University of North Texas at Dallas
Fall 2025
SYLLABUS

HSML 4200.0071: Grant Proposal Research and Writing

Department of	School of Behavioral Health and Human Services
Instructor Name	Aleshia Alexander, Ph.D.
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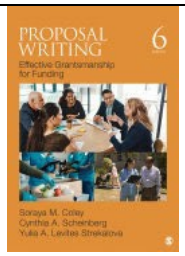
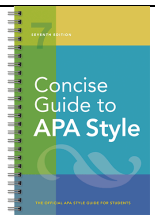
Office Hours	Mondays: 12:00pm-2:00pm Wednesdays: 12:00pm-2:00pm
Virtual Office Hours	Thursdays: 2:00pm-3:00pm
Course Format/Structure	100% online course taught via Canvas
Classroom Location	100 % online course
Class Meeting Days & Times	N/A
Course Catalog Description	This course focuses on the process of writing grants in human services. Students will explore and analyze the various components of a grant, the process of developing and writing grant proposals, how to develop a unified proposal, and research techniques in finding different types of grant funding sources
Prerequisites	HSML 3000: Human Service in the Nonprofit Sector
Corequisites	N/A
Required Reading	 Coley, S.M., Scheinberg, C.A., & Strekaolva, Y.A.L. (2022). *Proposal Writing Effective Grantsmanship for Funding 6th Edition*.

Recommended Reading & References	 American Psychological Association. (2019). Concise Guide to APA Style (7th ed.). American Psychological Association.
Recommended Technology	○ A reliable laptop or desktop computer (not just a mobile device or tablet) ○ A stable internet connection ○ A web browser that supports course platforms ○ A monitor with sufficient screen size to comfortably view course materials and participate in activities Optional but helpful: a webcam and microphone for virtual meetings or presentations
Access to Learning Resources	**UNT Dallas Library:** Phone: (972) 338-1616; Website URL: http://www.untdallas.edu/library **UNT Dallas Bookstore:** Phone: (972) 780-3652; Website URL: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com
Canvas Resources **Supported Browsers:** • Chrome **Supported Devices:** • iPhone • Android • Chromebook *Note: Tablet users can use the Canvas app* **Screen Readers:** • VoiceOver (Safari) • JAWS (Internet Explorer) • NVDA (Firefox) *Note: There is no screen reader support for Canvas in Chrome*	**Getting Help with Canvas:** **Canvas 24/7 Phone Support for Students: 1-833-668-8634** **Canvas Help Resources:** **Canvas Student Guide - https://community.canvaslms.com/docs/DOC-10701** For additional assistance, contact UNT Dallas Distance Learning: DAL1, Room 157 Email: distancelearning@untdallas.edu **If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.**

	If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.

Course Overview
This course focuses on the process of writing grants in human services. Students will explore and analyze the various components of a grant, the process of developing and writing grant proposals, how to develop a unified proposal, and research techniques in finding different types of grant funding sources.

Course Goals/Overview:

The goal of this course is to provide students with basic grant writing and grant funding knowledge and practice.

Learning Objectives/Outcomes:

At the end of this course, the student will be able to:
1. Describe the fundamental components of a grant proposal.
2. Create a unified grant proposal.
3. Research and identify potential sources of funding for grant proposals.

Tentative Course Calendar

Disclaimer: This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via email or Canvas announcement. Additional readings and activities may be added at the discretion of the instructor.

Unless noted otherwise, all assignments are due on Sundays by 11:59 PM CST

Course Week	Topic	Readings/Activities/Assignments
Module 1 10/20/25- 10/26/25	**Understanding the Grant Process** Chapter 1: An Orientation to Proposal Writing Chapter 2: Understanding the Nonprofit Agency Chapter 3: Finding and Applying for Funding	Syllabus Review, Introductions • Syllabus Quiz • Introductions (Initial Response due: 10/24; Peer responses due: 10/26 • Quiz 1 (Chapters 1–3) • Weekly Check-In #1 Assignments due on Sunday by 11:59 PM CST
Module 2 10/27/25- 11/2/25	**Brainstorming the Proposal** Chapter 4: The Proposal Overview Chapter 5: Logistics and Basics of Writing the Proposal Chapter 6: Design the Program	• Quiz 2 (Chapters 4-6) • Weekly Check-In #2 • Grant Component #1 Assignments due on Sunday by 11:59 PM CST
Module 3	**Writing and Formatting the Proposal**	• Quiz 3 (Chapter 8) • Weekly Check-In #3

Course Week	Topic	Readings/Activities/Assignments
11/3/25- 11/9/25	Chapter 8: Writing the Need or Problem Statement	• Mini-Proposal: Problem Statement Assignments due on Sunday by 11:59 PM CST
Module 4 11/10/25- 11/16/25	**Writing the Goals, Objectives, and Evaluation Plan** Chapter 7: Program Objectives and Evaluation	• Quiz 4 (Chapter 7) • Weekly Check-In #4 • Mini-Proposal: Goals & Measurable Outcomes Assignments due on Sunday by 11:59 PM CST
Module 5 11/17/25- 11/23/25	No readings this week.	• Weekly Check-In #5 • Grant Component #2 Assignments due on Sunday by 11:59 PM CST
Module 6 11/24/25- 11/30/25 ***Fall Break 11/27-11/28***	**Writing the Program Description** Chapter 9: Program Description	• Quiz 5 (Chapter 9–10) • Weekly Check-In #7 • Mini-Proposal: Activities/Interventions Assignments due on Sunday by 11:59 PM CST
Module 7 12/1/25- 12/7/25	**Budget Justifications** Chapter 10: Creating the Budget and Budget Justification Chapter 11: Other Proposal Components and Finishing Touches	• Quiz 6 (Chapters 10-11) • Weekly Check-In #7 • Mini-Proposal: Budget Assignments due on Sunday by 11:59 PM CST
Module 8 12/8/25- 12/13/25	Course Wrap-up	Final Exam (due in Canvas by 12/13/15 by 11:59 PM CST

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course. The instructor is responsible for assigning the final grade in the course. Evaluation is based on acquisition of course objectives as evidenced in performance on assignments, objective achievement assessments, and class engagement. Rubrics are provided for each graded assignment.

- **Exams** – *Written tests designed to measure knowledge of presented course material*.
- **Assignments** – *Written assignments designed to supplement and reinforce course material*.
- **Projects** –*Assignments designed to measure ability to apply presented course material*.

Final grades are based on cumulative raw scores as described below:

Grading Matrix and Grade Determination:

Grade Determination: The instructor is responsible for assigning the final grade in the course. Evaluation is based on acquisition of course objectives as evidenced in performance on assignments, objective achievement assessments, and class engagement. Rubrics are provided for each graded assignment. Final grades are based on cumulative raw scores as described below:

Assignments			Grade Determination
Chapter Quizzes	6@25	150 points	A= 809-899 B= 719-808 C= 629-718 D= 539-628 F= 538 or below
Introduction/Peer Responses Assignment	1@40	40 points	
Grant Components	2@50	100 points	
Grant Proposal Submissions	4@100	400 points	
Syllabus Quiz	1@20	20 points	
Reflection Discussion	1@40	40 points	
Weekly Reflection Check-Ins	7@7	49 points	
Final Exam	1@100	100 points	

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at https://www.untdallas.edu/learning/schedule-appointment/.

Grading Procedures

Disputes regarding grades should be addressed by making an appointment with me within one week of receiving the grade. If you would like to discuss your course grade, appointments must be scheduled with me prior to the week of finals. Late assignments will not be accepted after the end of Week 7.

Chapter Quizzes (6 @ 25 points = 150 points): Quizzes are low risk, formative assessments that provide students with opportunities to evaluate their level of personal learning. Quizzes are completed in Canvas and students have **two attempts** to complete each assessment. While quizzes do provide easy points for students, well performing students choose to use them as an opportunity to gauge how well they understand the course material presented.

Grant Components Activities: (2@50=100 points): Students will complete short, focused assignments on key sections of a grant proposal. Each activity builds toward the final proposal submission.

Grant Proposal Submissions: (4@100 = 400 points): The mini grant proposal is the primary course project. Students will apply the steps of proposal development covered in the course to create a proposal addressing a specific Human Services need.

Introduction Assignment: Profile Cards (1@40 points= 40 points): To foster a supportive learning community, students will complete an Introduction Assignment early in the course. After posting your introduction, students must respond thoughtfully to at least two peers.

Reflection Discussion: (1@40 points= 40 points): Students will post a reflection on their learning progress in proposal writing, challenges they've encountered, and insights gained about developing and funding Human Services programs.

Syllabus Quiz: (1@20 points= 20 points): The purpose of this quiz is to ensure you understand course expectations, policies and procedures and to help you start the semester informed and prepared.

Weekly Reflective Check-Ins (7@7 = 49 points): Weekly activity designed to give you the opportunity to reflect on your performance and experience from the week and to reinforce self-awareness of skill growth.

Final Assessment (1@100 points= 100 points): The Final Exam assesses students' comprehension of key course concepts related to grant and proposal writing in the Human Services field. The exam will include multiple-choice, short-answer, and scenario-based questions.

Fundamental Aspects of Dr. Alexander's Course:

All UNT Dallas students are adults. As such, students should expect to be treated with respect as individuals, while also recognizing their responsibility for personal choices and active participation in the course. They are encouraged to approach the class with maturity and a genuine commitment to learning

Students are Developing Professionals. The title of this course indicates the primary subject matter, but the overall purpose extends beyond content knowledge. This course, like any in the program, is designed to support students' growth and preparation for professional roles after graduation. Accordingly, it is essential that, in addition to learning the material, students engage in opportunities to practice and strengthen critical thinking and communication skills that will be vital to their long-term professional success.

Course-Specific Policies

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true.

Attendance and Participation Policy: As a 3-credit course, the time estimated to complete all micro-lectures, readings, learning activities, and exploration projects is 12 hours/week.

Course attendance in an online course is regarded differently from a regular classroom course. Regular online participation and communication with the instructor are the essential markers.

Grading Policy: While I will make every effort to grade your assignments promptly, there may be occasions when it takes up to two weeks to complete the grading process. All grades will be posted to Canvas as they become available.

Due to the nature of our schedule, assignments may not be resubmitted once they have been submitted and graded you are strongly encouraged to seek clarification and support well before the due dates to ensure your best work is submitted on time.

Late Submission Policy. Written work should be turned in according to the class schedule. Assignments are due in Canvas on the day indicated as the deadline. Plan ahead and try to complete assignments well in advance to avoid last-minute problems. Computer difficulties will not be accepted as an excuse for late submission. Students are encouraged to check with different browsers and security levels. If settings on home computers are not compatible, they are encouraged to use libraries or computer labs on campus or local/private cyber cafes. It is a good idea to allow plenty of time for eleventh-hour adversities. Again, assignments are due on the announced deadline; late assignments will not be accepted.

Course Communication: It is the responsibility of all students to check Microsoft Teams, Canvas and UNT Dallas email regularly for class announcements, new course information and documents, assignments, and assignment feedback, and any changes that may arise during the course. When communicating with Dr. Alexander, please send emails through the UNT Dallas email address (Aleshia.alexander@untdallas.edu), not Canvas. Emails and messages sent via Canvas will not receive a response. Emails and messages will be responded to within three (3) business days. Messages sent on Fridays after 12 p.m. may not receive a response until Monday. If the following Monday is a holiday, then you'll receive a response on the following Tuesday, or thereafter. Please note that emails sent on weekends or holidays will not receive a response until the next business day. Please plan accordingly if you have questions about assignments, due dates, or course materials.

Remember that email is not instant messaging, and every effort will be made to provide a response within the specified timeframe. Follow rules of courtesy and etiquette when sending e-mails. Address Dr. Alexander by name and use formalities and rules of the English language and NOT informal texting shortcuts.

In the subject line of the email state the course you are referencing and the purpose for the email (Example: HSML 3000: Question about an assignment).

Notifications: Students are expected to check course announcements at least once per week. Any changes to the course schedule will be posted in the Announcements section in Canvas. Periodically announcements may appear in the course to provide general information, make special requests, or notify you of any changes. These announcements can be accessed from Canvas by clicking "Announcements" listed in the menu on the left side of the screen. Please

note that failure to read course announcements does not excuse missed assignments, misunderstandings, or lack of compliance with updated instructions.

Learning Activities and Assignment Format: Learning Activities are a method of assessing student participation and learning. A calendar is posted in your course syllabus and contains all activities, assignments, and due dates. All assignments are due on the date and time specified and should be submitted in the required format and to the correct location in Canvas. All times given as deadlines and for events will be presented in CT (Central Time Zone). Unless otherwise noted, all assignments are due on Sundays by 11:59 p.m. CST.

Please note that the excuse that you "did not know when the assignment was due" will NOT be accepted. Detailed instructions are given for all assignments. It is the responsibility of students in online courses to be familiar with the technology and the process for submitting assignments to Canvas. Assignments will NOT be accepted via email.

Respondus LockDown Browser Policy: Some assessments in this course may require the use of Respondus LockDown Browser to ensure academic integrity during online quizzes and exams. Respondus LockDown Browser is a secure testing application that prevents students from printing, copying, visiting other websites, accessing additional programs, or leaving the assessment screen until the exam is submitted.

When It Will Be Used

- The Final Exam and selected quizzes may require the Respondus LockDown Browser.
- Instructions and download links will be provided prior to each assessment that requires it.

Student Requirements

- You must download and install Respondus LockDown Browser before the first exam or quiz that requires it.
- The software is available for both Windows and Mac computers. A separate app is available for iPads if permitted by the instructor.
- A stable internet connection is required during all assessments.
- Before taking an official exam, students should complete the practice test (if provided) to confirm compatibility.

Online Attendance and Participation: The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to UNT Dallas' Registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Course Withdrawal: If you decide to discontinue participation in the course after you have registered, it is your responsibility to officially withdraw from the course by the Registrar's posted deadline. The instructor will not assign you a grade of WN simply because you failed to achieve course objectives and did not officially withdraw from the class.

Other Course Specific Policies

Each class week begins on Monday and ends on Sunday. All graded activities must be submitted according to the instructions provided within the designated submission box in Canvas. Each week, a list of the weekly learning activities, resources, and assessments will appear in Canvas followed by links to the appropriate activities.

Students will gain access to two modules each week to support steady progress through the course. It is your responsibility to ensure your assignments are completed. Please do not email Dr. Alexander to request modules be opened early to accommodate your schedule.

Should technical problems arise with course delivery, alternate but equivalent assignments may be given by the instructor so long as the overall learning objectives, general time frame and grading structure for the course are sustained.

Use of Canvas: Students must regularly check the Canvas platform for updates, announcements, and new course materials. It is the student's responsibility to stay informed about any changes or additions to the course content and schedule. A good standard of practice is to log onto the course at a minimum of two times a day to review announcements, course updates, or other related course correspondence. While Canvas can be accessed via mobile devices, students are advised that assignments may not always successfully submit from a mobile device. It is recommended to use a desktop or laptop computer for submitting assignments to ensure they are properly uploaded.

Use of Cell Phones and Other Electronic Devices: All cell phones and personal electronic devices must be silenced or turned off during class. Texting, taking calls, or using devices for non-class purposes is not permitted unless explicitly allowed by the instructor for a specific

activity. Students needing to respond to an emergency should quietly step out of the classroom.

Use of Laptops and Tablets: Laptops and tablets are allowed for notetaking and course-related activities only. Students are expected to use these devices in a way that does not distract others. Instructors may restrict laptop use during discussions, group work, or certain class activities to promote engagement and equity.

Food and Drink in the Classroom: Students may bring drinks with secure lids and small, non-disruptive snacks into the classroom, provided they do not create noise, mess, or odors that could distract others. Please be considerate of classmates and clean up after yourself. In classrooms with special equipment (e.g., computer labs), food and drink may be prohibited entirely.

Assignment of Incomplete: ("I") Grade A grade of "I" (Incomplete) may be given for work which is of passing quality but which, due to circumstances beyond the student's control, is not complete. Students who request an "I" must enter into a written agreement with the instructor regarding expectations for deadlines for submitting missing coursework. It is the student's responsibility to initiate this process and issuance of an "I" is at the instructor's discretion.

Dr. Alexander's Stance on Artificial Intelligence: The instructor of this course recognizes the growing influence of Artificial Intelligence (AI) technologies on student writing and content creation. Students may only use AI tools in the development of course materials if explicitly authorized by the professor. As AI continues to shape the academic and professional landscape, this course encourages students to critically and responsibly engage with emerging technologies under guided instruction.

Unauthorized use of AI including but not limited to content generation through tools such as ChatGPT, will be considered a violation of the course's plagiarism and academic integrity policies.

Grammar and spellchecking tools such as those integrated into Word may be used. If you have any questions about whether a particular tool or specific use is permitted, check with the professor.

Assignment Policy: All posted assignments must be typed 12-inch font, using either Times New Roman or Arial font (APA guidelines). Handwritten assignments in any part are not acceptable. All assignments must be completed using complete sentences and checked for spelling and grammar. Include a standard cover page with all written assignments, except responses to discussion board questions.

Assignments missing a cover page will receive a **5-point deduction**. Students are responsible for all course assignments and notices posted on the course home page, and all messages sent to students via email. Having problems with your computer and/or printer or failing to view

the assignment are unacceptable reasons for failing to complete an assignment on the due date.

Assignments must be submitted using the following format:

- LastName_AssignmentName_CourseNumber.docx
- Example: Alexander_ReflectionDiscussion_HSML4200.docx

Exam Policy: Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at https://www.untdallas.edu/hr/upol). Exams may require Respondus LockDown Browser.

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate 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 ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at http://www.untdallas.edu/disability. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:
University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at https://www.canvaslms.com/accessibility.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant.

Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at http://dallascatalog.unt.edu.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

AI Usage: This course operates under the notion that all work submitted by students will be created by the students themselves, either individually or in groups, as specified in the assignment instructions. Violations of academic integrity include having another person or entity complete any substantial part of an assignment on a student's behalf. This includes, but is not limited to purchasing work, hiring someone (or a company) to complete an assignment or exam, or using generative AI tools (such as ChatGPT) to produce content for graded submissions.

Web-based Plagiarism Detection*:* Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom etiquette: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true).

Classroom Disruption: Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and

any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:

Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking
UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untdallas.edu or file a report here.

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX
UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untdallas.edu

The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

Bad Weather Policy:

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to http://www.untdallas.edu/police/resources/notifications.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Technology Assistance: To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: https://community.canvaslms.com/docs/DOC-10721
- Canvas Instructure Support & Unsupported Operating Systems: https://community.canvaslms.com/docs/DOC-10720

UNT Dallas FERPA in the Virtual World: Please be advised of the following during online virtual meetings: When meeting with a student individually to discuss protected student records, including performance in class, grades, etc., ask the student to turn on their camera to confirm their identity. If the student cannot be seen, faculty and staff should confirm the identity of the individual with whom they are meeting by asking several questions only the student should be able to answer such as: UNT Dallas ID number, complete course number, EUID, etc.

Additional Resources

- **Career Services**
- **Code of Academic Integrity**
- **Disability Services**
- **Financial Aid & Scholarships**
- **Information & Technology Shared Services (ITSS) Help Desk site.**
- **UNT Dallas Library Resources**
- **UNT Dallas Learning Commons**