Instructor Information

Jordan Russell, M.S.
E-mail: Jordan.Russell@unt.edu

For questions, please first email the Graduate Student Assistant, Ms. Madison Green at Madison.Green@unt.edu.

Class meeting: This is an online class. Course expectations and classroom policies are outlined in the syllabus below. While students are expected to complete written assignments, participate in online discussions, and online quizzes, there are no on-campus meetings for this course which would require a student to come to campus.

Email expectations: When sending an email, please put the COURSE NUMBER (CJUS 3630) in the subject line of the email. Only emails sent from your UNT email account (username@my.unt.edu) will receive a response. Please allow 48 hours of turnaround time (weekdays) for your email inquiries when contacting either the instructor or the TA. Also, to ensure that you receive timely course related correspondence, make sure your official email address at UNT is forwarded to your preferred email address.

*Note: Emails sent after 5p or on the weekends (holidays) will be answered the following business day.

Required Materials:
The assigned texts listed below are required for all students enrolled in this class. Reading assignments are noted in the course calendar. Students should read the assigned chapters as outlined in the course calendar. The assigned readings will serve as a foundation for the discussion of issues in class as well as examination material.

Required Text:

Other Suggested Material:

Course Description
Examines the relationship between drugs, crime and human behavior. Explores the relationship between drug abuse and crime and the policy proposals developed to control drug trafficking, drug abuse, and drug-related crime, as well as the multi-faceted aspects and effects of chemical abuse and dependency.
**Student Learning Objectives/Outcomes:**
Students who successfully complete this course will be able to:

1. Demonstrate a working understanding of the history of substance abuse and the various types of drugs abused.
2. Articulate an understanding of the national and international illicit drug trade and the relationship between the drug trade and organized crime.
3. Evaluate the work of enforcement organizations in combating drug trafficking.
4. Analyze the success of drug control programs, the treatment of addiction and prevention strategies aimed at preventing substance abuse.

**Course Notes and Recommendations:**
Please make sure to have your official UNT email forwarded to your preferred email address (if different) to receive important updates, changes, announcements, class cancellations (if applicable), and generally, so I can reach you if necessary.

Before you email Ms. Green or myself with a question, make sure to review the syllabus, schedule and welcome statement. Most questions are answered in these documents.

The announcement board in Canvas, and email, will be used for primary communication to the class as a whole. I advise you check the announcements section frequently.

**Important:** It is your responsibility to utilize a computer system that works and is compatible with the UNT online system/Canvas. This is especially critical during examination times. I would recommend that you take your exams on the UNT campus if possible. If that is not possible, I would recommend you avoid waiting until the last minute to take your exam in case problems arise. **Do not take your exams on mobile devices such as smartphones or tablets.**

**Technical Requirements/Assistance**
The following information has been provided to assist you in preparation for the technological aspect of the course.
UNT Technical Support: https://it.unt.edu/helpdesk
Canvas Student Guides: https://community.canvaslms.com/docs/DOC-10701
Canvas Video Guides for Students: https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students
Basic Technical Requirements for Canvas: https://community.canvaslms.com/docs/DOC-10721
Canvas VPAT: https://www.canvaslms.com/accessibility

Minimum Technical Skills:
This is not a computer skills course and as such, students are expected to have a minimum skill set in order to access course materials and complete course assignments. Specifically, students should know how to access a Web site when given an address, use the features of their Web browser, download files, attach files to emails, use word processing software, copy and paste …etc.

**Access and Navigation**
Access and Log in Information
This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System, Canvas. To get started with the course, please go to: https://unt.instructure.com/login/ldap

You will need your EUID and password to log in to the course. If you do not know your EUID or have forgotten your password, please go to: http://ams.unt.edu.
General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

**Student Support**
The University of North Texas provides student technical support in the use of Canvas and supported resources. The student help desk may be reached at:

Email: helpdesk@unt.edu  Phone: 940.565-2324
In Person: Sage Hall, Room 130

Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

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**Method of Evaluation**

**Exams:** Each student will be required to take two exams in this course for a total of 70 points. (Exam 1 = 40 points, Exam 2= 30 for a total of 70 points). Each test will consist of multiple choice and true/false questions. Each test will cover all module note material, assigned material in the classroom text, and other assigned reading material.

Exams will be timed. Students must login to the exam in enough time to complete it. Students will have 80 minutes to complete exams. It is imperative that you log in to take it with more than 1 hour left in the allotted period. When the time expires, Canvas will log you out of the exam and all incomplete questions will be marked incorrect by default.

**Quizzes:** There are 7 quizzes in this course each is worth 10 points. The quizzes are timed. You will have 20 minutes to complete the quiz. Quizzes will be over the material covered in each chapter. The quizzes will close promptly at 11:59pm on Sunday of the week they are due. The due dates are listed the class schedule.

**Discussions:**

**IF YOU PLAGIARIZE ONE DISCUSSION BOARD RESPONSE YOU WILL RECEIVE A ZERO FOR THAT ENTRY. IF YOU PLAGIARIZE A SECOND TIME YOU WILL RECEIVE AN F FOR THE CLASS.**

Online discussions are designed to emulate that of the traditional or face to face classroom environment. Students will complete 3 discussion assignments worth 20 points each for a total of 60 possible points. You will be graded on your original content (level of critical thought/analysis, quality of factual support for your position) and quality of writing (spelling, punctuation, grammar). If any information that is not an original thought of yours is included in a discussion response, regardless of where it came from, that information needs to be cited using APA format. If you are unfamiliar with APA, please refer to the APA Writing Style Guide (located in the Modules section within the “Start Here” tab). Please make sure to proof read your work before submitting.

Discussions will close promptly at 11:59p on the due date listed in the course calendar at the end of the syllabus. Discussion posts/responses cannot be submitted after the discussion forum closes on the designated
due date and time.

Each student will be required to participate in 3 discussions throughout the course. These discussions will first require you to post an answer to the questions posed by me. Be clear and detailed in answering the questions. These posts must be at least 250 words in length. **This portion of the assignment is referred to as “Post.”**

Discussion posts must incorporate a minimum of 2 scholarly references with appropriate in text citations as well as a complete reference page in APA format for any and all information obtained from academic references.

You are also required to appropriately and professionally **respond** to at least two other student’s postings for every discussion board (i.e. one post by you and two responses from you). Your response to another student’s post must: be at least 100 words in length, relate to the subject of the initial posting and demonstrate evidence of critical thought. Consider: what makes sense about your classmate’s post? What flaws can you see in the post? A simple statement of agreement or disagreement with the initial posting is insufficient. Furnish a thoughtful response and support it. Content, structure, grammar, spelling and punctuation will be taken into consideration when awarding the grade for your discussion entries. Full credit for responses will also include reference to at least 1 academic reference in support of your position.

Students are only permitted one attempt on discussion assignments. Students are required to submit their discussion post prior to viewing the post or replies of other students. Meaning, the post must be submitted before the response. This standard method is to ensure all students are practicing academic honesty, and not drawing their discussion post information from the work of other students. **For this reason, we only grade the first discussion post submitted by students, and students cannot delete a submission from our view.** If you have technical difficulties in submitting your post, you must email the instructor a copy of your post prior to the discussion due date to be eligible for partial credit. The instructor retains discretion to accept or evaluate any submission not turned in through the Discussion board in Canvas.

Posts and responses should be typed in a word document before cutting and pasting them into the text submission box to ensure they have a backup copy in the event of a technical issue. Students are strongly encouraged to complete their work as early as possible during the discussion week to avoid these types of issues.

Discussion questions are designed to assess your comprehension and understanding of course materials, not a description of your personal opinion regarding computer crime.

**See next page for the discussion assignments rubric.**

*You must cite any sources you use when constructing your discussion board post/responses, whether it is the course textbook, a scholarly journal, a website, a television show, etc.*
<table>
<thead>
<tr>
<th>Rubric for Discussion Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td><strong>Excellent 5 points</strong></td>
</tr>
<tr>
<td>All of the required components of the post were adequately addressed with full explanations</td>
</tr>
<tr>
<td><strong>Good 4 points</strong></td>
</tr>
<tr>
<td>A minor required component of the post was missing, or there was not good explanation for at least one of the required major components</td>
</tr>
<tr>
<td><strong>Fair 3 points</strong></td>
</tr>
<tr>
<td>Important required components of the post were missing or there were a few components not fully explained</td>
</tr>
<tr>
<td><strong>Poor 1-2 points</strong></td>
</tr>
<tr>
<td>Not all of the required components of the post were addressed, nor were they fully explained</td>
</tr>
<tr>
<td><strong>Failing 0 points</strong></td>
</tr>
<tr>
<td>The content of the response was inadequate with limited coverage of required elements and very little if any explanation of required components</td>
</tr>
</tbody>
</table>
Grades:

Students can view their grades in the course by using the Grades tab in Canvas. Grade related questions or concerns must be addressed within 1 week of the grade being posted to Canvas. Students will have the opportunity to earn up to 260 points for the semester. Possible points can be earned in the following manner:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm Exam</td>
<td>40 possible</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30 possible</td>
</tr>
<tr>
<td>Quizzes (7 @ 10 points each)</td>
<td>70 possible</td>
</tr>
<tr>
<td>Discussion assignments (3 @ 20 points each)</td>
<td>60 possible</td>
</tr>
</tbody>
</table>

200 total possible points

Final grades will be based on students’ accumulation of points according to the table below (grades will not be rounded – the total points accumulated at the end of the semester will be used to determine the final grade):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>180-200 points</td>
</tr>
<tr>
<td>B</td>
<td>160-179 points</td>
</tr>
<tr>
<td>C</td>
<td>140-159 points</td>
</tr>
<tr>
<td>D</td>
<td>120-139 points</td>
</tr>
<tr>
<td>F</td>
<td>119 points and below</td>
</tr>
</tbody>
</table>

*There are no extra credit opportunities for this course.*

Unit Breakdown

<table>
<thead>
<tr>
<th>Units</th>
<th>Chapters Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 1: The Nature of the Drug Problem</td>
<td>Chapter 1: History of Drugs</td>
</tr>
<tr>
<td>Unit 2: History of Drug Abuse</td>
<td>Chapter 2: Drug Law and Medical Opinion</td>
</tr>
<tr>
<td>Unit 3: Understanding Drug Abuse</td>
<td>Chapter 3: Drug Trade Countries</td>
</tr>
<tr>
<td>Unit 4: The Illicit Drug Trade</td>
<td>Chapter 4: Drug Trafficking Organizations</td>
</tr>
<tr>
<td>Unit 5: Domestic Drug Production</td>
<td>Chapter 5: Drugs and Crime</td>
</tr>
<tr>
<td>Unit 6: Drugs and Crime</td>
<td>Chapter 6: Global Enforcement Response</td>
</tr>
<tr>
<td>Unit 7: Drugs and Organized Crime</td>
<td>Chapter 7: Future Trends</td>
</tr>
</tbody>
</table>
**Course Calendar and Topics**

Students are responsible for keeping up with the schedule, any schedule changes as well as the assigned readings as we progress through the course. This is a tentative schedule and the instructor reserves the right to modify any part of the schedule at any time throughout the semester. All assignments must be submitted by 11:59p Central time on the date listed below. *Late submissions are not accepted.*

**Course Schedule**

<table>
<thead>
<tr>
<th>DATE</th>
<th>UNIT/CHAPTER AND ASSIGNMENT SUMMARY</th>
</tr>
</thead>
</table>
| Week 1     | **Unit 1:** The Nature of the Drug Problem  
**Chapter 1:** A Brief History of Drugs  
**Assignments:** Review syllabus and course schedule. Study Unit 1 and Chapter 1. |
| 8/23-8/29  |                                                                                                   |
| Week 2     | **Unit 1:** The Nature of the Drug Problem  
**Chapter 1:** A Brief History of Drugs  
**Assignment:** Quiz 1 due Sunday 9/5 11:59p                                                |
| 8/30-9/5   |                                                                                                   |
| Week 3     | **Unit 2:** History of Drug Abuse  
**Chapter 2:** Drug Law and Medical Opinion  
**Assignment:** Quiz 2 due Sunday 9/12 11:59p                                                  |
| 9/6-9/12   |                                                                                                   |
| Week 4     | **Unit 2:** History of Drug Abuse  
**Chapter 2:** Drug Law and Medical Opinion  
**Assignment:** Discussion Assignment 1 due Sunday 9/19 11:59p                                |
| 9/13-9/19  |                                                                                                   |
| Week 5     | **Unit 3:** Understanding Drug Abuse  
**Chapter 3:** Drug Trade Countries  
**Assignment:** Quiz 3 due Sunday 9/26 11:59p                                                    |
| 9/20-9/26  |                                                                                                   |
| Week 6     | **Unit 3:** Understanding Drug Abuse  
**Chapter 3:** Drug Trade Countries  
**Assignment:** Study for Mid-Term                                                               |
| 9/27-10/3  |                                                                                                   |
| Week 7     | **Assignments:** Mid-Term Exam due Sunday 10/10 11:59p                                             |
| 10/4-10/10 |                                                                                                   |
| Week 8     | **Unit 4:** Illicit Drug Trade  
**Chapter 4:** Drug Trafficking Organizations  
**Assignment:** Quiz 4 due Sunday 10/17 11:59p                                                    |
| 10/11-10/17|                                                                                                   |
| Week 9     | **Unit 4:** Illicit Drug Trade  
**Chapter 4:** Drug Trafficking Organizations  
**Assignment:** Discussion Assignment 2 due Sunday 10/24 11:59p                                 |
<p>| 10/18-10/24|                                                                                                   |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Unit/Chapter</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25-10/31</td>
<td>Unit 5: Domestic Drug Production</td>
<td>Quiz 5 due Sunday 10/31 11:59p</td>
</tr>
<tr>
<td></td>
<td>Chapter 5: Drugs and Crime</td>
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<tr>
<td></td>
<td><strong>Assignment:</strong> Quiz 5 due Sunday 10/31 11:59p</td>
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<tr>
<td>11/1-11/7</td>
<td>Unit 6: Drugs and Crime</td>
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<td></td>
<td>Chapter 6: Global Enforcement Response</td>
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<tr>
<td></td>
<td><strong>Assignments:</strong> Quiz 6 due Sunday 11/7 11:59p</td>
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<tr>
<td>11/8-11/14</td>
<td>Unit 6: Drugs and Crime</td>
<td></td>
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<tr>
<td></td>
<td>Chapter 6: Global Enforcement Response</td>
<td></td>
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<tr>
<td></td>
<td><strong>Assignments:</strong> Discussion 3 assignment due Sunday 11/14 11:59p</td>
<td></td>
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<tr>
<td>11/15-11/21</td>
<td>Unit 7: Drugs and Organization Crime</td>
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<tr>
<td></td>
<td>Chapter 7: Future Trends</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Assignments:</strong> Quiz 7 due Sunday 11/21 11:59p</td>
<td></td>
</tr>
<tr>
<td>11/22-11/28</td>
<td><strong>Thanksgiving Break</strong></td>
<td></td>
</tr>
<tr>
<td>11/29-12/5</td>
<td><strong>Reading Week--Study for Final Exams</strong></td>
<td></td>
</tr>
<tr>
<td>12/4—12/8</td>
<td><strong>Assignments:</strong> Final Exam due by <strong>Wednesday</strong> 12/8 at 11:59pm</td>
<td></td>
</tr>
</tbody>
</table>

**Extra Credit:**
There *may be* extra credit given but this will be at the discretion of the professor. If this opportunity presents itself, this will be for the entire class and not one individual person. Please refrain from contacting the instructor to request individual extra credit. Instead, treat all assignments as a priority, as this could make the difference in your letter grade at the end of the semester.

**Make-Up Policy**
There will be no opportunities to make up any missed coursework with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I reserve the right to consider extreme circumstances and modify this rule. Students should notify me prior to missing an assignment, if possible. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed to make up assignments if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused.

**Attendance Policy**
As this is an online course, there are fixed deadlines on assignments that students must meet in order to receive up to full credit for completed assignments. Students are expected to log in to the course daily to review course assignments, due dates, and check announcements, etc. Absences are authorized only in cases of participation in school sponsored activities and/or religious holidays. For an excused absence due to a school sponsored activity, students must be approved in advance by the department chair and academic dean. Within three days after the
absence, students must obtain authorized absence cards from the Dean of Students for presentation to instructor. Students who wish to request an excused absence for religious holidays can do so and will be excused from class as long as they make a request within the required time frame set by the University (see the most recent undergraduate catalog). Notification must be in writing so that I may have it for my records. You must arrange to make up any work missed during the excused religious absence or school sponsored activity.

**COVID-19 Impact on Attendance**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID 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. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Classroom Policies**

Students are expected to log in to Canvas daily to check Announcements or changes to the course. Missing deadlines as a result of not frequently checking Canvas will not be an excuse for late work submission.

No late submissions are accepted for any reason. Assignments are generally available for at least a week, as such, there are no extensions for last minute technical difficulties or unexpected events. As this is an online class, students are expected to use their time wisely and complete assignments within the availability period. Time management is an important skill both in terms of academic performance as well as in a professional environment. If a student will be out of town on vacation, work related travel, etc., the student should plan accordingly to complete any assignments prior to being out of town. Requesting exceptions to this policy is unfair to other students who complete assignments within the required time period.

Any assignment submitted in a format that the instructor cannot open, for any reason, will receive a score of a 0 regardless of when the assignment was submitted. Follow individual assignment instructors for formatting and submission expectations. Students should be careful to submit assignments as attachments, unless specifically instructed, as this increases the likelihood an assignment will not be visible to the instructor.

Grade related questions or concerns must be addressed within 1 week of the grade being posted to Canvas. Quiz grades post immediately with correct responses available after the quiz close date. Students should email the instructor with quiz questions after they have reviewed the correct responses within one week of the grade being posted. Questions related to the quiz will not be answered while the quiz is still available. Do not wait until the end of the semester or halfway through the semester to ask questions about previous assignments. Students are expected to stay on top their grades as well as their course standings and ask questions in a timely manner.

Final grades are determined based on the point total listed in the syllabus. There is no rounding. Students should do their best on each assignment and submit all completed assignments on time to maximize their performance and earned point total for the course.

Online Discussion Expectations: While this is an online class, we will engage in online discussions in which individuals may have strong opinions regarding course related topics. Our online classroom is a collaborative environment in which every student should feel comfortable expressing ideas, opinions and engaging in thoughtful discussions. Students will respect the views and opinions of others at all times; name-calling and personal attacks
are not permitted. Students engaging in disruptive or disrespectful behavior in the classroom will be given one warning through an email from the instructor. A second violation will result in the student being locked out of future discussions eliminating their ability to either participate in future discussions or earn additional discussion points for the course.

A Grade of “Incomplete” (“I”): 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; and (3) arranges with the professor before the end of the semester to finish the course at a later date by completing specific requirements that the professor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course). If you do not meet the specifications for this grade, you will need to see the Registrar’s office about resigning from the University.

**Being a Successful Online Student**
-What Makes a Successful Online Student?
-Self Evaluation for Potential Online Students

**Academic Integrity**

Standards of academic integrity are expected with regard to any course related work or submission. Students should consult the UNT website for questions, guidelines, appeals, and other information related to these policies: [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)

Academic violation of UNT policy consists of the following:

A. Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:
   1. use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
   2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
   3. acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
   4. dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
   5. any other act designed to give a student an unfair advantage on an academic assignment.

B. Plagiarism. Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
   1. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
   2. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

C. Forgery. Altering a score, grade or official academic university record or forging the signature of an instructor or other student.

D. Fabrication. Falsifying or inventing any information, data or research as part of an academic exercise.

E. Facilitating Academic Dishonesty. Helping or assisting another in the commission of academic dishonesty.

F. Sabotage. Acting to prevent others from completing their work or willfully disrupting the academic work of
Any violation of academic integrity will be handled on a case-by-case basis. At a minimum, the student will receive a zero on the assignment in question, but more serious academic violations may be subject to the assignment of a failing grade for the course. Please do not hesitate to contact the instructor with questions related to citations or other academic integrity concerns.

Resources
Links to Academic Support Services, such as Office of Disability Accommodation, Counseling and Testing Services, UNT Libraries, Online Tutoring, UNT Writing Lab and Math Tutor Lab are available on the university website.
UNT Portal: http://my.unt.edu

UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services/facilities-and-systems/campus-access

UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students

UNT Academic Resources for Students: http://www.unt.edu/academics.htm
Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

Student Evaluation of Instruction (SPOT)
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction (SPOT) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester to provide you with an opportunity to evaluate how this course is taught. Student feedback is very important to UNT, please complete your SPOT (Student Perceptions of Teaching) survey during the open evaluation time.

ADA Statement and Disabled Student Policy
The University of North Texas 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 you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You 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 Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

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 at http://ecfr.gpoaccess.gov. The specific portion concerning distance education courses is located at “Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)” and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT
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.

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