**PADM 4260 Volunteer Program Planning & Evaluation**

# Syllabus, Spring Semester 2020

**Instructor:**

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telephone me because I am located in Houston

**Course Description:**

This is a 100 % Internet course. The focus of the course is on volunteer program planning and evaluation using an effectiveness-based approach. Students will develop a program and its evaluation for a nonprofit organization that uses volunteers. This will be a fictitious organization but may be reality based.

**Book:**

Peter M. Kettner, Robert M. Moroney, and Lawrence L. Martin. 2017. Designing and Managing Programs: An Effectiveness-Based Approach, Fifth Edition. Los Angeles, CA Sage.

Students who purchase other editions of the books may find themselves at a distinct disadvantage in the course.

**Course Pre-requisites, Co-requisites, and/or Other Restrictions:**

There are no pre-requisites or restrictions.

**Course Objectives:**

A student who has successfully completed the course should be able to:

* Develop a volunteer program plan and evaluation using the Effectiveness-Based Approach
* Use normative, perceived, and expressed needs to develop a needs assessment
* Understand establishing information systems for nonprofit organizations
* Be able to develop measures for program components
* Apply the logic model to program components
* Develop budgeting systems for programs

**Student Evaluation Procedures:**

Students will be required to do the following in the course as described below:

Discussions:

The discussion feature of Canvas is used each week. There will be a forum assigned for the week. It is graded with guidelines known as a grading rubric and it is very important for you to read and note this in the remainder of this discussion. The first forum under the DISCUSSION area of Canvas reproduces these guidelines (rubrics) for quick reference when you participate in the discussion boards of the class.

Discussions are usually graded within 5-7 days. A numerical grade is given corresponding to the rubric. Some notes are given and referencing the grading rubric gives you considerable feedback. For example, in the note section you might be told that post=8 and reply=8. Referencing the grading rubric indicates that 8/10 points on the discussion means that you explicitly referenced course material in your discussion but did not include any material over and above the course such as material from another class pertinent to the question nor material from a web site, professional journal article, book, personal experience, etc.

*Guidelines or rubrics for the case studies are as follow*:

Generally speaking, your professor expects you to make insightful comments on the discussions and in group work on Canvas. An approximate entry length is 125 to 150 words but you may make longer entries.

It is recommended that you type your response in a word document to verify spelling and length and then copy it into the discussion post.

Please note that the rubric applies to both your post and replies. Unless otherwise directed, always make a posting and reply to the posting of another person on the discussion boards.

Discussion posts are graded on a scale of 0-10 points and the reply to at least one person is also graded on a scale of 0-10 points. The case study discussion boards are worth 20 points, 10 points for the post and 10 points for the reply to another. Each is graded separately and the total recorded as the grade.

Here is the basic grading rubric unless otherwise instructed:

10 points = A direct and explicit reference to the text or other course material plus a relationship to personal experience, something read, material from another class,

etc.

8 points = A direct and explicit reference to the text or other course material

7 points = A comment dealing with the topic at hand but lacking a direct and explicit reference to the text or other course material

6 points= A comment that is only remotely related to the topic of the discussion

5 points= A comment like "You made a good point"

0 points= no comment then no points

Annotated Bibliography:

Students will develop an annotated bibliography entry each week relevant for the text chapter and professor’s commentary. Students will collect these into a bibliography to be submitted at the end of the course. The intent is to have students produce a resource of pertinent literature that may be useful in their professional life after their time at UNT. It may also prove useful as they develop their program project for the course. For guidance on how to prepare an annotated bibliography go to this web site: <http://guides.library.cornell.edu/annotatedbibliography>

Program and Evaluation Design Project

Students will develop a program and evaluation that uses volunteers for a fictitious nonprofit organization. This nonprofit may be reality based. Components of the program and its evaluation will be developed as the course progresses and submitted in its entirety at the end. The development will occur in assignments within the modules.

Exams

There will be a comprehensive, essay type final exam worth 200 points

**Course Writing:**

All writing must utilize the American Psychological Association (APA) Style

Guidelines. A good resource on APA guidelines is found here:

[http://owl.english.purdue.edu/owl/resource/560/01/.](http://owl.english.purdue.edu/owl/resource/560/01/)

Use these guidelines for writing the Reflective Essay and citing references.

Also use them for other writing in the course such as on the discussion boards.

**Course Grades:**

Grades are based on a percentage breakdown of the total points earned in the course as follows:

**Breakdown of Total Points for Grading in the Course**

## Activity Points

Discussions

1 per module except modules 14, Start Up

Lesson a graded discussion(20 points each).......300

Annotated Bibliography

1 annotation per module, except

Modules 14 & 15 (15 points each)………………..195

**Project**

Program and Evaluation Design

(50 points each component: Needs

Assessment, Intervention Strategy including

social problem context and theoretical basis,

Goals and Objectives, Logic Model, Information

Collection Plan, Performance Measures, Impact

And Performance Measures, Budget……………..400

Exam

Final (Essay)………….………………………… 200

**Total: 1,095**

Final course grades will be assigned on the basis of a percentage breakdown of the 1, 125 points in the course as follows: 100-90%= A, 89-80%= B, 79-70%= C, 69-60%= D, and 59% and below= F.

**TECHNICAL REQUIREMENTS / ASSISTANCE**

The following information is provided to assist you in preparation for the technological aspect of the course.

Hardware and software necessary to use:

<http://www.unt.edu/helpdesk/>

Computer and Internet Literacy: <http://clt.odu.edu/oso/index.php?src=pe_comp_lit>

**Minimum Technical Skills Needed:** *Examples include:*

*Using the learning management system*

*Using email with attachments*

*Creating and submitting files in commonly used word processing program formats*

*Copying and pasting*

*Downloading and installing software*

*Using spreadsheet programs*

**ACCESS & NAVIGATION**

This course was developed and will be facilitated utilizing the University of North Texas’ Learning Management System named Canvas. To get started with the course, please go to Canvas Basics in MODULES located on the left margin of the course page.

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.](http://ams.unt.edu/)

**Student Study Resources**

Note that t**he case example of a domestic violence shelter is used throughout the Kettner text** to demonstrate the flow of program development, from initial articulation of its hypothesis through the final stages of evaluation and budget analysis.

**Being a Successful Online Student**

What makes a successful online student**:**

[**http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp**](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)

Self-evaluation for potential online students:

[**http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp**](http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

**Success at UNT**

Please see this website:

<https://success.unt.edu/succeed-at-unt?>

**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. Consult this website

for updated hours:

<http://www.unt.edu/helpdesk/hours.htm>

**Course Policies:**

This course will be governed by all policies in the current Faculty Handbook and the Student Guidebook of the University of North Texas.

 Students are prohibited from soliciting and /or receiving outside assistance for this class unless they have received prior approval from the instructor.

 Any and all deviations from this syllabus must be obtained from the instructor IN WRITING through the Instructor's e-mail.

 Students without acceptable reasons will not be permitted to make

Up missed work.

 All students must abide by the Internet Policies and Procedures as outlined in their enrollment agreements. Please note that students may be dropped for non-attendance in this course. In this Internet class non-attendance will mean that a student has not posted any assignments by the 12th day audit or will have exceeded 3 unauthorized absences during the semester. It is the student's responsibility to watch the University official "drop" dates.

 A Notice of Unsatisfactory Progress will be sent to students who have either an attendance or grade problem by the University audit date each semester.

 Syllabus subject to change by the instructor. Students will be notified by a course announcement and often an email if this occurs.

**Academic Integrity:**

Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonestly will be handled in accordance with University policy and procedures. Possible academic penalties range from a verbal or written admonition to a grade of “F” in the course. Further sanctions may apply to incidents involving major violations.

**Student Behavior in the Classroom:**

Students are expected to be courteous and always exhibit their best manners. Anyone with unacceptable behavior as determined by the professor will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at  [www.unt.edu/csrr.](http://www.unt.edu/csrr)

Netiquette is very important. The course asks you to follow the Core Rules of

*Netiquette* from the book *Netiquette* by Virginia Shea. Please go to <http://www.albion.com/netiquette/corerules.html>

Please note that disability accommodations are not retroactive.

Accommodations will be made only after a disability is officially verified.

# Course Schedule

 Below you will find the course schedule by week.

 All discussion boards, Learning Journals, and exercises assigned in a particular week are due on the following Monday by 11:30 p.m. unless otherwise noted.

 Weekly material is found under Course documents.

## Week 1, January 13-17, 2020

|  |  |
| --- | --- |
| Module | Start Here\*/ Module 1 |
| Reading | Chapter1 |
| Discussion  (Both are due January 20 by 11:30 pm) | Introduction to Classmates including success factors  Module 1 |
| Assignment | What type of program are you interested in developing? |
| Annotated Bibliography | Locate one article from a professional journal |

\*Be sure you do the Start Here Lesson and its discussions. The one discussion is worth 30 points. It is strongly recommended that you print the syllabus for reference throughout the course.

## Week 2, January 20-24, 2020

|  |  |
| --- | --- |
| Module | Module 2 |
| Reading | Chapter 2 |
| Discussion | Module 2 |
| Assignment |  |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 3, January 27-31, 2020

|  |  |
| --- | --- |
| Module | Module 3 |
| Reading | Chapter 3 |
| Discussion | Module 3 |
| Assignment |  |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 4, February 3-7, 2020 (Module 5 also available2/3/20)

|  |
| --- |
| Video Conferences- totally optional. Recordings will be available 24 hours afterwards. |
| Time One:  Topic: My Meeting  Time: Feb 4, 2020 09:00 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/385286219  Meeting ID: 385 286 219  One tap mobile  +14086380968,,385286219# US (San Jose)  +16465588656,,385286219# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 385 286 219  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |
| Time Two  Norman Dolch is inviting you to a scheduled Zoom meeting.  Topic: My Meeting  Time: Feb 6, 2020 03:30 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/578137638  Meeting ID: 578 137 638  One tap mobile  +14086380968,,578137638# US (San Jose)  +16465588656,,578137638# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 578 137 638  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |

|  |  |
| --- | --- |
| Module | Module 4 |
| Reading | Chapter 4 |
| Discussion | Module 4 |
| Assignment | Develop the needs assessment portion of your project (due February 17) |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 5, February 10-14, 2020 (also available starting 2/3/20)

|  |  |
| --- | --- |
| Module | Module 5 |
| Reading | Chapter 5 |
| Discussion | Module 5 |
| Assignment | Continue work on needs assessment portion of your project (due February 17) |
| Annotated Bibliography | Locate one article from a professional journal |

**Week 6, February 17-21, 2020**  **(Module 7 also available2/17/20)**

|  |
| --- |
| Video Conferences- totally optional. Recordings will be available 24 hours afterwards. |
| Time One  Norman Dolch is inviting you to a scheduled Zoom meeting.  Topic: My Meeting  Time: Feb 18, 2020 09:00 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/760973342  Meeting ID: 760 973 342  One tap mobile  +14086380968,,760973342# US (San Jose)  +16465588656,,760973342# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 760 973 342  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |
| Time Two  Norman Dolch is inviting you to a scheduled Zoom meeting.  Topic: My Meeting  Time: Feb 20, 2020 03:30 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/555432749  Meeting ID: 555 432 749  One tap mobile  +14086380968,,555432749# US (San Jose)  +16465588656,,555432749# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 555 432 749  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |

|  |  |
| --- | --- |
| Module | Module 6 |
| Reading | Chapter 6 |
| Discussion | Module 6 |
| Assignment | Develop the intervention strategy for your project (Due March 2 with Goals and Objectives) |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 7, February 24-28, 2020 (also available2/17/20)

|  |  |
| --- | --- |
| Module | Module 7 |
| Reading | Chapter 7 |
| Discussion | Module 7 |
| Assignment | Continue develop the intervention strategy for your project as well as the h Goals and Objectives (due March 2 at 11:30 pm) |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 8, March 2-6, 2020

|  |  |
| --- | --- |
| Module | Module 8 |
| Reading | Chapter 8 |
| Discussion | Module 8 |
| Assignment | Develop the logic model for your program intervention (due March 16, 2020 at 11:30 PM) |
| Annotated Bibliography | Locate one article from a professional journal |

## March 9-13 is Spring Break

**Week 9, March 16-20, 2020**

|  |  |
| --- | --- |
| Module | Module 9 |
| Reading | Chapter 9 |
| Discussion | Module 9 |
| Assignment | Develop an information collection plan for your program |
| Annotated Bibliography | Locate one article from a professional journal |

**Week 10, March 23-27, 2020**

|  |
| --- |
| Video Conferences- totally optional. Recordings will be available 24 hours afterwards. |
| Time One  Norman Dolch is inviting you to a scheduled Zoom meeting.  Topic: PADM 4260 Performance and Impact Measures  Time: Mar 24, 2020 09:00 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/435186768?pwd=UGtPSGg4L1NidXdqOUJ1VDUrNmttZz09  Meeting ID: 435 186 768  Password: 888876  One tap mobile  +14086380968,,435186768# US (San Jose)  +16465588656,,435186768# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 435 186 768  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |
| Time Two  opic: PADM 4260 Performance and Impact Measures  Time: Jan 2, 2020 03:30 PM Central Time (US and Canada)  Join Zoom Meeting  https://us04web.zoom.us/j/387745119  Meeting ID: 387 745 119  One tap mobile  +14086380968,,387745119# US (San Jose)  +16465588656,,387745119# US (New York)  Dial by your location  +1 408 638 0968 US (San Jose)  +1 646 558 8656 US (New York)  Meeting ID: 387 745 119  Find your local number: https://us04web.zoom.us/u/fbbqmHfSLm |

|  |  |
| --- | --- |
| Module | Module 10 |
| Reading | Chapter 10 |
| Discussion | Module 10 |
| Assignment | Develop performance measures for your  project |
| Annotated Bibliography | Locate one article from a professional journal |

**Week 11, March 30 -April 3, 2020**

|  |  |
| --- | --- |
| Module | Module 11 |
| Reading | Chapter 11 |
| Discussion | Module 11 |
| Assignment | Develop the research design for evaluating your project |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 12, April 6-10. 2020

## 

|  |  |
| --- | --- |
| Module | Module 12 |
| Reading | Chapter 12 |
| Discussion | Module 12 |
| Assignment | Develop a budget for your program  (due April 20) |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 13, April 13-17, 2020

|  |  |
| --- | --- |
| Module | Module 13 |
| Reading | Chapter 13 |
| Discussion | Module 1 |
| Assignment | Continue Developing a budget for your program  (due April 20) |
| Annotated Bibliography | Locate one article from a professional journal |

## Week 14, April 20-24, 2020

|  |  |
| --- | --- |
| Module | Module 14 |
| Reading | None |
| Discussion | Module 14 |
| Assignment | Entire program and evaluation project are due April 27 at 11:30 pm  Put all the sections together in one Word document. |
| Annotated Bibliography | none |

**Week 15, April 27-30, 2020**

|  |  |
| --- | --- |
| Module | Module 15 |
| Reading | Chapter none |
| Discussion | Module 15 |
| Assignment | Final Exam  Due Saturday, May 2 at Noon |
| Annotated Bibliography | none |

**May 1, 2020 Reading Day**

**May 2-8, 2020 Final Exams**

|  |  |
| --- | --- |
| Module | Some final Course Thoughts |
| Text Reading | none |
| Discussion Board | none |
| Assignment | none |
| Annotated Bibliography | none |
| Final Exam as assigned | Due on May 2 at 11:30 p.m. |

**Department of Public Administration**

**STANDARD SYLLABUS POLICY LANGUAGE**

### STUDENT CONDUCT

Any student behavior that interferes with an instructor’s ability to conduct class or other students' opportunity to learn is unacceptable and will not be tolerated in any instructional

setting at UNT. This includes traditional face-to-face classes, online or blended classes, labs,discussion groups or boards, field trips, and verbal and/or written (including email)

communication with the instructor and/or other students. Examples of unacceptable behavior include, but are not limited to, disrespectful treatment of other students (verbal or written), disrupting lecture, and use of inappropriate or profane language or gestures in class or other instructional settings.

A student engaging in unacceptable behavior may be directed to leave the classroom or other instructional setting and may also be referred to the Dean of Students to consider whether his/her conduct violates UNT’s Student Code of Conduct.

### CAMPUS CARRY & CONCEALED HANDGUNS

In accordance with state law and UNT policy, students who are licensed may carry a concealed handgun on campus premises except in locations and at any function, event, and program prohibited by law or by this policy. Students may learn more about UNT’s concealed handgun policy at [https://campuscarry.unt.edu.](https://campuscarry.unt.edu/)

### SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: [http://deanofstudents.unt.edu/resources\_0,](http://deanofstudents.unt.edu/resources_0) e-mail SurvivorAdvocate@unt.edu or telephone the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

### ACADEMIC INTEGRITY

Academic integrity emanates from a culture that embraces the core values of trust and honesty necessary for full learning to occur. As a student-centered public research university, UNT promotes the integrity of the learning process by establishing and enforcing academic standards. Academic dishonesty breaches the mutual trust necessary in an academic environment and undermines all scholarship. Academic dishonesty includes cheating, plagiarism, forging the signature of the instructor or of another student, fabrication, and/or facilitating or sabotaging the academic dishonesty of other students.

Any suspected occurrence of academic dishonesty will be investigated and handled in accordance with UNT policy and procedures. The following academic penalties may be assessed at the instructor’s discretion upon determination that academic dishonesty has occurred. *Admonitions and educational assignments are not appealable.*

1. *Admonition*. The student may be issued a verbal or written warning.
2. *Assignment of Educational Coursework*. The student may be required to perform additional coursework not required of other students in the specific course.
3. *Partial or no credit for an assignment or assessment*. The instructor may award partial or no credit for the assignment or assessment on which the student engaged in academic dishonesty, to be calculated into the final course grade.
4. *Course Failure.* The instructor may assign a failing grade for the course.

Should the procedure for appeal of a case of academic dishonesty extend beyond the date when the instructor submits course grades for the semester, the student will be assigned a grade that reflects the penalty, which shall be adjusted, as appropriate, at the conclusion of any appeal process.

Specific details and description of UNT’s Policy on Student Standards of Academic Integrity (18.1.16) and students’ right to appeal are available at [https://policy.unt.edu/policydesc/student-standards-academic- integrity-18-1-16.](https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16)

### DISABILITY ACCOMMODATION

In accordance with university policies and state and federal regulations, UNT is committed to full academic access for all qualified students, including those with disabilities. To this end, all academic units are willing to make reasonable and appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies in order to facilitate equality of educational access for persons 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 the student with an accommodation letter to be hand delivered to the instructor to begin a private discussion regarding the student’s specific needs in the course.

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. Every semester, students must obtain a new letter of accommodation, and they must meet with each faculty member prior to implementation in each class.

Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to request that students discuss such letters during their designated office hours in order to protect the privacy of the student.

For additional information, visit the Office of Disability Accommodation (ODA) in Sage Hall, suite 167, or their website at [http://disability.unt.edu.](http://disability.unt.edu/) You may also contact the ODA office by phone at 940.565.4323. Specific information on UNT’s policies related to disability accommodations is available at [https://policy.unt.edu/policydesc/disabilityaccommodation-students-and-academic-units-18-1-14.](https://policy.unt.edu/policydesc/disability-accommodation-students-and-academic-units-18-1-14)

Please note that disability accommodations are not retroactively applied to the start of a course. Accommodations in the course become effective after the student has delivered an official accommodation letter from UNT’s ODA.

### REQUESTS FOR AN INCOMPLETE

Students may request a grade of incomplete ("I") only if he/she meets all of the following conditions:

* The request occurs on or before the final date permited by UNT
* The student is passing the course;
* There is a justifiable and documented reason beyond the control of the student (*e.g.*, serious illness or military service) for not completing the course on schedule; and,
* The student has the approval of the instructor and the department chair.

Students meeting these criteria must arrange with the instructor to finish the course at a later date by completing specific requirements outlined by the instructor. These requirements must be listed on a “Request for Grade of Incomplete” form signed by the instructor, student, and department chair. More information on UNT’s Incomplete Grade policy is available at [http://registrar.unt.edu/grades/incompletes.](http://registrar.unt.edu/grades/incompletes)

### REQUESTS TO DROP THE CLASS

We want you to succeed in this class and at UNT. If you are concerned about your progress in the course, or believe you need to drop for other reasons, it is important that you contact the instructor as soon as possible. We want to make sure that dropping the course is your best or only option.

There are consequences to dropping classes that extend beyond losing your invested time, money, and effort. Dropping one or more classes may make you ineligible for financial aid. There are also limits on the number of courses you can drop. You can learn more about this at [http://registrar.unt.edu/registration/dropping-class.](http://registrar.unt.edu/registration/dropping-class)

If you absolutely have to drop the course, you must file the appropriate form. It does not require the instructor’s signature. Please take careful note of the university dates for dropping a course.

### EMERGENCY NOTIFICATIONS & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you 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). The system sends voice messages (and text messages upon permission) to the phones of all currently enrolled students. Please make certain to update your phone numbers at [https://my.unt.edu/.](https://my.unt.edu/)

Some helpful emergency preparedness actions include:

1. know the evacuation routes and severe weather shelter areas in the buildings where your classes are held,
2. determine how you will contact family and friends if phones are temporarily unavailable, and
3. identify where you will go if you need to evacuate the Denton area suddenly.

In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

**IMPORTANT DATES**

### Spring 2020 Important Deadlines

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Deadline** | **Regular Academic Session** | **3W1 Winter Session** | **8W1** | **8W2** |
| Any time before the first day of class a student may cancel their courses for the upcoming session by completing the [Request to Cancel Classes](https://registrar.unt.edu/sites/default/files/schedule_cancellation_fillable_f_lname.pdf) form and submitting it to the Registrar’s Office. See the link for complete instructions on [Canceling Classes](https://registrar.unt.edu/registration/canceling-classes). | | | | | | | |
| Classes Begin | Jan 13 | Dec 16 | Jan 13 | Mar 16 |  |  |  |
| Martin Luther King Jr. Day (no classes; university closed) | Jan 20 | N/A | Jan 20 | Jan 20 |  |  |  |
| Census | Jan 27 | Dec 17 | Jan 21 | Mar 23 |  |  |  |
| Beginning this date a student may drop a course with a grade of W by completing the [*Request to Drop Class*](https://registrar.unt.edu/sites/default/files/drop_request_fillable_1.pdf) form and submitting it to the Registrar's Office. See link for complete instructions [Dropping a Class](https://registrar.unt.edu/registration/dropping-class). | Jan 28 | Dec 18 | Jan 22 | Mar 24 |  |  |  |
| Last day for change in pass/no pass status | Feb 21 | Dec 19 | Jan 31 | Apr 3 |  |  |  |
| Mid-semester | Mar 6 | N/A | Feb 7 | Apr 10 |  |  |  |
| Staff spring break (university closed) | Mar 9 | N/A | N/A | N/A |  |  |  |
| Spring Break | Mar 9 - 15 | N/A | N/A | N/A |  |  |  |
| Last day for a student to drop a course. | Mar 30 | Jan 7 | Feb 17 | Apr 20 |  |  |  |
| Beginning this date, a student who qualifies may request an Incomplete, with a grade of I. | Apr 6 | Jan 8 | Feb 17 | Apr 20 |  |  |  |
| Last day to withdraw (drop all classes).  Grades of W are assigned. | Apr 17 | Jan 7 | Feb 28 | May 1 |  |  |  |
| Pre-Finals Days | Apr 29 - 30 | N/A | N/A | N/A |  |  |  |
| Last Regular Class Meeting | April 30 | Jan 9 | Mar 5 | May 7 |  |  |  |
| Reading Day (no classes) | May 1 | N/A | N/A | May 1 |  |  |  |
| [Final Exams](https://registrar.unt.edu/exams/final-exam-schedule/spring) | May 2 - 7 | Jan 10 | Mar 6 | May 8 |  |  |  |
| End of term | May 8 | May 8 | May 8 | May 8 |  |  |  |

### Additional Resources

For more information, contact the Registrar's Information Counter by calling 940-565-2111 or visiting Eagle Student Services Center (ESSC) Room 147.

For instructions on using the myUNT Student Center for Registration, please visit [Student Center Help](http://essc.unt.edu/eis/students.htm).