Class information

ADTA 5230 – Data Analytics II / ADTA 4230 – Data Analytics 2
Credit Hours: 3
Class Time: Monday 7-8:30 pm CDT
Class Location: 100% Online

Instructor Contact

Name: Henrique Ewbank, PhD
Office Location: Virtual office via Zoom
Office Hours: Virtual by appointment via email (15-minute increment slot)
Email: henrique.ewbank@unt.edu

Communication Expectations: The best way to contact me is via UNT email (not the Canvas email tool). Emails will be answered promptly, usually within 24 hours. If you have not heard back from me in 24 hours, please feel free to send another email. Expect some delay if you email me during the weekend. Please include your course and section number in the email as I teach several courses/sections. Please send emails via your UNT account because external emails may be routed to the junk folder and emails are expected to follow professional etiquette standards as these are formal communications. CLEAR has a webpage for students that provides Online Communication Tips.

About the Professor: Dr. Ewbank earned a Ph.D. degree in Business Management from Federal University of Rio de Janeiro (UFRJ), Brazil and had his post-doctoral research in Environmental Sciences at Paulista State University (UNESP), Brazil. He also had been adjunct faculty and a full-time assistant professor teaching data science, statistics, and operations management for years. Besides academia, he worked as consultant in logistics and operations management, oil & gas, and IT companies.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

This course extends the concepts developed in Data Analytics I to multivariate and unstructured data analysis. Modern techniques of multivariate analysis and machine learning such as classification methods, cluster analysis, and text mining are explored and implemented with real-world business and industry data. The course will provide a hands-on introduction to state-of-practice technology and tools. The focus of the course is on the application and interpretation of the methods discussed.

- Undergraduate students in this course will learn the various statistical techniques that are used to analyze a variety of data sets including categorical and numerical data. The focus for undergraduate students is mastery of the technique and understanding of the output.
- Graduate students will go beyond mastery of the technique and understanding the output. They will interpret the output and use it to answer business/research questions, make recommendations, and discuss limitations of the model and data.

Course Structure

This is an 8-week online course designed in a module system. We will meet online via Zoom in Canvas every Monday 7:00pm-8:30pm CDT. Participation in the weekly online meeting is optional, but you are required to watch the recordings if you cannot attend. Students are also expected to participate in various online activities such as watching videos, reading the textbook, and articles, and asynchronous discussions.

Course Prerequisites or Other Restrictions

This course requires that the student has successfully completed ADTA 5130 Data Analytics I, DSCI 3710, or equivalent college graduate-level statistics course prior to enrollment.

Course Objectives

By the end of the course, students will be able to:
1. Define key terms and basic concepts in multivariate data analysis.
2. Explain how classification and prediction are used in applied analytics.
3. Interpret model results in simple supervised learning tasks.
4. Apply supervised learning techniques to perform basic prediction and classification tasks.
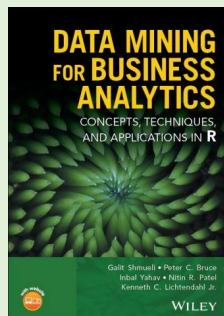5. Apply unsupervised learning techniques, such as clustering and dimension reduction, to explore and group data.

Course topics include:
1. Multivariate linear regression
2. Classification and prediction
3. Cluster analysis and dimension reduction

Materials

The following textbook is **highly recommended but not required**: Data mining for business analytics: concepts, techniques, and applications in R by Shmueli, G., P. C. Bruce, I. Yahav, N. R. Patel, and K. C. Lichtendahl, Jr. (2017). Other supplemental materials will be provided via a link to the UNT Willis Library website or included in the Module folders on Canvas.

Optional: Shmueli, G., P. C. Bruce, I. Yahav, N. R. Patel, and K. C. Lichtendahl, Jr. (2017). Data mining for business analytics: concepts, techniques, and applications in R ISBN-13: 978-1118879368	**Other supplemental materials:** **UNT Canvas** **UNT Willis Library**

Course Technology & Skills

Minimum Technology Requirements
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Computer
- Reliable internet access
- SAS products for statistical analysis
- Microsoft Office Suite (Outlook, Teams, Word, Excel, PowerPoint, etc.)
- Speakers/microphone/camera
- Adobe Acrobat Reader
- Media Player

SAS Products
We will be utilizing **SAS Enterprise Miner** to demonstrate and practice the statistical tools discussed. You have two different routes to obtain access to the software for the lab assignments.

Direct Download
The UNT license portal allows direct download of SAS software to your local machine, which requires Windows system. SAS software is large and may take a long time to download and install. This program also requires large amount of computer resources, so this option may not be available if your system is not properly equipped. **Please follow below steps to download and install SAS.**
1. Go to [UNT License Portal](#)
2. Sign in using the same login credentials that you use for Canvas and My.UNT
3. Click on "Download SAS". Note: SAS is comprised of a base foundation with many optional products and packages.
4. Select "SAS94_win64.zip" to start downloading. Also, download the "SAS94...Win_X64_Wrkstn.txt" file from the same directory.
5. Once the download is complete, open your SAS file and save the "SAS94...Win_X64_Wrkstn.txt" into the sid_file.
6. Now, run the setup file.
7. Once the SAS Deployment Wizard opens, keep everything in the default settings.
   - A complete install of all products for which we are licensed may be accomplished by running the installation wizard, selecting the option to "Install SAS Foundation and Related Products," then accepting the default values/selection on subsequent steps. Selecting additional items will simply prompt for configuration of those services, such as locally run servers, integration with 3rd party applications, etc.
8. You should now have a list of options to select in the SAS folder on your Start Menu.

SAS OnDemand for Academics
If local SAS does not work, you can access to SAS Enterprise Miner and SAS Studio via [SAS® OnDemand for Academics](#). SAS® OnDemand for Academics provides free online access to SAS products which connect to a server. This requires Microsoft Windows systems but also works for virtual windows on Mac. **Please take below steps to register and then self-enroll into our course.**
1. Create a SAS profile with your **UNT email** on [SAS onDemand for Academics](#) and then sign in.
2. Click the 'Enrollments' icon (the sixth icon on the right-hand side bar) to expand the menu. Click the '+' sign on the top right corner to enroll into a course.
3. Enter the course code: **0bd88f49-9950-469d-9cce-485efe3e10b5** and continue.

4. On the homepage of SAS® OnDemand for Academics, click 'Enterprise Miner' icon (the third icon on the right-hand side bar) to expand the menu. Click 'Download' to obtain the SAS enterprise miner client. Also, under 'Usage', copy the SAS Environments URL for client installation.
5. Open and install the downloaded SAS Enterprise Miner client (The installation is much faster than installing a local SAS shown in the above Direct Download section.)
6. Locate the installed SAS folder and find a sub-folder 'SASEnterpriseMinerClient'. Launch the application 'em' inside the folder and start using SAS Enterprise Miner.

For students without any Windows systems, UNT provides the following options
1. **Get a free version of Windows 10 or 11 from the OnTheHub store.**
2. **Use Citrix to remotely use the virtualized Windows.**
   - **Choose UNT Desktop in Citrix Workspace**
   - **Download and install SAS Enterprise Miner client from SAS OnDemand to your user id folder, e.g., C:\Users\yourEUID\Documents, on the virtual machine.**
3. **Find a student computer lab on campus.**
   - **Download and install SAS Enterprise Miner client from SAS OnDemand**

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability: • Sunday: noon-midnight • Monday-Thursday: 8am-midnight • Friday: 8am-8pm • Saturday: 9am-5pm
Laptop Checkout: 8am-7pm
For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC-10554-4212710328)

For SAS onDemand for academics, please open a ticket in your SAS account on SAS OnDemand website or directly email them at SASoda@sas.com.

Course Requirements and Grading

Your final grade will be determined based on the assignments noted in the table below. The total number of points received will be divided by the total possible number of points.

Assignments	Points	Percentage of Final Grade
Software Setup SAS Enterprise Miner setup @ 60 points each	60 points	6.681514%
Quizzes 12 quizzes @ 18 points each (lowest one dropped)	198 points	22.049%
Labs 6 Labs @ 66 points each (lowest one dropped)	330 points	36.74833%
Discussion Introduce yourself discussion @ 60 points	60 points	6.681514%
Group Project Final report @ 250 points Peer Review @ 0 point	250 points	27.83964%
Total Points Possible	898 points	100%

Final Grade	A	B	C	D	F
Final Percentage	89.5-100%	79.5-89.4%	69.5-79.4%	59.5-69.4%	Below 59.5%

Grades are earned based on performance, not given based on effort or need. Your grade represents your performance in this course, not your potential as a student or as a human. If you feel an error has been made in the calculation of your grade, you may contact the instructor via e-mail. Grades are otherwise non-negotiable.

Course Assignment and Project Policies

Software Setup
The students must set up the required statistical software and test 'file import' within the first week after the course starts. A screenshot of the installed local software or the account setup on the server must be submitted in Canvas.

Quizzes
Quizzes will not be timed, and you can save answers and revisit any time until the due date. Quiz may be taken twice (unlimited attempts for the syllabus quiz) with the highest score counted toward the grade. The lowest will be dropped.

Labs
The Labs may include conceptual questions, analysis using provided datasets, interpretation of the analysis results, or questions related to the course material and how it was used or misused in a recent news story. You will use SAS Enterprise Miner to perform the statistical analyses and support your answer to questions with appropriate figures from statistical software output. Please complete your work **directly in the original lab word file** and **save it as YourLastNameLab#** e.g., DoeLab1. The lowest will be dropped.

Discussion
There is one introduce yourself discussion where you can share information about yourself with the class.

Group Project

In real life, it is essential to collaborate with various colleagues, arrange meetings to plan the execution of the project, collect and analyze the data, and present your findings to different levels of the organization. Groups of 2 or 3 students will be randomly formed on Canvas to complete a project of applying data analysis methods to a real data provided by the instructor. Please start communicating with your team members ASAP. More details including a rubric will be posted in Module: Final Project on Canvas.

- **Final report** At the end of the course, each group will submit one project report (.doc or .docx). No abstract section is needed but it should include a separate cover page that includes the title and every team member's full name. The paper should be 12-16 pages (excluding the cover page), double-spaced, 1-inch margins, free from grammatical errors, in Times Roman 12-point font, and appropriately using APA style for citations and reference list, if any. The paper will be submitted for grading via software that checks for plagiarism so do **not** submit your files as a compressed file. Plagiarism is a violation of the Student Code of Conduct and will be handled per university policy. One student from the group will submit the project delivery by the due dates noted in the Syllabus. Late papers will not be accepted.

- **Peer review** Each student will provide a peer review on team members' contribution to the final product, and your group project grade will be determined by the quality of the product and your contribution. If everyone contributes equally, all members will receive the same credit. Team members who contribute insufficiently will be deducted points. The professor reserves the right to adjust the team's recommended contribution.

Schedule: It is your responsibility to check for changes in the schedule and/or important information in the posted Announcement in Canvas. (All due time is 11:59pm CT of the designated date)				
Module	**LECT Week**	**Topic / Learning activities**	**Assignments (Due date)**	**Text Chapter**
MDL 1	06/02-06/08	Introduction, data visualization, and model performance evaluation / *Register for SAS ® OnDemand for Academics and enroll into our course; download SAS if you will use local SAS software; lab handouts*	• Syllabus quiz (06/08) • Discussion: Introduce yourself (06/08) • Software setup (06/08) • Quiz EDA (06/15) • Quiz Model Assessment (06/15) • Lab 1 (06/15)	DMBA 1,2,3,5
MDL 2.1	06/09-06/15	Linear and logistic regression / *lab handouts*	• Quiz MLR (06/22) • Quiz Logistic Regression (06/22) • Lab 2 (06/22)	DMBA 6,10
MDL 2.2	06/16-06/22			
MDL 3	06/23-06/29	KNN and Naïve Bayes classifier / *lab handouts*	• Quiz KNN (06/29) • Quiz Naïve Bayes (06/29) • Lab 3 (06/29)	DMBA 7,8
MDL 4	06/30-07/06	Decision Trees / *lab handouts*	• Quiz Decision Tree (07/06) • Quiz Decision Tree Ensembles (07/06) • Lab 4 (07/06)	DMBA 9
MDL 5	07/07-07/13	Neural nets / *lab handouts*	• Quiz ANN (07/13) • Lab 5 (07/13)	DMBA 11
MDL 6	07/14-07/20	Cluster analysis and dimension reduction / *lab handouts*	• Quiz Clustering (07/20) • Quiz Dimension Reduction (07/20) • Lab 6 (07/20)	DMBA 4,15
MDL 7	07/21-07/26	Project (No Lecture)	• Group project report (07/22) • Group project peer review (07/22)	

Course Policies

Late Work

Unless pre-approved by the instructor, any assignment submitted after that time will receive **a highest possible score of 60% through one (1) day past the deadline and no points will be awarded after that**. Additional points be deducted based on the quality of the submission. **No late work will be accepted for the project submission**. Please do not lose valuable points due to late work. Also, with valid reasons, students can request extended deadline, excused absence, and making up course work to the Dean of Students following the Absence Verification Policy.

Attendance Policy

Attending the weekly online meeting is optional, but you are required to watch the recordings if you couldn't attend.

Class Participation

Students should login regularly to the online class site. The instructor can use the tracking feature in Canvas to monitor student activity. Students are also expected to participate in all learning activities such as discussion board and projects.

Group Project Policy

Group projects are an essential part of this course. These projects help you develop collaboration skills that are essential in the workplace. Group projects also contribute to learning and retention of class content. Other benefits include practice with time management and communication skills, giving and receiving constructive feedback, sharing perspectives in a respectful manner, and developing conflict management skills.

Ground rules: • Start the project early. Begin by discussing and defining project goals, group leadership, time schedule, and preferred means of communication • Respect each group member, attend group meetings prepared and on time • Each group member should complete a fair share of the work • Contact your instructor (sooner rather than later) If there is an issue or group dynamic that cannot be resolved in a timely manner.

You are expected to follow UNT's Code of Student Conduct which is intended to "foster a safe environment conducive to learning and development. Students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community." The Code of Student Conduct can be found at https://policy.unt.edu/sites/policy.unt.edu/files/07.012_CodeOfStudConduct.Final8_.19.format_0_0.pdf . You are also expected to follow UNT's Student Academic Integrity Policy. The Student Academic Integrity Policy can be found at https://policy.unt.edu/sites/policy.unt.edu/files/06.003%20Student%20Academic%20Integrity.pdf.

Examination Policy

Exams must be completed independently. Students that engage in academic dishonesty will suffer the consequences per department guidelines. If you lose your internet connection during an exam, contact the help desk immediately and notify me as well. If necessary, I can reset your exam.

Assignment Policy

Assignment due time (all in Central Time) and dates are in the syllabus and on Canvas. Any changes to due dates will be updated on Canvas and communicated in an announcement. For assignments that require you to upload your work, the submission should be in one of the following formats: .doc, .docx, .csv, .xlsx, .sas or .pptx. Do NOT submit .pages files. TurnitIn will be utilized to address plagiarism issues in all formal scholarly writing. All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered

inappropriate and unethical, particularly at an advanced undergraduate/graduate level, to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. It is also considered inappropriate and unethical to work together on individual assignments or share work that is to be created on an individual level. Work submitted at the senior/graduate level is expected to demonstrate higher-order thinking skills and be of significantly higher quality than work produced at the lower undergraduate levels.

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.

Turnitin Notice
Turnitin is used as a tool to assist students in their scholarly writing to address plagiarism issues. It is recommended that students use TurnitIn to ensure their work is free of copyright issues prior to final submission of their projects.

Instructor Responsibilities and Feedback
- I will help students grow and learn; provide clear instructions for projects and assessments, answer questions about assignments, identify additional resources as necessary, provide rubrics, review and update course content based upon learning outcomes and changes in the field of study.
- Feedback on assignments will be provided in a timely manner. Students can expect responses to emails within 24 hours. Grades for weekly assignments and project will be posted the following week.

Syllabus Change Policy
While the plan is to follow this syllabus as written, adjustments may be made when necessary or due to events outside of control. Any change will be announced.

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.

Welcome to UNT!

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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/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.

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. 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 will result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. The consequences of any academic misconduct in our course, including the first-time violation, will include but not limit to

1. The violation reported to Academic Integrity Office following the UNT policy process.
2. 0 grade for that assignment
3. Up to an F final grade of the course

ADA Policy

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 as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Advanced Data Analytics Integrity Policy

	Penalty	Other
1st Academic Integrity Offense	The minimum penalty is a 0 for the assignment AND a deduction of one letter grade from the final grade for the course. Other penalties may be assessed by the course instructor up to course failure, depending on the severity of the offense	All Academic Integrity offenses will be reported to the UNT Academic Integrity Office.

2nd Academic Integrity Offense	Suspension from the ADTA program.	A second offense is defined as a separately reported offense either in the same class as the 1st offense or in a different course. Students suspended for a second Academic Integrity violation will not be allowed to enroll in ADTA courses for 1 calendar year. For students who had a single Academic Integrity violation prior to Summer 2025, a second violation will result in suspension from the ADTA program.
3rd Academic Integrity Offense	Dismissal from the ADTA program	Students committing a 3rd Academic Integrity offense will be dismissed from the program. For students who had multiple Academic Integrity violations prior to Summer 2025, any additional violation will result in dismissal from the ADTA program.

AI Usage

Students are allowed to use advanced automated tools (artificial intelligence or machine learning tools such as Copilot or ChatGPT) on assignments in this course **if instructor permission is obtained in advance**. Unless given explicit permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools. Students may use AI for **planning, idea development, and research**. If a tool is used in an assignment, students must also include a brief (2-3 sentences) description of how they used the tool e.g., what specific tool was used, what prompt and settings were used to generate material. Any misuse of automated tools will result in an academic integrity violation.

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

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.

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 Canvas for contingency plans for covering course materials.

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.

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. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: 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 Eagle Connect (https://it.unt.edu/eagleconnect).

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, 14 and 15 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 (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as 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. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

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 email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

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:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- 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. 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. If you do not want your image to appear, turn off your camera prior to the start of the recording.

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.

Class Recordings & Student Likenesses

Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Grades of Incomplete

Grades of Incomplete will only be given per university policy as outlined by the Office of the Registrar.

Copyright Notice

Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course Web site are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit http://policy.unt.edu/policy/08-001.

Academic Support & Student Services

Student Support Services

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 and 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)

Chosen Names

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 and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address

- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person's pronouns?
- How do I correct myself or others when the wrong pronoun is used?

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 and 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/)