
PSYC 3317.309 Quantitative Methods Lab

Fall 2025 Course Syllabus

Tuesdays 11:00 AM - 12:50 PM

TH 220

Instructor	Jonathan Cajas M.S.
Office	Terrill Hall (TH) # 338
Email	Jonathan.Cajas@unt.edu
Office hours	Mondays & Tuesdays 1 – 2:30 PM, and by appointment

Communicating with Me

E-mail is the best way to contact me. Importantly, please only use your official UNT email to contact me, otherwise I will not be able to respond. I check my email Monday-Friday, typically between the hours of 8:00am-5:00pm central time. I do not check email after 5:00pm or on Saturdays and Sundays. Importantly, you can expect a response from me typically within 24-72 hours depending on how busy the semester is. So, if you email me Friday afternoon, I likely won't be able to respond until the following Monday or Tuesday. I will be glad to call you via Zoom if you e-mail me and request me to do so.

When emailing me, you must (1) use your official UNT email, and (2) include your first name, last name, and 3317.309 in the subject header. Write the email using a professional format and professional language, including a formal greeting and full sentences with no grammatical or punctuation errors. A major complaint from employers is that new hires often lack professionalism in their communication and fail to use grammatically correct sentences. Therefore, we will build employable skills in this course while learning about quantitative methods. To reinforce these employable skills, emails without this information and/or professionalism will not be answered.

Course Description

Techniques appropriate for treatment of psychological data; frequency distributions, percentiles, measures of central tendency and variability, normal curve function, simple correlational analyses, and applications of sampling theory. Laboratory offers practice in quantitative methodology and an introduction to the

computer statistical program SPSS.

Pre-requisite(s)

MATH 1680 or MATH 1681.

Corequisite(s)

PSYC 2317 and PSYC 3317 need to be taken concurrently unless the student has already passed PSYC 2317 with a C or better.

Course Objectives (CO)

CO 1: Explain the logic and appropriate applications of statistical analyses for univariate or bivariate research designs, problems, or hypotheses.

CO 2: Calculate the statistics necessary to solve problems (manually), including descriptive statistics, statistical significance tests, effect sizes, and confidence intervals.

CO 3: Communicate the meaning of statistical analyses in everyday language and professional formats (e.g., graphs, tables, and words).

Required Materials

You will have to use SPSS for this class. As such, you are advised to use the computers on campus so that you do not have to purchase this software. Instructions on accessing the SPSS Virtual Lab can be found on Canvas.

Course Structure

Our course is in person or “Face to Face”. Our class will complete an in-class assignment that is due before class ends, and whatever time is left over will be spent on completing homework. A portion of class days will be spent on completing the final project. Attendance is mandatory for this class.

Minimum Technology Requirements

- High Speed Internet
- Mobile Hotspot (if you live off campus)
- Speakers
- Microphones
- Plugins

- Ability to stream videos
- Microsoft Office Suite (Word, PowerPoint and Excel, specifically)
- Outlook Email (your UNT email, specifically)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

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)

(<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)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

What to do if Canvas fails

All assignments for this course will be submitted through Canvas. Canvas is online technology, and therefore, can crash. If this happens to you, or if you experience any technical difficulties, you must email me and the UNT Student Help Desk (helpdesk@unt.edu) immediately. The UNT Student Help Desk and I will work with the student to resolve any issues at the earliest possible time. However, I will not check my email between 5:00 pm and 8:00am Central Time, or on Friday afternoons through Sunday, so I highly recommend that you complete and submit your work in advance. If there are technical issues or doubt whether assignments have been/will be successfully submitted, please take a screenshot of the error messages or time-stamped copies of the

assignment submissions. Importantly, if you do not email me within 12 hours of your Canvas issue and include a screenshot of the error message you receive, it will likely not be able to be remedied and you will not be able to complete the missed assignment.

Assessments

All assignment due dates are listed in the Class Schedule at the bottom of this syllabus and on Canvas. The assessments for this class and their point values are listed below.

Assignment	Points
Assignments	
<ul style="list-style-type: none"> In-Class Assignments (14 assignments x 30 points each) 	420
<ul style="list-style-type: none"> Homework Assignments (14 assignments x 30 points each) 	420
Total Assignment Points	840
Final Group Project	
<ul style="list-style-type: none"> Self-Assessment & Skills Map 	15
<ul style="list-style-type: none"> Group Contract 	15
<ul style="list-style-type: none"> Research Question 	5
<ul style="list-style-type: none"> Analyses 	50
<ul style="list-style-type: none"> Graphs & Tables 	25
<ul style="list-style-type: none"> APA Write Up 	50
<ul style="list-style-type: none"> Final Project Poster 	100
Total Final Project Points	260
Total Points Possible	1,100

Grading

Point Range	Letter Grade
990-1,100	A
880-989	B
770-879	C
660-769	D
659 and below	F

Assessment and Grading Rules

For this class, there are a few important assignment and grading rules. They are as follows:

1. Assignments will be submitted through the Canvas course website or turned in at the end of class. Additionally, assignment due dates will be posted on Canvas.
 - a. One important note about Canvas – your canvas grade percentage may not be indicative of your actual grade in the course. You should calculate your grades by adding up points earned on assignments. You should not go by the percentage shown in Canvas, as that percentage may not be correct.
2. For your in-class assignments and homework, you must submit the data file, syntax, and output to receive credit. Any in-class or homework assignments that do not include the data file, syntax, and output will earn a grade of zero, no exceptions.
 - a. Additionally, if you miss class due to an unexcused absence, you will not be able to make up the missed in-class assignment.
3. No extensions will be allowed on assignments, and no late work will be accepted. Every student should plan to attend every class and complete assignments on time, as outlined in the course syllabus and Canvas.
 - a. If you are travelling the day an assignment is due, please be mindful of any time differences across locations (change in time zones) and plan accordingly. I will not consider this as a reason for lack of timely assignment submission and you will earn a zero for failure to complete the assignment on time.

4. Grades will not be rounded or curved for this course. If you earn 659 points, that is an F and will not be rounded to a D, no exceptions. Any emails requesting this will not be answered.
5. The instructor reserves the right to assign extra credit as they see fit at any time during the semester. Typically, extra credit assignments are not given, so you should plan accordingly.

In-Class Assignments

There are 14 in-class assignments. These assignments will cover concepts learned in the lecture portion of the course and will be completed as a class with your instructor. These assignments are meant to provide you with opportunities to run statistical analyses in a popular statistical software psychologists use, known as the Statistical Package for the Social Sciences (SPSS). You will run statistical analyses in SPSS and then answer questions in Canvas. The in-class assignments will be completed during class, and students who do not show up to class (see attendance policy) will not be able to complete in-class assignments, therefore automatically earning a grade of zero.

Homework Assignments

There are 14 homework assignments. Once you complete your in-class assignment, you will start working on your homework assignment. Our class is designed so that you can complete most homework assignments during class time. Just like the in-class assignments, you will run statistical analyses in SPSS and then answer questions in Canvas. Although UNT has a virtual lab where students' can access SPSS on their personal computers, this is often times not reliable. Since SPSS is not free, it is strongly recommended that you do your best to complete your homework either during class or on a campus computer that has SPSS.

Final Group Project

For your final project, your team will be given a data set and tasked with picking a research question, conducting the appropriate statistical test, creating APA-style graphs and tables, and reporting an APA-style results write-up on an APA formatted Research Poster. This is a group project, in which you will spend class time throughout the semester working on this project. Importantly, peer reviews from your group members will impact your grade, so everyone should plan to do

their part. If you do not submit your peer-review, you will earn a grade of zero on your final project. Additionally, failure to participate in the group project will result in you earning a grade of zero on all final project deliverables. No late project deliverables will be accepted, no exceptions.

Course Policies

Responsibilities

As the instructor in this course, I will strive to be prepared for each class, be available for consultation during the week, conduct fair evaluations of learning, and make the material accessible to you outside of class.

As a student in this class, you are responsible for (a) attending this class and the lecture portion of this class, (b) completing homework assignments prior to class, (c) participating in in-class activities, (d) obtaining notes (from a fellow classmate) and learning of missed announcements in the event of an absence, (d) submitting any and all assignments on time, and (f) participating in all group work assignments.

Attendance

Attendance for this course is mandatory. You are only allowed one unexcused absence without it impacting your grade. Importantly, attendance will be taken up to 15 minutes after class has started, otherwise you will be counted absent. So, you should plan to come to class on time each week. Importantly, if you show up to class past the 15-minute mark you will still be able to attempt to complete the in-class assignment before the class period ends. However, if you do not show up to class at all and it is for an unexcused reason, you will not be able to complete the in-class assignment. Absences will impact your grade in the following ways:

- 2 unexcused absences – 10% deduction in overall grade
- 3 unexcused absences – 15% deduction in overall grade
- 4 unexcused absences – 20% deduction in overall grade
- 5 unexcused absences - you will earn an automatic failing grade

Example: If at the end of the semester you earn a final grade of 75 but have 4 unexcused absences in lab, your final grade will be a 55. This would mean that you fail the lab, so you would have to re-take the lab in a future semester. Importantly, if you miss class, you will not be able to complete the in-class assignment, which will earn you an automatic grade of zero for that day in-class assignment.

Attendance Exceptions

UNT Attendance Policy 06.039 ([click here](#)) states, “The University of North Texas recognizes that student success is promoted by regular attendance and participation in class. It is the responsibility of the faculty member to notify students in writing of any special attendance requirements for the class. This policy applies to all modes of course delivery.”

Under UNT Attendance Policy 06.039, an absence may be excused for the following reasons:

- a. religious holy day, including travel for that purpose;
- b. active military service, including travel for that purpose;
- c. participation in an official university function;
- d. illness or other extenuating circumstances;
- e. pregnancy and parenting under Title IX;
- f. when the University is officially closed.

According to UNT Attendance Policy 06.039, “a student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate excused absence and delivering the request personally to the faculty member assigned to the course for which the student will be absent.”

For an absence to be excused you must do both of the following: (1) Email me using your UNT email within 24 hours of the missed class; and (2) provide documentation of your absence to the Dean of Students’ office (more info [here](#)), and the Dean of students will then reach out to me if the documentation is sufficient. Note that if you miss a day of class and fail to email me within 24 hours and do not provide reasonable documentation to the Dean of Students’ office, then the absence will not be excused.

UNT Attendance Policy 06.039 states, “When an absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete an assignment or examination missed. A student will not be penalized for an excused absence and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after

the absence.” If you have an excused absence (see above), you will be given one week from the date of the originally scheduled assignment to make it up.

Lastly, UNT Attendance Policy 06.039 states, “A student needing assistance verifying absences due to illness or extenuating circumstances for all courses should contact the Dean of Students office. The Dean of Students office will verify the student’s documentation and advocate on the student’s behalf, as appropriate, to instructors for excused absences.” As such, emails sent to me without proper documentation (see listed above) will not be replied to.

Class Recordings

Since this is an in-person class, lecture recordings will not be created. Importantly, students are not allowed to record class lectures. If a student does create a recording without written consent of the instructor, disciplinary action will be taken.

ODA Students

If you are an ODA student with accommodations, we will meet the first week of class to discuss your accommodations. You should expect an email from me as soon as I receive your ODA letter confirming your accommodations. Importantly, without the official UNT ODA accommodations letter, you will be expected to complete all assignments as listed in the syllabus. If you haven’t heard from me by the second week of classes, please email me so that we can make sure you get the accommodations you need.

Grading Appeals

If you think you should have received credit for something that was scored as incorrect, you may appeal in writing via your official UNT email. Only email requests using your official UNT email will be considered. You should e-mail your rationale – this rationale should include references to specific page numbers in your text, lecture dates, the syllabus, etc. to support your appeal. All appeals must occur within 24 hours of the posted grade. In addition, remember that despite our best attempts to present an appearance of infallibility, instructors make mistakes. If you are concerned that I have made a recording/grading error, it is always fine to reach out with any questions you have. If you reach out past the

24-hour period, no action will be taken. Additionally, any emails that use hostile or unprofessional language will also not be responded to.

Inclement Weather Policy

Please follow the University's guidance and I will email you the morning of to answer questions. Should inclement weather impact our ability to meet in person, we will meet via Zoom. The link will be posted on Canvas and emailed to you. Importantly, if you commute to campus and the university is still open, you will be expected to be in class, no exceptions.

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

- Let compassion for yourself and for others guide every action you do in the course and outside in the world.

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

Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin, and therefore as the instructor, I am committed to social justice, diversity, equity, and inclusion in the classroom and beyond. That being said, I (like many people) am still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone, which includes me) that made you feel uncomfortable, please talk to me about it during my office hours.

I encourage you to approach this class with an open mind and a willingness to hear opinions and worldviews different from your own. During class, we will discuss multiple viewpoints on sensitive topics and challenging our own biases towards mental illnesses and systemic issues that impact mental health/the field of psychology. Be kind and respectful toward others during discussions and expect the same in return. Remember that it is okay to respectfully disagree. I encourage you to share your opinions and ask questions, understanding that our biases are sometimes revealed in such discussions. This is okay, but you should expect to have insensitive language corrected and incorrect information remedied. If a student's behavior interferes with my ability to teach or other students' ability to learn, they may be asked to leave the classroom or be referred to the dean of students for disciplinary action. All students are expected to be familiar with and to follow the UNT student code of conduct, which can be found [here](#).

If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity, or disability please contact the Office of Equal Opportunity at <https://edo.unt.edu/equal-opportunity> or contact UNT's Title IX Coordinators, who can be found at: <https://edo.unt.edu/title-ix>. If you do not feel comfortable contacting the above resources, I am always available to meet and discuss options to address concerns (see above for contact information).

SYLLABUS CHANGE POLICY

This course syllabus is likely to change often. It is frequent that I have an idea or some real-world occurrence takes place that will alter our schedule. We have to put the course in the context of the real world and so the course is not static. I will email out syllabus changes via Canvas to keep you posted and mention those changes in class. Sometimes I will create new assignments I didn't list on the course syllabus, other times, I will not do an assignment that I did list on the course syllabus. Be assured, I always change the syllabus when I think a change will make the class better, easier, or more accessible to you. Changes I make are in response to how I see the class going and this semester. The schedule listed below is tentative, and an idea of how I think our semester together will be best spent.

Schedule*

Note. Homework assignments are due on Mondays at 11:59 PM. In-class assignments are due by the end of class.

Week	Date	Topic	Assignments Due
1	Aug 19	<ul style="list-style-type: none">● Syllabus Day● Introduce Final Group Project● SPSS Basics	In-class assignment due by the end of class
2	Aug 26	<ul style="list-style-type: none">● Recoding Data● Self-Assessment and Skills Map	Homework due on Monday at 11:59 PM. In-class assignment due by the end of class.
3	Sep 2	<ul style="list-style-type: none">● Tables, Histograms, and Charts● Group Contract	Homework due on Monday at 11:59 PM. In-class assignment due by the end of class.

4	Sep 9	<ul style="list-style-type: none"> • Central Tendency • Variability 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
5	Sep 16	<ul style="list-style-type: none"> • Z scores 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
6	Sep 23	<ul style="list-style-type: none"> • Hypothesis Testing and Statistical Significance • Final Project Research Question due 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
7	Sep 30	<ul style="list-style-type: none"> • Single-Sample t-test 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
8	Oct 7	<ul style="list-style-type: none"> • Paired Samples t-test 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
9	Oct 14	<ul style="list-style-type: none"> • Independent Samples t-test 	<p>Homework due on Monday at 11:59 PM.</p>

			In-class assignment due by the end of class.
10	Oct 21	<ul style="list-style-type: none"> • Workday #1 • Final Project Analyses due 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
11	Oct 28	<ul style="list-style-type: none"> • One-Way Analysis of Variance • Final Project Graphs and Tables due 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
12	Nov 4	<ul style="list-style-type: none"> • Two-Way Analysis of Variance • Final Project APA-style Write-up due 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
13	Nov 11	<ul style="list-style-type: none"> • One-Way Within Subjects ANOVA 	<p>Homework due on Monday at 11:59 PM.</p> <p>In-class assignment due by the end of class.</p>
14	Nov 18	<ul style="list-style-type: none"> • Correlations • Final Project Workday 2 – Final Posters are due by the end of class 	Final Poster due by the end of class on Canvas
15	Nov 25	<ul style="list-style-type: none"> • Fall Break – No classes this week 	

16	Dec 2	<ul style="list-style-type: none"> Peer Reviews for group work 	Peer Reviews due by the end of class on Canvas
17	Dec 9	<ul style="list-style-type: none"> Final Exams – No Classes 	

***Note:** The instructor reserves the right to alter this syllabus as deemed appropriate to advance the learning needs of the class. Adequate advance notice will be given for any date or requirement changes.

UNT POLICES

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. For our class, academic dishonesty also includes taking Canvas quizzes and Exams with anyone else, copying someone else's work, doing someone else's SONA credits for them, etc. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

INCOMPLETES

"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 justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student, and department chair and must be entered on the grade roster by the instructor. See also "Removal of I" policy in the Academics section of undergraduate catalog. (*The UNT Catalog generally allows up to 1 year to remove an "I" grade*). If the student is doing poorly in the course, it is the student's responsibility to drop or withdraw from the course before the appropriate deadline. If it is too late to drop or withdraw from the course, a mark of "Incomplete" will not be assigned (unless the requirements for obtaining an "I" are met as noted above); rather the student will be assigned the actual grade earned.

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 \(https://disability.unt.edu/\)](https://disability.unt.edu/).

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) (<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) (<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/) (<http://spot.unt.edu/>) or email spot@unt.edu.

SEXUAL ASSAULT PREVENTION

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

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/) (<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) (<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) they create 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 video conference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

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

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

ACADEMIC SUPPORT AND 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)
(<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/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 eulDs 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) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

Grade Appeals

Policy Statement. Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic programs. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in an inequitable, arbitrary, or erroneous manner. This policy outlines the grounds for a student grade appeal and the process by which it must be carried out.

Application of Policy. Students and Faculty

Definitions.

1. Course. “Course” means a unit of study that, upon completion, is recorded on the student’s transcript, or any other graded requirement for program completion (e.g., internship, comprehensive examination, thesis, dissertation).
2. Grade. “Grade” means the final grade issued at the end of a course. Grades assigned for parts of a course (e.g., reports, examinations) may not be appealed and are not subject to review except to the extent that they impact the appeal of the final course grade.
3. Student. “Student” means the individual who received the grade and who has initiated an appeal.

Individuals may not initiate appeals on behalf of others.

4. Instructor. “Instructor” means the faculty member responsible for the course in question.
5. Department Chair. “Department Chair” means the individual holding administrative authority for instructors.
6. Committee. “Committee” means either a standing appeal committee constituted by the department, college, or school, or an ad hoc grade appeal committee appointed by the chair to review a particular appeal.
7. Dean. “Dean” means the administrative authority for the chair or academic unit in which the grade appeal is lodged.

Procedures and Responsibilities.

1. Appropriate Grounds for Appeal.

Grades are subject to appeal only when the student believes that the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances where the grade was assigned based on:

- a. inequitable treatment that is the result of departure from the instructor’s stated standards, and course policies; or
- b. a decision based on an error in fact.

If the student believes that the grade was assigned inappropriately due to discrimination or sexual harassment, the case must first be resolved through procedures for such complaints (see UNT Policy 16.006, Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment). Changes in a grade due to violations of academic integrity cannot be appealed through this process.

Responsible Party: Students, Office of Equity and Diversity

2. Time Limits for Appeal and Resolution.

The formal grade appeal should be resolved within a maximum of 13 weeks after the semester in which the grade was officially posted. Under extraordinary circumstances, the chair may grant an extension of any time limits identified in this policy.

- a. The student must consult with the instructor as soon as possible and no later than 10 calendar days after the start of the following academic term, inclusive of fall, spring, summer and intersession terms.
- b. The student must initiate a formal grade appeal in writing to the department chair within five weeks (35 calendar days) of the date the grade was officially posted in the university system.
- c. If unresolved, the chair must forward the appeal to a faculty committee within seven (7) calendar days of its receipt.
- d. A grade appeal case should be resolved within five weeks (35 calendar days) of the chair's receipt of the written appeal.

- e. An appeal to the Dean, described below and based solely upon procedural grounds, may extend the time limit on resolution of the grade appeal by no more than three weeks (21 calendar days).
- f. If any person, whether student, faculty or administrator, fails to respond to requests made as part of the grade appeal process within one week of the request, the requester may move forward without that response.
- g. The grade issued by the instructor remains in effect during the appeal process.

Responsible Party: Students, Instructors

3. Procedures for the Appeal.

A. Informal Consultation with Instructor

The student must first discuss the course grade with the instructor in an attempt to resolve the issue. This discussion should occur as soon as possible after receiving the grade and not more than 10 days after the start of the following academic term. If the instructor is unavailable or unresponsive, the student should immediately contact the department chair for guidance, as the 35-day time limit for formal appeal includes this faculty consultation period.

B. Formal Grade Appeal to Department Chair

If consultation with the instructor does not resolve the student's concerns, the student may submit a formal appeal to the department chair within the time limit for initiating an appeal.

- i. The department chair may attempt to resolve the issue through consultation with the instructor and the student. If both instructor and student agree to a resolution, the appeal ends at this level. The resolution must be described in writing, signed by

the department chair, acknowledged in writing as received by the student and instructor, and filed in the student's record in the department.

- ii. If the chair does not engage in a consultation, or if the consultation does not resolve the issue, the chair refers the appeal to a faculty committee within seven (7) calendar days of receiving the formal appeal.

C. Faculty Committee Review and Resolution

The committee that reviews the grade appeal may be a standing appeal committee comprised of faculty. If no such committee exists, the department chair appoints an ad hoc grade appeal committee of three faculty members: one selected by the student, one selected by the instructor, and one selected by the chair with agreement of the other two committee members. Committee members may include any person holding a faculty appointment in the department, college or university. The chair's appointee will chair the faculty committee.

- i. The committee requests a written statement from the instructor for review along with the student's appeal. The committee may request additional information and will meet with the student, the instructor, and/or others, as it sees fit.
- ii. The committee issues one of the following recommendations to the instructor:
 - 1. The grade should remain unchanged, as it was assigned in an equitable and valid manner.
 - 2. The grade should be changed. In this case, the committee must provide a written explanation of this finding to the instructor.
- iii. If a grade change is recommended to the instructor, one of the following may occur

The committee requests that the instructor change the grade, in response to the written explanation to the instructor, and the instructor agrees to change the grade.

The committee requests that the instructor change the grade, in response to the written explanation to the instructor, and the instructor disagrees with the committee. In such cases, the instructor should provide a written explanation of their disagreement to the committee.

1. The committee may then concur with the instructor's assessment and allow the grade to stand unchanged.
 2. However, if the committee upholds its conclusion that the grade should be changed, it may recommend an administrative change of grade to the department chair.
- iv. Upon the conclusion of the exchange with the instructor regarding its recommendations, contained in steps C-ii and C-iii, above, the committee submits its final recommendation in writing to the department chair.
 - v. The department chair notifies both student and instructor of the final resolution to change or not change the grade. The resolution must be described in writing, signed by the department chair, acknowledged as received by student and instructor, and filed in the student's record in the department. The department chair changes the grade, as appropriate. The grade appeal ends at this level and, except under extraordinary circumstances (e.g., the closure of the university due to weather, students' hospitalization, administrative mandate), shall be completed within 35 calendar days of the chair's receipt of the written appeal. The only further basis for appeal is on procedural grounds.

D. Dean's Procedural Review

If either student or instructor believes there was a procedural error in the process, that party may request reconsideration on procedural grounds by filing a written request for review to the dean within 7 (seven) calendar days of having received notice of the resolution. This request must specifically state the procedural grounds for requesting the reconsideration. If the dean determines that the procedures were followed, the dean responds in writing that the faculty committee's determination has been upheld. The decision of the dean is final.

- i. If the dean determines that there were procedural errors, the appeal will be considered anew, and the dean will appoint a new ad hoc grade appeal committee, comprised of individuals holding a full-time faculty appointment within the University. That committee reviews the grade appeal as described in steps C-ii and C-iii, above.
- ii. Upon the conclusion of the exchange with the instructor regarding its recommendations, contained in C-ii and C-iii, above, the committee submits its final recommendation in writing to the dean.
- iii. The dean shall provide notice of the final resolution to the student, instructor and department chair. The resolution must be described in writing, signed by the department chair, acknowledged as received by student and instructor, and filed in the student's record in the department. The department chair changes the grade, as appropriate.
- iv. This process shall extend the timeline by no more than 21 calendar days, except under extraordinary circumstances. The decision of this committee may not be appealed further.

Responsible Party: Faculty Review Committee, Dean

4. **Records Retention.**

Documentation of all formal grade appeals, including procedural appeals, whether resolved by a faculty committee, the chair, or the dean, must be maintained in department files for a period of time designated in the university records retention policy.

References and Cross-references.

UNT Policy 16.006, Information and Procedural Guidelines for Pursuing and Resolving a Complaint of Discrimination, Including Sexual Harassment