

Advanced Photography Course Syllabus

Course Information

ARTS 4372.001 Advanced Photography Spring 2011
TUESDAY 1:00 PM – 3:45 PM AS 1.105

Professor Contact Information: Marilyn Waligore, 972-883-2001,
waligore@utdallas.edu, AS 2.104, office hours: Tuesday, 3:45 – 6:45 pm

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

ARTS 3371 or ARTS 3372 or ARTS 3377 or ARTS 3379 (digital photography/photography and new media) or prior experience in photography with consent of instructor.

Course Description

This is an intermediate / advanced level course that facilitates discussion of photographic processes within the larger context of contemporary art, photography, and digital media. Workshops in the context of the course will introduce strobe lighting for studio applications.

The course will emphasize the process involved in generating a portfolio of images, a coherence body of work based upon a theme, concept, or selected subject matter. The class will discuss topics such as locating an individual voice, refining a working process, considering methods for presentation/distribution of photographs, and reflecting on current issues in contemporary art. Lectures/demonstrations will include assembling a portfolio of photographs, submitting work for review, and preparing photographs for an exhibition.

Students will be required to bring their cameras to class meetings, as indicated on the syllabus.

This course is designed for students who have prior experience in photography. Students who have questions regarding their preparation for the course should contact the instructor at waligore@utdallas.edu. Students should have a digital SLR or a film-based SLR, or a camera that will sync with a professional strobe lighting system.

Student Learning Objectives/Outcomes

Students will work collaboratively in a group to produce photographs. They will assess and evaluate the creative work of their peers through both written and verbal critique, and will discuss and write about both historical and contemporary examples of visual art. Students will develop ideas and choose approaches to generate a proposal for an individual photography-based portfolio, which they will create.

Required Textbooks and Materials

Required Text:

Artist articles posed on eLearning.

Recommended Texts: (good technical reference available electronically)
eBook- available via McDermott Library
McCartney, Susan.
Photographic lighting simplified [electronic resource] / Susan McCartney.
New York : Allworth Press, c2003.

(optional advanced technical reference)

Light: Science and Magic: An Introduction to Photographic Lighting
Fil Hunter, Steven Biver, Paul Fuqua
Focal Press; 3rd edition, 2007

Technical handouts (online) provided by instructor via webct and faculty webpage.

Students will need to supply their own DSLR or single lens reflex camera (i.e. Nikon D3000, Canon Digital Rebel, etc.). Students with questions regarding cameras are encouraged to contact the instructor.

Camera Specifications: Each student should have a digital SLR or an automatic (with manual override) or manual 35mm camera. Students with prior experience in photography may work in medium or large formats. Costs for the course will vary somewhat depending upon the scope of individual student projects. Supplies estimate: \$200.00. Students will need to purchase an **appropriate portfolio box for their prints**; common sizes are 16"x 20" or 20" x 24". Smaller images may require matting.

The course will begin with a series of workshops on strobe lighting--equipment that UTD will provide. A Digital SLR or DSLR, or a standard film-based SLR will have a flash sync or a hot shoe, to sync with a professional strobe system. (Amateur point and shoot digital cameras do not permit use of the PC to hotshoe sync. Sony/Minolta cameras require a dedicated PC to hotshoe sync.)

Students will be responsible for the costs of storage media. Depending upon the scope of individual projects the cost for supplies will vary. Costs include storage media such as CDs, DVDs, or external portable harddrives or flashdrives.

Students will be responsible for the costs of print output or film and printing— with the exception of one large format Epson print produced on campus.

eLearning (<http://elearning.utdallas.edu>) will be your source for the assignments, listings of any updates to assignments or the syllabus, especially as they relate to field trips, and evaluations of assignments. To locate your user ID and password go to <http://netid.utdallas.edu>

PHOTOGRAPHY CLASS RESOURCES (cameras, lighting, darkroom)

<http://www.utdallas.edu/~waligore/utdphoto>

USER ID: photo2011
password for 2011: **please consult instructor**

DO NOT POST PASSWORD ON A PUBLIC SITE OR SPACE.

Open pdf files **using a current version** of Adobe PDF Reader. Select File/Open.

Open ppt. files **using Power Point**--available as part of the Microsoft Office Suite, specially discounted for UT-Dallas students and faculty, at the UTD Technology Store.

RESEARCH ARTISTS via McDermott library Ejournal links (see instructions below and use Comet Card off-campus).

UTD has subscriptions to : **Art in America, Leonardo, Art Journal, Afterimage**

EJOURNALS....

- ❑ Go to the UTD library link from the main webpage. Select Collections/**eJournals ONLY**.
- ❑ To gain access to the journals from off-campus you will need to enter your ID number, which can be found on your Comet Card.
- ❑ Under the Journals heading select a letter of the alphabet to take you to the journal needed, which is in UTD's collection (for example: A).
- ❑ Select the link for the specified journal (for example: Art in America).
- ❑ Be sure to select the link for current issues.
- ❑ Select the "**Search within this publication**" link on the right side of the webpage.
- ❑ In the second line of the **FIND** dialogue box, enter the title of the article and the appropriate pulldown menu to initiate your search.(for example: "Adams and Stieglitz: A Friendship" ; and select **TI Title**)
- ❑ Click on the PDF icon to download the PDF Full Text of the article for electronic review or printing. In some cases you can also view the HTML version of the article.
- ❑

You will need the Adobe Acrobat plug-in to view the PDF version of the article, which can be obtained from <http://www.adobe.com>

Suggested Course Materials

ARCHIVE FILES: You will need storage material to archive files such as CDR, CDRW, or DVD materials. **REMEMBER TO BACK UP YOUR FILES!!** A small external harddrive of 40-60 gigs of space is preferable to a less reliable 1 gig flashdrive. If you are using small flash drives, don't plug them into the keyboard. Insert the flash drive into the front of the G5 computer. After saving files, drag the flash drive icon to the trash or highlight the drive and select File/Eject. Then safely remove the drive.

BLACK AND WHITE PROCESSING: see supplies list

OTHER:

UV protective filter for camera lens

Rocket Blaster air bulb (don't use canned air to clean camera internal mirror)

Lens cleaner and tissue for lens cleaning or microfiber cleaning cloth

Extra battery and Extra Memory Card, Memory Card reader

Software: You may wish to purchase Adobe Lightroom or Adobe Photoshop.

The UTD Technology Store provides student discounts on software.

Assignments & Academic Calendar

Day ONE: JANUARY 11

safety, equipment review (light meters, strobes, tripods), handouts

Problem 1 :SILHOUETTE introduction

artificial light versus natural light

READING FOR WEEKS ONE and TWO: *strobe equipment*

eLearning: see PDFs in Lighting Resources folder to include:

Dynalite powerpoint file!

UTD Light Meter Handout

Sekonic L-358 meter guide, Dynalite ppmanual, tethered shooting

eLearning handouts for handling digital files:

Camera Raw Handout, Camera Raw Bridge, Turn in PSD

Several of these handouts are also located:

UTD Photo Resources: <http://www.utdallas.edu/~waligore/utdphoto>

Nikon Scanner Handout (if applicable)

Day TWO: JANUARY 18

portfolio: *where I've been , where I'm going*

bring two approx. 8x10 print examples: *one of past and one of possible future work*

Introduction: Portfolio / locating a concept and refining ideas

Review of Camera Raw Processing /

Demonstration of Film Scanning (if applicable)

Practice with lighting equipment: *BRING YOUR CAMERA!*

Problem 1: *SILHOUETTE* *BRING your sketch relating to a work of figurative art.*

ATTENDANCE at one of these three events is required

OR *write a one page visual analysis of ONE of the images in the Visual Arts Gallery exhibition(written visual analysis due by February 8):*

Stranger than Fiction photography/video exhibition opening reception: Friday, January 21, 6:30 - 8:30 pm.

Artist Talks: Stephan Hillerbrand, Thursday, January 20, 7:30 pm, AS 1.105

Susan kae Grant, Thursday, January 27, 7:30 pm, AS 1.105

Day THREE: JANUARY 25

Problem 1: SILHOUETTE

BRING YOUR CAMERA! : BRING your sketch relating to a work of figurative art.

Day FOUR: FEBRUARY 1

Problem 1: CRITIQUE / SILHOUETTE

Introduction Problem 2: Flat TEXTURE / Three-Dimensional FORM

lecture and demonstration for following session on February 16

SIGN-UP AS DISCUSSION LEADER FOR ARTICLE ON CONTEMPORARY ART

Day FIVE: FEBRUARY 8

MEET IN CLASSROOM AS 1.105

DYNALITE QUIZ

FRAGILE CONNECTION: COMER COLLECTION opening reception

JONSSON THEATER GALLERY 1:30 pm.

SIGN-UP AS DISCUSSION LEADER FOR ARTICLE ON CONTEMPORARY ART

Day SIX: FEBRUARY 56

PROBLEM TWO: Flat TEXTURE / Three-Dimensional FORM

BRING YOUR CAMERA! BRING YOUR CAMERA!

Day SEVEN: FEBRUARY 22

PROBLEM TWO: Flat TEXTURE / Three-Dimensional FORM

BRING YOUR CAMERA! BRING YOUR CAMERA!

Day EIGHT: MARCH 1

CRITIQUE: SUBMIT PROBLEM TWO: Flat TEXTURE / Three-Dimensional FORM images on server BEFORE CLASS!

PROBLEM THREE: TABLEAU VIVANT introduction

DAY NINE: MARCH 8

PORTFOLIO CONCEPT WORKSHOP

artist statement and examples of work DUE

DISCUSSION OF ARTICLES #1 AND #2 ON CONTEMPORARY ART

LARGE FORMAT PRINTING: digital versus analog

(TURN IN TEST STRIP FILE PROMPTLY, by April 5!)

PORTFOLIO PRESENTATION / EXHIBITION BASICS

READING FOR WEEK NINE:

eLearning handouts: Epson Print Output , Artist Statement, Framing/Matting

SPRING BREAK: MARCH 15 NO CLASS

DAY TEN: MARCH 22

**PORTFOLIO PRESENTATION DAY/ PART ONE: TWO portfolio prints DUE
DISCUSSION OF ARTICLES #3 AND #4 ON CONTEMPORARY ART**

DAY ELEVEN: MARCH 29

PROBLEM THREE: TABLEAU VIVANT

BRING YOUR CAMERA! BRING YOUR CAMERA!

(TURN IN TEST STRIP FILE and FINAL PRINT FILE for large format print PROMPTLY!)

DAY TWELVE: APRIL 5

PROBLEM THREE: TABLEAU VIVANT

BRING YOUR CAMERA! BRING YOUR CAMERA!

(TURN IN TEST STRIP FILE and FINAL PRINT FILE for large format print PROMPTLY!)

DAY THIRTEEN: APRIL 12

**FIELD TRIP to DALLAS CONTEMPORARY please carpool meet at 2:00 pm!
161 Glass Street, Dallas, TX, 75207 214-821-2522 dallascontemporary.org**

DAY FOURTEEN: APRIL 19

SUBMIT PROBLEM THREE: TABLEAU VIVANT images on server BEFORE CLASS BEGINS!

PORTFOLIO PRESENTATION DAY / PART TWO: FIVE portfolio prints DUE

DAY FIFTEEN: APRIL 26

LARGE FORMAT DIGITAL PRINT CRITIQUE: PRINT DUE

DISCUSSION OF ARTICLE #5 ON CONTEMPORARY ART

Demonstration: Strobe Lighting for Exhibition Documentation

READING DAY: MAY 3

FINAL GROUP CRITIQUE: MAY 10

FINAL PORTFOLIO OF PRINTS, CD with documentation, essay

**PHOTOWORKS 2011 EXHIBITION: we will discuss exhibition of selected work from class
Friday, May 20 – Saturday, June 18. Opens Friday, May 20, 6:30 – 8:30 pm**

Grading Policy

Evaluation will be based on attendance, participation in workshops, critiques, and discussions of assigned reading, class assignments, portfolio reviews, an artist's statement, research on a selected artist, and an individual final portfolio of prints.

class attendance and participation 15%

--active participation in critique and discussion

--preparation for class lighting workshops, portfolio reviews, group critiques

--attendance at or review of Stranger than Fiction exhibition/lecture

class workshop assignments (10% each) : 30%

--three problems which use of strobe lighting

interim portfolio day reviews — : 10%

class exercises— (5% each): 15% total

--**large format print output** —(5%) print one selected image from final portfolio, following production of approval strips.

technical quiz—(5%)

--covers basic photographic processes with an emphasis on use of Dynalite strobes

article review—(5%)

--sign up to lead a discussion on one article covering the work of a contemporary artist and submit a one page summary of main points on the day of your class presentation (articles will be posted on elearning)

final portfolio (artist's statement, CD with documentation): 30%

The final portfolio will consist of a cohesive body of work, printed either digitally on heavyweight 250 lb. paper or in the darkroom, using fiber-based paper. Students will need to purchase an appropriate sized portfolio box for their prints, which may be matted if smaller, such as 8x10 inches. Appropriate clamshell box sizes would be 16x20 or 20x24, for example, available from Film Depot locally, and Light Impressions via mail order.

Guidelines for submission of work for evaluation:

- 1) Submit electronic image files via MAC server or CDROM
- 2) Submit electronic texts (papers, etc.) via webct
- 3) Image files will be in TIF or PSD format as specified in assignment outline. Flattened versions of PSD files should be about 8-10 megabytes in terms of filesize.
- 4) Prints will be presented during class in critique.

5) Students working in black and white, analog, photography:

- a) **All black and white prints to be included as final portfolio assignments must be presented as fiber-based prints.**
- b) For preliminary review of strobe lighting exercises, students working with film have the option of either scanning their negatives, or submitting a contact sheet and 8"x10" proof prints, on either resin-coated or fiber-based paper.
- c) For the large format digital print, students should select a negative for scanning.

Evaluation Criteria for Creative Work :

1-the relationship between content and form: Is the image a work of art?

How does the idea that serves as the point of origin for the image influence the selection of materials and processes for execution? How does the meaning of the work and its construction interrelate?

2-experimentation: Have we seen this before?

What risks, in terms of challenges to convention or experimentation with materials, were taken to arrive at the final form of the work? Does the work surprise the viewer in terms of correspondences between content and form? Are there new combinations of familiar

methods, materials, and visual approaches to design?

3-presentation: Are we convinced?

Considering the limitations of the workshops, what kind of care and attention was devoted to the creation of the photographs/images? If the project was less ambitious in terms of scale and execution, perhaps a series of images will best demonstrate the overall intention of the artist in terms of concept.

4-concept: What's the idea?

The concept informing the creation of the final project may be complex and multi-faceted. Photographic work may be more conceptual and less dependent upon traditional aesthetic criteria for evaluation.

Course & Instructor Policies

Photography Technical Assistant: Carlo Zinzi

Email: cfz031000@utdallas.edu

office: AS 2.112 / 972-883-2292

available Tuesday, Thursday, and Friday morning

preferred equipment checkout hours: 2:00 pm – 5:00 pm on Tuesday and Thursday

10:00 am - Noon on Friday

Advanced Photography is a practice-based studio course. During specific course periods when studio work time is scheduled, students should be prepared to shoot images, prepare prints, or share files with the instructor. Evaluation will be based on attendance and participation, class assignments, written essays, and participation in critiques. Attendance at critiques is comparable to exams in lecture courses. The studio assignments are designed to assess the student's ability to apply principles discussed in class and to measure the individual student's improvement over time. **Consequently, assignments that are turned in late are downgraded one letter grade and must be submitted within one week of the deadline.**

Class Participation Attendance is required and the final grade for class participation will be lowered due to absenteeism. Three tardies equals one absence. The accumulation of over three absences may result in a failing grade. Arriving at class late or leaving early is disruptive, and should be avoided. Students, who are absent from class when assignments are announced, need to check with other students regarding the parameters of the exercise. The instructor will only clarify specific points. UTD students enrolled in art courses must attend the prescribed three hours of class per week. This arrangement of scheduled time is designed to accommodate the UTD student population. Most studio courses offered by universities require six hours of contact per week. Hence, attendance during the stipulated three hours is necessary. Also, students need to work outside of class time—at least those three remaining hours if not more—in order to finish assignments in a timely manner. Work submitted for evaluation must be generated by the individual student and must represent the product of activity from the current semester and class. **Any student with a severe illness or with other problems that hinder their attendance should contact the instructor at 972-883-2001 or waligore@utdallas.edu** Students have the responsibility to obtain a written medical excuse from a doctor and to submit it to the instructor if absences are due to medical problems. Students with special needs that

relate to physical challenges should consult with the instructor as early as possible during the semester. Proper academic conduct during class is expected. Enrolled students are responsible for maintaining a cooperative environment (i.e. Do not type email messages/chat or engage in cell phone calls during lectures and critiques.) ***The syllabus is subject to change at the instructor's discretion.***

Withdrawal dates: Observe the university calendar online for the deadline to withdraw from classes. **Last day to withdraw without a "W": Wednesday, January 26**

Last day to withdraw with WP/WF: Monday, March 14

Equipment and the Laboratory: Instruction in the use of equipment and care of facilities is designed to prevent damage through misuse. Questions on the use or location of equipment should be directed to the instructor. Only currently enrolled digital photography students with prior experience in photography are permitted to use the darkroom. Students may gain access to the lab during scheduled building or lab hours outside of scheduled class time, with permission of instructor.

Class Structure: The course alternates between studio/demonstration, and lecture/discussion. During studio sessions the class will meet formally for lecture/demonstrations. The remaining time will be set aside for work in the studio. Students must arrive with necessary materials or digital files, prepared for studio work.

Field Trips: Students are encouraged to coordinate among themselves regarding travel to off-campus sites for gallery visits or shooting sessions. A form must be filled out by each student for each event and submitted in advance of the field trip. Should the timeframe of an off-campus trip be unworkable, given an individual student's class schedule, a substitute assignment or project can be substituted IF the student consults with the instructor in advance of the trip.

For the university's policies regarding Student Conduct and Discipline, Academic Integrity, Email Use, Withdrawal from Class, Student Grievance Procedures, Incomplete Grade Policy, Disability Services, Religious Holy Days, and Off-Campus Instruction and Course Activities, please review the attached UNIVERSITY POLICIES.

PHOTOGRAPHY VENDORS: REQUEST STUDENT DISCOUNT

Dallas Camera 1321 Chemical Street, Dallas, 214-630-4040 (south of Motor Street)

Competitive Camera 2025 Irving Blvd. Dallas (b/t Wycliff & Manufacturing)
214-744-5511

Light Tec, 1311 Chemical, Dallas, Texas, 75207 214-630-5598 / 214-350-8990

Camera Stop, Plano 3400 Preston Road #230, Plano, TX 75093 (972) 867-6882

Film Depot RICHARDSON 1002 N. Central Expwy, Richardson, 75080 (north of Arapaho on the Northbound Access Road of Central 75) 214-265-0650

AseI Art Supply RICHARDSON, 60 Richardson Heights Shopping Center 972-690-6320 (in strip mall facing Southbound Access Road of Central 75, south of Beltline Rd) [matboard]

Calumet photographic [http:// www.calumetphoto.com](http://www.calumetphoto.com)

B&H Photo [http:// www.bhphotovideo.com](http://www.bhphotovideo.com)

Adorama <http://www.adorama.com>

Freestyle Photographic: <http://www.freestylesalesco.com>

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities equal educational opportunities. Disability Services provides students with a documented letter to present to the faculty members to verify that the student has a disability and needs accommodations. This letter should be presented to the instructor in each course at the beginning of the semester and accommodations needed should be discussed at that time. It is the student's responsibility to notify his or her professors of the need for accommodation. If accommodations are granted for testing accommodations, the student should remind the instructor five days before the exam of any testing accommodations that will be needed. Disability Services is located in Room 1.610 in the Student Union. Office hours are Monday – Thursday, 8:30 a.m. to 6:30 p.m., and Friday 8:30 a.m. to 5:00 p.m. You may reach Disability Services at (972) 883-2098.

Guidelines for documentation are located on the Disability Services website at <http://www.utdallas.edu/disability/documentation/index.html>

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.