS)
8	Mar 5	Streamlit: Enhancements ATBS: Chapter 8: Input Validation & Chapter 10: Organizing Files Chapter 7 (HRIS)
No Class (Mar 9-15)		
10	Mar 19	Streamlit: Talent Management & Engagement PY4E: Chapter 15: Databases (The Logic) ATBS: Chapter 13: Working with Excel & Chapter 16: CSV and JSON Pandas: Pandas: How to reshape the layout of tables? Pandas: Pandas: Correlation and Covariance Chapter 8 (HRIS)
11	Mar 26	Streamlit: Enhancements PY4E: Chapter 12: Network Programs & Chapter 13: Using Web Services ATBS: Chapter 11: Web Scraping/APIs Scikit: https://scikit-learn.org/stable/modules/preprocessing.html Chapter 9 (HRIS)
12	Apr 2	Streamlit: Retention Analytics Lifelines Library: Introduction to Survival Analysis PY4E: Chapter 16: Data Visualization ATBS: Chapter 19: Manipulating Images (Visual Logic) Numpy: Polyfit
13	Apr 9	Exam 2 (HRIS) – Chapter 6-9

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14	Apr 16	Streamlit: Enhancements PY4E: Intro to Data Science Sections Pandas: Pandas Intro: How to combine data from multiple tables?
15	Apr 23	Streamlit: Data Privacy PY4E: Chapter 11: Regular Expressions (Redaction Revisited) ATBS: Reviewing Ethics of Automation Pandas Tutorial: Merging Data Frames Pattern Matching with Regular Expressions
16	Apr 30	HRIS Vendor Evaluation
Finals	May 4	Exam 3 (Python Principles)

STREAMLIT WEEKLY EXERCISES

The global use case for this project is to transform a static, messy HRIS data export into a high-fidelity **Strategic Decision Support System** that mirrors the capabilities of Tier 1 platforms like SAP SuccessFactors or Workday. By integrating the theoretical principles of Human Resource Information Systems with the technical rigor of Python, students move beyond simple spreadsheets to master "Evidence-Based Management." The application is designed to solve real-world executive dilemmas—such as predicting talent shortages, auditing pay equity and diagnosing the root causes of disengagement—by applying multivariate statistical models to employee records.

The Streamlit app will be built through an **incremental, modular architecture**, where each week adds a new analytical layer to the codebase. The process begins in Week 1 with the engineering of a secure **virtual environment** and a robust **data ingestion pipeline**. Early weeks focus on **descriptive aggregation** and **time-series forecasting** to establish the organizational baseline. As the semester progresses, the app's complexity scales into **inferential statistics**, using **Gaussian distributions** for compensation audits and **Principal Component Analysis (PCA)** for engagement diagnostics.

By the final weeks, the app evolves into a **predictive and ethical suite**, incorporating **Kaplan-Meier survival curves** for retention modeling and **Regular Expression (RegEx)** loops for automated GDPR data privacy compliance. This additive approach ensures that by Week 15, students have constructed a professional-grade dashboard that satisfies the data-integrity and security requirements of a global HRIS vendor.

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This summary outlines the "**Code-to-Insight**" journey for MGMT 4130. Each week, students build a specific component of a professional People Analytics application, moving from basic data handling to advanced predictive modeling. During the in-person class sessions, students will review the coding blocks and people analytics principles with the professor.

Module 1: Foundations & Infrastructure

Week 1: Environment Setup & Data Ingestion

- **Skill Developed:** Virtual Environment management and ETL (Extract, Transform, Load).
- **Student Requirement:** Setup a local Python environment in VS Code; create a Streamlit script to load a CSV; clean column headers using string methods; and display the raw data.

Week 2: The Executive Dashboard

- **Skill Developed:** Descriptive statistics and enterprise-level data aggregation.
- **Student Requirement:** Use Pandas .groupby() and .agg() to create a departmental summary table (Headcount, Salary, Turnover); calculate and append a "Total Enterprise" row; and visualize performance distribution using box plots.

Week 3: Dashboard Enhancements

- **Skill Developed:** Code modularization and reusability.
- **Student Requirement:** Refactor repetitive code into Python functions; implement global sidebar filters to allow users to toggle between "All Departments" and specific businesses.
- **Bonus Points:** student can receive up to 10 points each enhancement week for adding features to the streamlit app that were not covered in class.

Module 2: Workforce Planning & Statistical Audits

Week 4: Strategic Workforce Planning

- **Skill Developed:** Time-series manipulation and algorithmic forecasting.
- **Student Requirement:** Process "HireDate" as datetime objects; implement a Facebook Prophet model to forecast headcount growth toward a 1,200-person target; and calculate cumulative growth over time.

Week 5: Planning Enhancements

- **Skill Developed:** Resource portfolio analysis (Build, Buy, Borrow, Bot).
- **Student Requirement:** Map recruitment sources to talent strategies; generate a "Talent Strategy Mix" table showing the percentage distribution of hiring sources by role.
- **Bonus Points:** student can receive up to 10 points each enhancement week for adding features to the streamlit app that were not covered in class.

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Module 3: Compensation & Org Design

Week 7: Compensation & Org Design Audit

- **Skill Developed:** Normal distribution theory (σ) and managerial span analysis.
- **Student Requirement:** Build a salary bell curve using Scipy; implement a $\pm 1.5\sigma$ standard deviation logic to identify and label "Positive" and "Negative" outliers; and create a bar chart visualizing managerial Span of Control.

Week 8: Audit Enhancements

- **Skill Developed:** Advanced filtering and input validation.
- **Student Requirement:** Add horizontal button filters to isolate the statistical audit by specific job roles (e.g., Analyst vs. VP) and implement "SoC Buckets" to group managers by the size of their teams.
- **Bonus Points: student can receive up to 10 points each enhancement week for adding features to the streamlit app that were not covered in class.**

Module 4: Talent, Engagement & Multivariate Analytics

Week 10: Talent Management & Engagement & PCA Diagnostics

- **Skill Developed:** Performance-potential mapping and categorical data reshaping.
- **Student Requirement:** Generate the "Succession Readiness" bar chart with vertical data labels; build a 9-Box Grid distribution table; and calculate a correlation matrix between engagement and performance.
- **Skill Developed:** Dimensionality reduction and multivariate root-cause analysis.
- **Student Requirement:** Pre-process engagement data using StandardScaler; implement a 5-component Principal Component Analysis (PCA); and generate a Scree Plot and a Loadings Table to identify primary variance drivers.

Week 12: PCA Enhancements

- Students can expand on the Screeplot by creating a loadings table to highlight which individual variables are most correlated to each principal component.
- **Bonus Points: student can receive up to 10 points each enhancement week for adding features to the streamlit app that were not covered in class.**

Module 5: Retention & Predictive Modeling

Week 12: Retention & Productivity Analytics

- **Skill Developed:** Linear regression and time-to-event logic.

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- **Student Requirement:** Use Numpy.polyfit to create a regression trendline correlating absenteeism (AbsentDays) with performance; and build a heatmap visualizing average absence days by role.

Week 14: Survival Analysis Enhancements

- **Skill Developed:** Kaplan-Meier survival estimation.
- **Student Requirement:** Fit the lifelines model to employee tenure and attrition data; generate an interactive Survival Curve to predict the probability of retention over a 10-year lifecycle.
- **Bonus Points: student can receive up to 10 points each enhancement week for adding features to the streamlit app that were not covered in class.**

Module 6: Ethics & Final Compliance

Week 15: Data Privacy & Redaction

- **Skill Developed:** Data security and regulatory compliance (GDPR/CCPA).
- **Student Requirement:** Use Regular Expressions (RegEx) to build an automated redaction loop; create a "Compliance Masking" button that anonymizes PII (Names, IDs, Salaries) while preserving the analytical utility of the dataset.

HRIS VENDOR EVALUATION

Type: This is a group exercise. The instructor will randomly assign groups to a specific HRIS platform at the beginning of the semester.

Each group will evaluate an HRIS platform and make a recommendation to management about whether the system should be selected by the company. The instructor will assign a market leading HRIS platform to evaluate such as SAP Success Factors, Oracle HCM, or Workday. The groups will be required to research the vendor's profile and platform features, while conducting a robust benchmarking analysis against competitors. Each group member should participate in the data collection, research, and presentation.

The assignment requires the creation of a 10 slide PowerPoint.

Executive Presentation – 15 minutes with PowerPoint Slides

- Slide 1 Company Profile
- Slide 2 Platform Features, Benefits & Weaknesses
- Slide 3 Benchmarking Analysis
- Slide 4 Implementation Plan & Timeline

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- Slide 5 Recommendation
- Slide 6 Appendix: Recruiting and Onboarding Module
- Slide 7 Appendix: Training & Development Module
- Slide 8 Appendix: Compensation and Benefits Module
- Slide 9 Appendix: Employee Engagement Module
- Slide 10 Appendix: Data Privacy Policy

EXAMS (300 Points)

Type: This is an individual exercise.

The student will complete three exams (25 questions each) during the semester according to the course calendar. The last exam is not comprehensive. Exams are not open book or open note; no outside assistance is allowed. Students are expected to study beforehand. Exams will use Respondus LockDown Browser with a Webcam required. Exam 1 will cover Chapters 1-6 of the HRIS book. Exam 2 will cover Chapters 7-12 of the HRIS book. Exam three will cover the Python principle readings.

OPTIONAL BONUS: Class Presentation

Type: This is an OPTIONAL exercise.

Students have two distinct pathways to earn a total of **100 bonus points** (a 10% boost to the final grade), encouraging both professional communication and technical curiosity. First, you can earn **50 points** by volunteering to present your **HRIS Vendor Evaluation** in class. This "Executive Briefing" allows your group to defend your choice of SAP, Oracle, or Workday, demonstrating how well the platform handles the advanced data privacy and multivariate analytics built during the semester. Second, you can earn up to **50 points** (distributed as 10 points per "Enhancement Week") for adding custom features to your **Streamlit App** that were not covered in the required course materials. Whether you implement a more complex machine learning model, such as a **Logistic Regression** for binary flight-risk prediction, or design a more sophisticated **9-Box Grid** interface, these enhancements reward you for moving beyond the "nuts and bolts" to become a true innovator in People Analytics.

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For more information on the UNT academic calendar, please use this link: [UNT Calendar](#)

Canvas & Technology

- You can access the course at <https://unt.instructure.com>
- Login using your EUID and Password
- Click “MGMT 4130” from the list of courses

Though this class is a face-to-face course we will still utilize Canvas to review and submit assignments. Please note that Canvas relies exclusively on electronic technologies for online participation, and technology is not a 100% reliable. Students assume ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. I will provide you with tips and guidance for operating your equipment, and the helpdesk offers support, but you must assume responsibility for everything on your end. Students are expected to navigate the Canvas course site to access information and submit assignments.

TECHNICAL ISSUES WITH CANVAS: Please immediately report ALL Canvas problems to the UNT helpdesk at 940.565.2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk. Without a ticket number, I can't follow up on the technical issue. Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Canvas, etc.). I will determine how to resolve the technical issue based on their advice, University policy, applicable law, and my experience.

EUID ACCESS AND PASSWORDS: Enterprise User Identification Numbers (EUID's) and passwords are required by the University of North Texas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at <https://ams.unt.edu/acctreq.php>.

Academic Integrity

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. All violations of the Student Academic Integrity policy will be reported. Usage of cell phones, iPhones, cameras, or any other electronic device is not allowed during a test; nor is talking to other students, soliciting or giving help. Copying, photographing, or disseminating the questions in any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates. The course will utilize TurnItIn as a plagiarism checker.

Policy Link: (<https://policy.unt.edu/policy/06-003>)

Chosen Names & Pronouns

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A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name, below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you or reference you in conversation. You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

College Emergency Evacuation Procedures

Severe Weather: In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire: In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Course Evaluations

This semester, UNT will administer course evaluations online (the “SPOT” – Student Evaluation of Teaching). The evaluations are used to evaluate faculty performance and provide guidance on what can be improved (also tell us what you like!). These are very important to me as you are the reason I’m here. I truly value your feedback and very much appreciate you taking the time to complete the evaluations which will be administered towards the end of the semester. You will be notified on Canvas and via your UNT email once the evaluations open.

Disability Accommodation

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided to me within the first week of the semester. Note that

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students must obtain a new letter of accommodation for every semester. For additional information see the ODA website at <http://disability.unt.edu>.

Dropping the Course

If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar's website: <http://www.unt.edu/catalog/>. With regards to dropping the course, you will need to go to the following link: <https://registrar.unt.edu/registration/dropping-class> and click on Request to Drop Class form. If you have questions or need assistance you may go by the Department of Management in the Business Leadership Building— room 207.

Covid-19

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or ask SHWC@unt.edu) or your health care provider. Contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. Then let me know if it is impacting your assignment completion.

Emergency Alerts

The University of North Texas has an emergency Notification System, Eagle Alert (<https://www.unt.edu/eaglealert/>), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Connect Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, KNTU 88.1 FM and website <http://www.unt.edu>, will provide updated information during an emergency.

Prohibition of Discrimination, Harassment, and Retaliation

The University of North Texas (UNT) prohibits discrimination and harassment because 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 in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate. 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. 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 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 or at (940) 565 2759.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record of the course and are kept for at least one calendar year after course completion. Students

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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 Behavior

Always act professionally and respectful. Student behavior that interferes with an instructor's ability to conduct a class, or other students' opportunity to learn, is unacceptable, disruptive, and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior may be referred to the Dean of Students to review whether the student's conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at <https://conduct.unt.edu>. Any person who believes that a violation of University policy has been committed by a student can go to <https://report.unt.edu> and report the allegation.

Student Services & Academic Support

Mental Health: UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity.

Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- Counseling / Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- UNT Care Team (<https://studentaffairs.unt.edu/care>)
- UNT Psychiatric Services (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- Individual Counseling (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Additional Student Support Services

- Registrar (<https://registrar.unt.edu/registration>)
- Financial Aid (<https://financialaid.unt.edu/>)
- Student Legal Services (<https://studentaffairs.unt.edu/student-legal-services>) □ Career Center (<https://studentaffairs.unt.edu/career-center>)
- Multicultural Center (<https://edo.unt.edu/multicultural-center>)
- Counseling/Testing Services (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- Pride Alliance (<https://edo.unt.edu/pridealliance>)
- UNT Food Pantry (<https://deanofstudents.unt.edu/resources/food-pantry>)
- Academic Support Services
- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)

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Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following: (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course. (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or internationaladvising@unt.edu) to get clarification before the 1-week deadline.