PADM 4060.001 – MEDIATION PRACTICUM
SPRING 2019

Professor’s Contact Information
Leslie R. Roberts, J.D.
Principal Lecturer
Location - Chilton Hall, room 204L
UNT Office Phone (940) 565-3437 Fax (940) 565-4010
UNT Denton Office hours – Wednesdays 10am-12pm

I welcome your calls and face-to-face meetings at any time. Please send all electronic messages about the course to the instructor via Canvas.

About the Professor / Instructor
Ms. Roberts is an attorney and mediator whose legal practice has encompassed international matters, regulatory, cyber and political matters, general business and transactional matters, and special education; mediation practice includes business, employment, probate and family disputes.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
Pre-requisite – PADM 4000 Mediation
Otherwise only with prior written instructor approval.

Materials – Text, Readings, Supplementary Readings
Required text –


Other reading assignments – Please see Canvas and handouts.

Course Description
This course provides an opportunity for students to round out their education in dispute resolution, particularly mediation, through observations of actual and simulated mediations and personal analyses of them. The course provides guidance on integrating best practices into students’ chosen professional roles, starting a mediation practice and opportunities for group discussions with the instructor, peers and other conflict professionals. The course also introduces students to the court system, litigation and avoidance thereof.

This course is blended, which means that some content must be accessed online and all course work must be submitted online.

Goals / Rationale of the course
The goal of this course is to gain practical experience in mediation, integrating mediation skills into one’s chosen profession and alternative dispute resolution (ADR) generally. Upon successful completion of the course, students will have the practical knowledge and experience to mediate a wide variety of disputes.
Learning Objectives:
At the end of this course, the student will:

1. Understand and explain the mediation process.
2. Identify and compare different mediator styles and approaches.
3. Identify and describe effective mediator skills.
4. Demonstrate the skills and practices associated with mediating a variety of disputes.
5. Demonstrate the use of various forms and tools used in the practice of mediation.
6. Understand the basics of the court system.

Teaching Philosophy
The professor is eager to work with students who have completed mediation and are interested in pursuing mediation professionally or other professions where mediation skills apply. Practicum students should be independent learners and thinkers who wish to gain practical experience in the field. Students should expect to receive guidance, direction and online and classroom instruction in this course.

Technical Requirements / Assistance

The following information will assist you in preparation for the technological aspects of the course.

- Hardware necessary to use Canvas
- Word
- Internet access and a supported browser - use Firefox or Chrome
- Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit
- Necessary plug-ins

For human help: http://www.unt.edu/helpdesk

Access & 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

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.

Student Resources
Getting Started in Canvas Guide:
https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student
**Being a Successful Online Student**

**What Makes a Successful Online Student?**

**Self Evaluation for Potential Online Students**

**What Should Students Do First?**

Students should submit the following information via Canvas the first week of class so I may contact you immediately regarding urgent announcements:

- Student ID EUID
- Best phone number and email address for emergency alerts

**How Students Should Proceed Each Week**

Students should access Canvas daily for announcements and emails regarding the course.

**Student Support**

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

Email: helpdesk@unt.edu
Phone: (940) 565-2324
In person: **Walk-ins @ 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](http://www.unt.edu/helpdesk/hours.htm) for updated hours.

**Course Requirements**

Each student is required to complete the following:

- Review of all course material
- Attendance at and quality participation in all required class meetings and in-class assignments
- Completion of all online assignments, including group assignments
- Participation in all class discussions
- Completion of one or more observations of a live mediation with actual disputants for a minimum of 8 hours and a related journal assignment
- Completion of an observation of a live civil, probate or family case hearing or trial for a minimum of two hours and a related journal assignment [NO CRIMINAL CASES]
- Completion of a final group demonstration project

**Textbook:** Students are expected to study and consult the textbook. Students must refer to topics in the textbooks that demonstrate practical knowledge of this text.
Required attendance: As a primarily experiential class, there are required class meetings. Your assignments, class and live observations will provide practical information and experiences about conflict and the practice of mediation.

Significant amounts of class time will be spent in group discussions on theoretical and practice issues in mediation. Class discussions are facilitated by the professor and students must participate in a meaningful way. Class attendance is required and students will receive points for each class attended.

Each student must make meaningful and substantial contributions to class discussions and exercises. In particular, students must demonstrate the critical and creative thinking, reasoning, and questioning skills used in actual mediation sessions. Upon completion or near completion of the assigned readings and activities, students must engage in an ongoing discussion with learning community peers.

**Students who have more than three absences, which may either be from class, a scheduled observation or group meeting, will receive a course grade that is reduced by one letter grade.**

Online videos: Students will view assigned videos and participate in class according to the course schedule.

Case scenario assignments: Students are assigned a case scenario to be analyzed individually or with a group. These assignments may be online or completed in class.

Observations/online journals/time log: Students must observe live mediation(s) with actual disputants for a minimum of eight (8) hours and submit an online journal assignment by a specific deadline.

Students must also observe one live civil, probate or family case hearing or trial for a minimum of two (2) hours and submit an online journal assignment by a specific deadline. Criminal cases (felony and misdemeanor) cases may not be observed for course credit.

Students must submit a time log with each live observation documented by the designated deadline. A sample is available on the course home page. Travel(commuting time to an observation does not count toward the time requirement. Grades are not pro-rated on the basis of hours completed. Should you find that a mediation session, hearing or trial you attend lasts fewer than the requisite hours and that you will likely fall short of the requirement, please seek other opportunities to fulfill the requisite number of hours or contact the Professor to discuss options.

Final group demonstration project: Students are assigned to a group at the end of the course to demonstrate their understanding of the course concepts.

Questions/communication: Information about the communication tools in the course and how they will be used:

Messages - For all course-related questions, please read this syllabus carefully before seeking
assistance. You must use the message function in Canvas for all electronic communications with your professor about the course. Should we communicate face-to-face or by phone, please restate your communication in a message so I may respond via message. Please click on “Inbox” to create or read your messages.

Students can expect a response from the instructor within 24-hours of sending a message during business hours. Messages may not be answered during the weekend.

If your concern is urgent during business hours, please call the office number provided and speak by phone or leave a message. If you leave a message outside of business hours, you can expect to receive a response no later than one full business day after the message is left.

**Courtesy** - Please extend the receiver of your message the same courtesy you would expect when communicating. Please read and consider the content of the message before responding. Profanity and insults are not tolerated.

**Announcements** - Please check the Announcements daily for updated information and changes.

*Students should access Canvas daily for online announcements, determine due dates for assignments and communicate with the Professor and/or peers.*
COURSE SCHEDULE

Week 1 – January 14-20, 2019

Getting to know you
Ice breaker class exercise
Course expectations

Week 2 – January 21-27, 2019

The Court System and Litigation
Guest speaker: Thomas Little, Attorney & Mediator

Week 3 – January 28-February 3, 2019

Mediator Ethics & Accountability
Class exercise
Case scenario assignment – due 11:59pm Sunday

Week 4 – February 4-10, 2019

Negotiation Refresh
Class exercise
Case scenario assignment – due 11:59pm Sunday

Week 5 – February 11-17, 2019

The Mind of the Mediator/Collaborator/Problem Solver
Case scenario assignment – due 11:59pm Sunday

Week 6 – February 18-24, 2019

The Process: Part 1
Group exercise
Case scenario assignment – due 11:59pm Sunday

Week 7 – February 25-March 3, 2019

The Process: Part 2
Group exercise
Case scenario assignment – due 11:59pm Sunday

Week 8 – March 4-10, 2019

The Process: Part 3
Group exercise
Case scenario assignment – due 11:59pm Sunday

Week 9 – March 11-17, 2019 – SPRING BREAK – NO CLASS OR ASSIGNMENTS

Week 10 – March 18-24, 2019
The Process: Part 4
Group exercise
Case scenario assignment – due 11:59pm Sunday

Week 11 - March 25-31, 2019
The Process: Part 5
Group exercise
Case scenario assignment – due 11:59pm Sunday

Week 12 – April 1-7, 2019
The Realities of a Mediation Practice & War Stories
Guest speaker: Sharon Corsentino, Attorney & Mediator

Week 13 – April 8-14, 2019
Review/discussion about The Process: Parts 1-5
Final group demonstration project assigned – group work in class

Week 14 – April 15-21, 2019
Final group demonstration project – group work in class

Week 15 – April 22-28, 2019
Final group demonstration project – group work in class

Week 16 – April 29-May 2, 2019
Group demonstrations – according to agreed schedule
Observation journals due
**Opportunities for Mediation Observations:**

Students may have personal or professional relationships with mediators with whom they may seek observations. Students may seek observations from private practitioners, but must seek the Professor’s written, prior approval before completing observations with private practitioners. Please provide the mediator’s name, contact information (phone, website), type of case and date in a message to request approval.

Students who do not have these relationships may wish to contact practitioners listed in directories published by the following organizations at the following websites:

- Association of Attorney-Mediators – [www.attorney-mediators.org](http://www.attorney-mediators.org)
- Association for Conflict Resolution – [www.acrnet.org](http://www.acrnet.org)
- State Bar of Texas – [www.texasbar.com](http://www.texasbar.com)
- Texas Association of Mediators – [www.txmediator.org](http://www.txmediator.org)

[Please do not contact Ted Akin, who is on one or more of these lists.]

Students may also contact county-funded ADR agencies in the area to schedule observations of mediations. Students must request a mediator to sign the time log to validate an observation.

**Denton County Alternative Dispute Resolution Program [also known as DCAP]**

512 W. Hickory, Ste. 202
Denton, Texas 76201
(940) 320-1500
[www.dentonadr.com/contact.php](http://www.dentonadr.com/contact.php)

DCAP provides family, personal injury, CPS and civil mediation services to county residents under contract with Denton County.

Please begin this process by scheduling a meeting with me to discuss expectations. You’ll want to do this early in the semester.

Mediations are conducted Monday-Thursday from 9 a.m. to 5 p.m., excluding holidays. Students should arrive at 8:55 a.m. and plan to stay until the case is completed. The dress code is business casual. Students may bring their own lunch or order on the mediation date with DCAP for $10.

DCAP does its very best to notify mediation participants of the presence of Practicum students in advance so client approval can be granted. However, if a party does not want an observer, DCAP has to respect the client’s wishes and your observation may be cancelled. It also is not unusual for participants to cancel at the last minute or not show up at all. Students will not receive credit for hours if they are denied participation or if the scheduled mediation is canceled.

**Only one UNT student may observe a particular mediation unless DCAP schedules a second mediation on a particular day and makes it available to UNT students.**
Students are not charged for observations, but must contact or sign up on the website to reserve their mediation observation spots after viewing the DCAP Calendar on the home page. Reservations are made on a first-come, first-served basis. Each student will be limited to one mediation observation day during the semester. Students may exceed this limit after every student has completed the mandatory observation.

Students must contact DCAP to cancel a reserved mediation. Grades will be reduced by one letter grade for each failure to show for a reserved mediation. Please read the DCAP guidelines on the course home page.

**Dallas County Dispute Resolution Center [also known as DCDRC]**
Ms. Maria Martinez
Administrative Assistant
214-653-7926; maria.m.martinez@dallascounty.org

Othel Bursey, Jr.
ADR Coordinator
Dallas County Dispute Resolution Center
600 Commerce Street
George Allen Courts Bldg.
Dallas, TX 75202
TEL: (214) 653-6048
FAX: (214) 653-7202

DCDRC provides mediation services to qualified county residents in matters dealing with civil, family and probate litigation. Civil cases are scheduled in the afternoon while family cases are scheduled in the morning. Please contact the center directly for more information about observations.

Please begin this process by clicking [https://www.dallascounty.org/government/courts/ADR/](https://www.dallascounty.org/government/courts/ADR/).
If you have questions about the organization or the process, please contact Maria Martinez as early as possible in the semester to qualify for and schedule a mediation observation. Each student must provide a completed application, resume and letter from me (available in the course) or transcript (official or unofficial) and complete an interview to be eligible to observe mediations. **It may take 30+ days to secure an observation, so it’s important to contact this agency immediately.**

Students must contact DCDRC to cancel a reserved mediation. Grades will be reduced by one letter grade for each failure to show for a reserved mediation.

**Opportunities for court observations:**

Students may observe hearings or trials in civil cases (any case that is not a criminal one, whether felony or misdemeanor) on the docket of any state or federal district court or state county court. Students should research the many courts available in the metropolitan area and contact one or more of interest to determine the best dates and times to observe hearings or trials. Typically, judges’ bailiffs and clerks
are very helpful if you explain your goals and needs and ask for their help. Students must request a court officer or staff member to sign the time log to validate an observation.

I plan to meet groups of students in court at various times to make it easier to gain access. I will announce these dates and times throughout the course.

**ASSESSMENT & GRADING**

Assessments
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Grading Procedure
Grades are determined according to evidence about the quality of the practicum learning experience, completion of the course work, and the student’s behavior when observing parties in mediation. Input about the student’s behavior is collected from the agencies that support UNT and private practitioners, as appropriate.

A sample of the time log is available on the course home page. Should you find that a mediation session, court hearing or trial you observe lasts fewer than minimum number of hours and that you will likely fall short of the requirement, please contact the Professor.

Grades will be assigned according to the following:

Class attendance = 70 points [5 points x 14 classes] \( \approx 8\% \)
Live observations (mediations, hearings/trials) + journals + time log = 200 [2 x 100 points each] \( \approx 23\% \)
Case scenario assignments = 400 [8 assignments x 50 points each] \( \approx 46\% \)
Final group demonstrations project = 200 \( \approx 23\% \)

Total points available = 870

783 – 870+ points = A
696 – 782 points = B
609 – 695 points = C
522 - 608 points = D
0 – 521 points = F

**Accessing Grades**
Your grades for each assignment will be graded and made available in Canvas.

**A Note on Grammar and Writing:** Being able to communicate well in writing is one of the marks of an educated person and is important in most professions. As a result, writing clarity is emphasized in this course. It is always a good idea to proofread your own work for errors before submission. Students who do not have strong writing skills should consider having another person
proofread their work and/or use the services of the UNT Writing Lab. Students can meet with a tutor in person at the main location or participate in an online tutoring session.

The errors listed below or those similar in nature will result in a 1-point loss in the written work assigned for this class every time they appear:

- Using incorrect punctuation or lack of punctuation.
- Failing to capitalize words appropriately.
- Failing to write a complete sentence.
- Misuse of the following words:
  - affect/effect
  - dominate/dominant
  - for/four
  - its/it’s
  - quite/quiet
  - there/they’re/their
  - then/than
  - to/too/two
  - weather/whether
  - woman/women
  - your/you’re
- Using made up words, such as “irregardless” (it’s “irrespective” or “regardless”) or “suposably” (it’s “supposedly”);
- Using misspelled words; and,
- Using abbreviations and/or phrases commonly used in text messages, such as “LOL”, “OMG”, “U R…”.

**COURSE EVALUATION**

Toward the end of the semester, students will be able to complete a course survey at www.my.unt.edu. Please logon and select SPOT.

**SCHOLARLY EXPECTATIONS**

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested or approved by the instructor.

**RESOURCES**

UNT Portal: http://my.unt.edu
As a student, you will have access to:
https://community.canvaslms.com/community/answers/guides/canvas-guide/getting-started/pages/student
UNT Library Information for Off-Campus Users:
http://www.library.unt.edu/services/for-special-audiences/offcampus/information-for-offcampus-users

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

Computer Labs: General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

**COURSE POLICIES**

**Individual and Group Assignments**
Students may discuss the assignments, but must create their own work product in their own words. Due dates for all course work are posted in the instructions connected to each assignment. Students should complete work in a Word document and copy and paste it in the page available in Canvas. Students will most assuredly work together in a group project, but must still take responsibility for completing the work assigned by the group.

**Late Work**
The professor will base decisions regarding acceptance of and credit for late work consistent with UNT and course policies. An extension may be given under limited circumstances, including but not limited to, the student’s or a close family member’s illness or injury; death of a close family member; other major life event; mandatory military service; or mandatory university approved or sponsored event.

If a student believes he/she will miss or has missed assigned course work, the student must contact the professor within two (2) days after the course work’s due date has passed. The student must provide written documentation of any such event upon request. If a student fails to timely contact the professor and/or provide the requested documentation, the student will not be given additional time to complete the assigned course work and will receive no credit for the assigned course work.

**Copyright Notice**
Some or all of the materials in this course may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.

**Undergraduate Online Course Attendance Policy**
Students who attend classes regularly typically experience greater success than those students who do not attend regularly. Similarly, students who enroll in online courses also typically perform better by fully participating in the course.
Information about the University of North Texas’ Attendance Policy may be found at: http://policy.unt.edu/policy/15-2-5.

**Syllabus Change Policy**
Changes to the syllabus may be necessary at times. Communication of any changes will be made via an Announcement.

**Professional Etiquette**
The college experience is intended to assist in preparing students for professional and career pursuits. That preparation includes learning to use professional etiquette in dealing with people in positions of authority. The appropriate way to address your instructor depends on her/his particular education credentials. These are usually indicated on the course syllabus. If your instructor has a:

- Law degree (J.D.) you should address them as: Professor [Instructor’s last name]
- Doctorate (Ph.D. or Ed.D.), you should address them as: Dr. [Instructor’s last name]
- Master’s degree (MA, MS, MSW, MSSW) you should address them as: Professor [Instructor’s last name]

If you are not certain about an instructor’s education credentials, you should address them as “Professor.” It is not appropriate to call the instructor by his/her first name unless given permission.

Professional etiquette extends to all types of communication with your instructor. Written communication—including email—forms a permanent record and so it is important to use care about how you make requests, ask questions, or express concerns. Slang (e.g., Hey, Yo) and texting abbreviations should be avoided. The use of profanity is not permitted.

Any type of communication—verbal or written—is most likely to achieve the intended result when it is polite or courteous. Please note that communication can be polite even if there is some type of conflict involved. Instructors may choose not to respond to emails or other forms of communication that are perceived as insulting or disrespectful.

**UNT AND DEPARTMENT POLICIES**

**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.

**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).

**Campus Carry and 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).

**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) or the website at 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 http://policy.unt.edu/policy/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.

**Sexual Harassment, Discrimination and 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. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**Requests for an Incomplete:** Students who wish to request an Incomplete must comply with the rules explained here: https://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.

If you absolutely have to drop the course, you must do the following:

If you are dropping before the census date:

Students who wish to drop a course before the 12th class day of fall or spring terms/semesters or before the equivalent dates for 8 week and summer sessions may do so from their student portal at my.unt.edu or at the Office of the Registrar 1st floor location, ESSC 147. Please note that students wishing to drop the last class on their schedule for the session or term must complete a withdrawal with the Dean of Students.

If you are dropping after the census date:

After the 12th class day for fall or spring terms/semesters, or the equivalent date for 8 week and summer sessions, students must first submit a completed Request to Drop Class form to the Registrar's Office. Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility.

Students who drop a course between the 12th day of class and the designated day of a given semester's 10th week for fall or spring terms/semesters or the equivalent dates for 8 week and summer sessions, will receive a grade of W.

If you have any questions, please call the Registrar's Office at 940-565-2378 or come to the Eagle Student Services Center Room 147.

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/. 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 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:
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.

**Policy on Server Unavailability or Other Technical Difficulties**

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324. The
instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.