

Dear TAMS Student:

Welcome to the Texas Academy of Mathematics and Science! This unique living and learning opportunity is designed to accelerate your education and personal growth. **The academy offers you more freedom and more responsibility than is offered in a traditional high school, but less freedom and more supervision than is offered to most college students.** At the academy, you will be presented with challenges and given support in facing those challenges. Our goal is to help you succeed. We saw great potential in you during the admission process and believe the academy is a place where talent meets opportunity, which presents itself in many forms. In the end, however, your academy experience depends on you.



It is important that you realize your membership in the TAMS community is a privilege, not a right. This privilege was initially granted to you by the Admissions Office on the basis of the selection committee's judgment of your past performance and of your potential to benefit from and contribute to the academy. You must earn continued membership in the TAMS community through your performance and behavior, both in and out of the classroom. At the end of your first year, the Dean of the academy, along with the Associate Dean, the Assistant Dean of Student Life, and a student's Academic Counselor, will review both your academic performance and your contributions to student life and make a decision about whether or not to invite you to return for your second year. Factors that will be considered include but are not limited to: your GPA, your individual course grades, your disciplinary record, and your contributions to the community. Being asked to return as a Second Year Student is both a privilege and an honor.

As an academy student, you are required to follow university and academy regulations, as well as all local, state, and federal laws. All policies are applicable to you at all times during your time in the Academy, from your Move-In Day in August 2022 through Commencement in May 2023, including Travel Weekends, Closed Weekends, and vacation periods.

It is your responsibility to become familiar with all the policies and procedures outlined in the documents listed below.

- **University of North Texas Code of Student Conduct**
This information is available on UNT's Division of Student Affairs web page here <https://deanofstudents.unt.edu/conduct>. Additional copies are available from the Dean of Students Office.
- **University Housing Handbook and Policies**
A copy of this is available online at http://housing.unt.edu/housing_policies
- **TAMS Student Handbook**
The handbook is available on the Student Life portion of the TAMS website. Individual hard copies can be available at McConnell Hall upon the student's arrival in the fall – upon request.

These documents do not constitute a contract between the university and students or parents/guardians. They are intended to function as guidebooks for general information. Because the academy is a dynamic organization, needs and expectations change; therefore, academy policies and procedures are subject to change.

You will be notified in writing of any policy changes and are responsible for familiarizing yourself with those changes.

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Violations of any university and/or academy regulations OR any local, state, or federal law is grounds for disciplinary action and possible dismissal. Discipline is administered according to the Discipline System described in this handbook. To indicate understanding of these procedures, **before you can move into the hall and/or begin classes, you and your parent(s)/guardian(s) must sign the “Agreement to Abide by Policies” form.** We strongly recommend that you read this handbook carefully before you sign the agreement.

The **TAMS Honor Code** sums up the qualities we are looking for in academy students. Developed by TAMS students in 1995, it states the following:

“Community respect for the individual, individual respect for the community, and integrity in all things are the foundations upon which we base our lives.”

Read it, learn it, and live up to it.

PARENTS & GUARDIANS, please keep in mind that as a TAMS student, your son or daughter is leaving the relative security of family and high school to take on the challenges offered through college course work and residence hall living. You cannot help but wonder how your student will fare. The academy staff shares your concern for your student’s wellbeing. We want to assist you in helping your student overcome any difficulties that may arise and will contact you to keep you informed of your student’s progress and academy events. It is not always possible, however, for us to be aware of what students are experiencing. We depend on YOU to communicate with us and to encourage your student to do the same. Please feel free to contact us if you have questions, suggestions, or concerns. We seek to protect the confidentiality of students and parents or guardians.

Also, please remember that you are welcome at the academy any time. We think the best possible relationship academy staff and parents or guardians can have is a partnership—a shared responsibility to help the student succeed academically, and mature into a responsible, caring young adult. We look forward to getting to know you better in the coming year.

Best wishes for a successful 2022-2023 academic year at the Texas Academy of Mathematics and Science!



Glênisson de Oliveira, Ph.D.
Dean

FUNDING NOTICE

All academy programs and services are dependent on the level of funding from the Texas Legislature. The academy reserves the right to make adjustments to program components (including course offerings) to respond to changes in funding.



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**Dean of the Academy
Glênisson de Oliveira, Ph.D.**

Growing up in Brazil, I had a passion for learning and for science. In the pursuit of my dreams, I obtained a degree in chemistry from the University of Florida and then a Ph.D. in theoretical physical chemistry from Purdue University.

I've taught thousands of students for over two decades, and my wife and I homeschool our children. As a professor, I mentored many students in research, including several high school-age students like you, but I've never found as great a community of creative and engaged students as in TAMS. As dean, it is my desire to see you reach your potential and grow as a person. I believe TAMS is the best opportunity available for young talented students.

Associate Dean for Academics & Admissions Eric Gruver, Ed. D.



Having worked with the brightest students at an accelerated high school and then in higher education in an Honors College setting, TAMS is the best of both worlds. I enjoy helping students reach their intellectual and social potential, regardless of students' academic pursuits, and what interests me most about students are their hidden talents that do not show up in their normal course work.

I earned undergraduate and graduate degrees in History from Texas A&M University-Commerce, and then moved to the Rio Grande Valley to teach in Harlingen. Despite our love of the Valley's culture and food, my family returned to East Texas when I obtained a faculty position at A&M-Commerce, where I focused my teaching and scholarship on 20th Century U.S. I obtained a doctorate in Higher Education Leadership from A&M-Commerce and am delighted to be at UNT and TAMS. To relax, I watch old movies and listen to hippie-era music, all the while playing with my four mini-dachshunds.



Assistant Dean for Student Life Russ Stükel, M.Ed.

Anything that happens outside of the classroom falls into the world of student life. Getting students to take advantage of everything available at TAMS and UNT is always fun. My department works with student organizations, community service events and everything that happens in and around McConnell Hall. Our staff is working 24/7 to make this experience the best for all families.

I am currently getting in shape to compete in triathlons while at the same time trying to get my Basset Hound to enthusiastically walk a single block in the neighborhood. I enjoy reading and welcome any and all suggestions for a good book. Latest reads have been The Screwtape Letters, Nudge, Artificial Maturity and The Immortal Life of Henrietta Lacks.



Academy Psychologist Patrick Turnock, Ph.D.

I am privileged to have joined TAMS recently as the new psychologist and Director of Counseling for the academy. I assist students with issues including individual development, adjustment issues and career exploration.

I received my Ph.D. from Colorado State University. My career prior to joining TAMS has included 12 years working in several venues with adolescents and their families, as well as 8 years working in the prison system. I am happy to report that my experience working with TAMS students last year bore very little resemblance to my work with inmates. I enjoy working with young people, as well as hiking, biking, and occasionally skiing.

ACADEMY PHONE NUMBERS

Dean's Office

Dr. Glênisson de Oliveira	Dean	(940) 565-3971
Cortney Watson	Director of Finance and Operations	(940) 565-2437
Teresa Brooks	Administrative Coordinator	(940) 565-3971
Kristina Allen	Administrative Coordinator	(940) 565-3606

Computing and Technology

Roy Zumwalt	Director of IT	(940) 565-2498
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Academic Programs

Dr. Eric Gruver	Associate Dean for Academics	(940) 565-3979
To be hired	College Admissions Counselor	(940) 565-4683
Cindy Hoffman	Student & Program Coordinator	(940) 565-3979
Sydney McKinnis	Academic Counselor	(940) 369-8784
Kit Shattuck	Academic Counselor	(940) 369-8784
Francine Hazy	Academic Counselor	(940) 565-4033

Counseling

Dr. Patrick Turnock	Academy Psychologist	(940) 565-4657
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Admissions

Laura Beauchamp	Administrative Coordinator	(940) 565-3032
Sharon Vann	Sr. TAMS Recruiter	(940) 369-7046
Courtney Fields	TAMS Recruiter	(940) 565-4347
Kelly Perritt	Office Support Associate	(940) 565-3726

Student Life

Russ Stükel	Assistant Dean for Student Life	(940) 565-3603
Ben Warren	Assistant Director of Student Life	(940) 565-4955
Cole Pettit	Student & Program Specialist	(940) 565-3603

Student Life--McConnell Hall

Laura Burlingame	Hall Director	(940) 565-4955
Aaliyah Navarro	Hall Director	(940) 565-4955
Haley Myers	Administrative Specialist-Days	(940) 565-4955
Rayne Vaskova	Administrative Specialist-Nights	(940) 565-4955

In addition to the above-listed McConnell Hall staff, there are 4 Program Advisors (PAs) and 15 Resident Advisors (RAs. To reach a PA or RA, students can leave a message at the McConnell Hall Front Desk (940-565-4955). Each student will have a RA on his/her "wing." One may wish to record their names and room numbers here:

RA for Your Wing: _____ Room: _____

Administration FAX Number: (940) 369-8796

McConnell Hall FAX Number: (940) 369-8696

CAMPUS PHONE NUMBERS

Emergency (Fire, medical, etc.)	911
Campus Operator	(940) 565-2000
Police	
To report a crime or obtain information.	(940) 565-3000
To request Police Escort Service (Night only).	(940) 565-3014
To remain anonymous and report a crime.	(940) 369-TIPS (8477)
Health Center	
To make an appointment.	(940) 565-2333
Campus & Student Services	
Student Accounting Office	(940) 565-3225
Counseling & Testing	(940) 565-2741
Financial Aid	(940) 565-2302
Housing Assignments & Collections	(940) 565-2437
Willis Library	(940) 565-2411
Parking & Transportation	(940) 565-3020
Recreational Sports (Rec Center)	(940) 565-2275
Registrar	(940) 565-2111
Student Employment (Career Center)	(940) 565-2105
Writing Lab	(940) 565-2563
Residence Halls	
Dining Services (Meal Plan Information)	(940) 565-2462
Bruce Hall	(940) 565-4343
Clark Hall	(940) 565-4588
College Inn	(940) 565-4131
Crumley Hall	(940) 565-4844
Joe Greene Hall	(940) 565-8727
Honors Hall	(940) 565-3978
Kerr Hall	(940) 565-4676
Legends Hall	(940) 565-3862
Maple Hall	(940) 565-4389
McConnell Hall	(940) 565-4955
Mozart Square	(940) 565-3322
Rawlins Hall	(940) 565-3727
Sante Fe Square	(940) 565-2818
Traditions Hall	(940) 565-2701
Victory Hall	(940) 565-4409
West Hall	(940) 565-4685

FRIENDS & FAMILY

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OVERVIEW

A BRIEF HISTORY OF TAMS

The Texas Academy of Mathematics and Science (TAMS) was established by the 70th Texas

Legislature on June 23, 1987. It was designed as a residential program at the University of North Texas for high school-aged students who are gifted in mathematics and science. Students live in a campus residence hall and take classes from UNT faculty with regular UNT students but are provided with more supervision and guidance than traditional college students.

The establishment of this innovative program stemmed from national concern among educators about anticipated shortages of students who would be sufficiently well prepared in mathematical and scientific problem-solving. Recognizing that American youth would need to compete in an increasingly technological society, several states opted to create alternative educational programs that would attract students to the fields of mathematics and science as well as offer bright, motivated young people an accelerated education in these areas of study. TAMS differs from other state-supported residential math and science schools in that the academy offers students the opportunity to complete two years of college concurrently with the last two years of high school.

The first TAMS class arrived at UNT on August 22, 1988. This graduating Class of 1990 included 65 students. The academy has since grown; in recent years, the graduating classes have been as large as 185 students.

TAMS MISSION STATEMENT

The mission of the Texas Academy of Mathematics and Science is to offer an accelerated education for bright, motivated Texas high school students who have demonstrated an interest in pursuing careers in mathematics and science. The academy seeks to provide students with the companionship of peers, to encourage students to develop the creativity, curiosity, reasoning ability, and self-discipline that lead to independent thought and action, and to aid students in developing the integrity that will enable them to benefit society.

TAMS STAFFING STRUCTURE

The Dean of the Academy oversees all academy staff and operations. The Assistant to the Dean coordinates financial matters and plans the advisory board meetings and graduation. The Director of Admissions conducts recruiting of new students and oversees the selection process. The Assistant Dean/Director of Academic Programs oversees all academic matters and serves as a liaison with university faculty. The Director of Counseling and Research provides counseling services to students and coordinates efforts to conduct and publish research data on the TAMS program. The Assistant Dean for Student Life oversees administration of the residence hall, extracurricular activities, and discipline, in addition to handling emergencies and supervising the residence hall staff. The Assistant Director for Student Life provides direct supervision for the student activities program and conducts disciplinary hearings. Twenty-one staff members live in McConnell Hall along with the students in order to provide on-site supervision and assistance. These include two full-time Hall Directors, four part-time Program Advisors, and fifteen part-time Resident Assistants.

UNIVERSITY OF NORTH TEXAS

The Texas Academy of Mathematics and Science is affiliated with the University of North Texas, located in Denton, Texas. With an enrollment of about 40,000 students, UNT is the largest university in the Dallas–Fort Worth Metroplex and the fourth largest university in Texas.

TAMS Academic Program

The goal of the TAMS experience is to develop the whole person, with a significant portion of time and attention dedicated to academics. Although grades and grade point average (GPA) are important, learning and achieving understanding are far more significant and long-lasting, and TAMS students must stretch their intellectual abilities far beyond where they exist when students enter the Academy...even if the grade is not what a student wants. TAMS students take university courses taught by university faculty who are also engaged in research. University faculty bring to the classroom a unique perspective that enriches what they teach, and students must seek to learn more than what is in a book or in a lecture.

TAMS core courses—courses listed in the specific curricular track a student pursues—must be taken at UNT during the Fall and Spring semesters. TAMS will consider a student’s performance on AP exams in biology, computer science, mathematics, and physics as described below, but TAMS does not accept CLEP credit, dual credit, or courses taken at community colleges or other universities in lieu of TAMS requirements. Since placement testing is important to a student’s success, students admitted to TAMS after the administration of the placement tests MAY have a make-up opportunity to take the placement exams, but students who do not take the placement exams and do not have qualifying AP scores will be enrolled in Precalculus and General Chemistry, without exception.

TAMS curricula allow a student to explore a variety of STEM fields, and each curriculum is designed to aid students who decide to remain at UNT for a baccalaureate degree. This does NOT suggest or imply that students can alter the courses in their selected curriculum if they do not intend to pursue a degree at UNT, so students should NOT use this argument to petition for course substitutions or exceptions. Although incoming students must select a track and complete the courses in that track during the first semester at TAMS, students have ONE opportunity to change tracks during the Spring registration period, which typically occurs during October and early November. Students cannot change tracks without talking to their academic counselor because the new track may require students to complete heavy course loads for their remaining three semesters at TAMS, which will likely prevent students from taking elective courses. The Academic Counselor will provide guidance and information to the student and parents before adjusting the student’s schedule of classes.

Recommendations for Succeeding as a TAMS Student at UNT

TAMS may be labeled a public high school, but TAMS is nothing like a traditional high school and students should accept that high school is over. University courses are more rigorous and move at faster pace than courses—yes, even AP courses—at traditional high schools, and some professors assume students have some prior knowledge of basic math, science, and even writing concepts. A student’s Academic Counselor is the best source for help and advice, and students ignore their Academic Counselor at their peril because the Academic Counselor will communicate with students’ parents regarding a slew of issues, including exam grades, homework averages reported by faculty, the number of missed or late assignments reported by professors, and class absences and subsequent Academic points. The Academic Counselor can request meetings with a student and parents/guardians when necessary, so students should always communicate with parents about goings-on in order to avoid uncomfortable conversations either during the semester or, worse, at the end of the semester regarding any “surprises.” Having said that, students must read the following admonitions and encouragements, and then review them from time to time.

1. University faculty possess advanced degrees and are experts in their fields of study, but most faculty also want students to learn and succeed.
 - a. Use “Dr” or “Professor” to address a faculty member, even if the faculty member tells you to use a first name.
 - b. Search the UNT website before classes begin to review each professor’s title and degrees earned.
 - c. Go to each professor’s office during the first week of office hours to introduce yourself = 2-3 minutes.
 - d. Regardless of your grade, visit a professor’s office regularly = Make conversation by asking questions about the professor or the subject or a topic from class.
2. University faculty possess “academic freedom,” which allows them to teach a subject as they determine and then to evaluate students based on what and how they have taught the course.

- a. No standard curriculum exists for any course taught in higher education, unlike in high school where teachers must follow a state-mandated list of whats, whos, whys, and hows.
 - b. Thus, do NOT compare faculty members because no two faculty members teach the same course in the same manner.
 - c. Professors do NOT use the same lectures, quizzes, exams, grading rubric, grading scale.
3. University faculty will NOT tolerate “high school”-like, immature behavior.
 - a. A faculty member can dismiss a student from a class meeting, and can then require the student to visit with the faculty member before the student can return to regular class meetings.
 - b. The following is a partial message from a professor describing TAMS students’ behavior regarding faculty expectations and requirements
 - c. "Some students expressed shock at needing to write a two-to-three-page draft between Thursday and Sunday, a draft that was actually discussed and assigned on the previous Monday. Some students emailed me to ask how they were supposed to get work done over the weekend because they were attending science fairs or other events, and several students expressed that they considered having to do homework three times a week too much. I also noticed that sometimes students would have what appeared to be a moment of realization about something when I discussed analysis/writing with them, but that they didn't always seem to retain that insight."
 - d. Student must change their expectations to fit a learning environment, not just now but any time.
 4. Grades in most courses are based solely on a handful of exams or papers.
 - a. Homework may be assigned but professors do not necessarily collect and grade work. The concept of “assigning” is to encourage “practice,” so students should link the concept of “assignment” to acquiring knowledge and skills, not doing something to receive a grade.
 - b. Final exams are usually comprehensive—that is, they include material covered during the entire semester. Even final exams that are labeled non-comprehensive have an element of comprehensiveness because students do not usually perform well on the last exam in a course if they have not done well on previous assignments and exams.
 5. Attending class, managing time, reading and taking notes
 - a. Most courses meet 2-3 times per week; some math courses may meet four days per week, while science labs meet once per week for as long as four hours. Students, therefore, must develop new study habits and skills, as well as more strict time management methods.
 - b. Maintain an electronic calendar
 - i. Google, iCalendar, Outlook, etc.
 - ii. Keeping a list of “to-do” items in a cell phone, laptop, or on a sheet of paper is insufficient.
 - iii. Daily schedules must include:
 - A. Eating
 - B. Sleeping
 - C. Study breaks
 - D. Laundry
 - E. Social activities and/or exercise
 - c. Attend all class meetings even if the professor announces that attendance is not required. TAMS policy requires students to attend class, and TAMS officials will take class attendance and assign Academic points to students not in class.
 - i. Read all assignments completely and take notes on the reading **BEFORE** each class/lecture.
 - ii. Listen attentively to the instructor and take notes in class.
 - iii. Re-write (or type) and combine your reading notes with the instructor’s lecture notes.
 - d. Spend time each day studying something about each class.
 6. TAMS Students are Smart, but They Don’t Study Smart
 - a. Begin an assignment the day assigned

- b. Use a timer when studying
 - i. Students should not study a subject or topic for more than 30-45 minutes without taking a break.
 - ii. Take a 10-minute break = take a walk outside or go to a public place.
 - iii. Never take a break without leaving the room/area in which you are studying.
 - iv. Brain must “catch up” with processing the information you are learning.
 - v. “Cramming” does NOT work because the brain cannot process information quickly enough.
- c. “Feed your brain” = food and sleep deprivation prevent your brain from optimal performance
- d. When preparing for an exam, begin studying at least one week prior to the exam date
- e. Ask for help
 - i. Professors, Academic Counselor, TAMS Academic Society
 - ii. UNT sources
 - A. Math Lab
 - B. Writing Center
 - C. Various instructional centers for biology, chemistry, and physics

Perhaps the most significant challenge for most TAMS students is the last recommendation: “Ask for help.” For the first time in most students’ lives, you are now in charge of taking ownership for your learning, and students must make sound decisions based on real evidence, not emotions. In other words, a student who falls behind in a course or courses cannot take shortcuts to remedy the student’s inaction as a student. The student must accept the poor decisions and make better ones in order to do what is necessary to succeed. The student may also have to accept the consequences of poor decisions if the student does not communicate with anyone to ask for help. Unlike in high school or other less significant situations, parents will not be able to “fix” or “repair” a student’s mistake if a student does not communicate what s/he/they need or, worse, what s/he/they did to take a shortcut (i.e., academic dishonesty). Finally, a professor is rarely to blame for a student’s lack of success in a class, and students who do not follow all of the advice mentioned above cannot attribute their lack of success to anyone or anything else.

Disability and other Accommodations

The University of North Texas is an equal opportunity institution and complies with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. Students with disabilities are required to register with the University’s Office of Disability Access (ODA) in order to make use of their services and to receive accommodations. For further information, contact the Office of Disability Access in Sage Hall.

TAMS and Advanced Placement (AP) Credit

TAMS students complete university courses taught by UNT faculty who follow traditional university guidelines, including the number of assignments and exams, grading rubric, and final average grading scale. Thus, students and parents should NOT expect or want TAMS to operate like a traditional high school because (1) university courses are inherently superior to AP courses (e.g., rigor, depth of content, knowledge of professor), and (2) students earn credit for a UNT course at the end of a semester whereas they must pass an exam at the end of an AP course even if even if they receive a high grade in the class. TAMS has no desire to “hold back” a student academically and intellectually, and TAMS will follow the policies and procedures described below.

First, incoming (“first-year”) students have an opportunity to submit AP exam scores during the Summer preceding their first Fall semester. Students must (a) download the PDF of their score report from the College Board and email it to the Associate Dean, and (b) request that College Board send an official score report to UNT, not TAMS. TAMS considers ONLY AP exams in biology, computer science, calculus, and physics, and students must earn a score of “5” on each exam to be eligible to accept AP credit. AP scores and credit, however, do not exempt a TAMS student from completing STEM requirements—that is, a student who elects to accept any eligible AP credit must complete the same number of hours in the same subject in which they receive AP credit (see “AP Biology” below). NOTE: Students should consider that other colleges and universities may not recognize credit granted by exam in lieu of taking actual courses. Private schools in the northeastern U.S. and on the West Coast of the U.S. typically do not award AP credit, so those institutions may require a student to complete courses for which credit was granted.

Second, once a student begins classes at UNT, TAMS no longer recognizes AP scores for credit for any course required by TAMS. Thus, students cannot and should not plan to take AP exams in May of their first year in TAMS because these scores will have NO bearing on courses students need to complete the TAMS requirements. In other words, once a student enrolls in UNT, only UNT courses or UNT departmental credit-by-exam will be recognized.

Third, relative to taking AP exams while enrolled at UNT, under no circumstances will TAMS permit any student to miss UNT classes, exams, and/or final exams in order for the student to take an AP exam(s) at a high school. AP exams typically occur during the same week of UNT’s Spring semester final exams, and UNT courses and final exams take precedence over all other commitments—AP exams or otherwise—and students are prohibited from asking professors to take a “make up” exam because a student wishes to take an AP exam. Students who ignore this policy risk immediate dismissal from TAMS—before Spring semester grades are submitted...think about that—and any questions about any of these policies or provisions should be directed to the Associate Dean of TAMS.

Fourth and finally, to be clear, TAMS does NOT recognize credit awarded by exam—AP, CLEP, etc—for courses in English, U.S. history, political science, and/or the fine arts or other humanities and social science courses.

AP Biology

A student who receives a score of 5 on the AP Biology exam MAY ACCEPT credit from UNT for BIOL 1710, 1720, and 1760, but these students ARE REQUIRED to complete TWO additional biology courses + the requisite lab for each course. In no circumstance will a student be permitted to complete non-lab-based BIOL courses to satisfy TAMS requirements. Anatomy and Physiology 1 and 2 (BIOL 2301/2311 and 2302/2312) will be required for students who accept AP credit, and TAMS will not waive prerequisite courses listed in the UNT Catalog so that students can take other biology courses. Incoming students who select this option MUST inform the Associate Dean when College Board releases AP scores in July. TAMS students who earned a score of 5 but who are in an academic track/pathway that requires only one course in biology must complete one BIOL course at UNT if the student accepts the AP credit.

AP Calculus AB/BC

A student’s performance on the TAMS placement tests notwithstanding, students who receive a score of 5—nothing lower—on the AP Calculus AB exam or the AP Calculus BC exam *will be considered* for a higher course enrollment *depending* on their placement test score as well as their SAT/ACT math score (if relevant). Obviously, a student can earn placement in a higher-level course if the student performs well on the math placement test(s).

AP Computer Science A (not Principles)

Students who receive a score of 5 on the AP Computer Science A exam will be allowed to “skip” CSCE 1030 and enroll directly into CSCE 1040. Students on any track/pathway that requires CSCE 1030/1040/etc must complete an additional CSCE course when accepting the AP credit so that a student completes the same number of hours at UNT as required by the track/pathway.

AP Physics C: Mechanics and AP Physics C: Electricity and Magnetism

Students who earn a score of 5 on BOTH the AP Physics C: Mechanics exam AND the AP Physics C: Electricity and Magnetism exam will receive credit from UNT for PHYS 1710/1730 and 2220/2240. Students who accept UNT’s credit must then enroll in UNT’s PHYS 3010/3030 “Modern Physics”/Lab and PHYS 3310 “Mathematical Methods in the Physical Sciences” during their second year in TAMS. Please note that TAMS will not recognize a score of 4 on either AP Physics C exam; a student must earn a score of 5 on BOTH exams in order to “skip” courses. TAMS students who earned a score of 5 but who are in an academic track/pathway that requires only one course in physics must complete one PHYS course at UNT if the student accepts the AP credit.

UNT Credit-by-Exam (CBE)

Several UNT academic departments—TAMS students most frequently focus on languages [Placement Test | World Languages, Literatures, & Cultures \(unt.edu\)](#)—offer testing opportunities for students to earn university course credit, but students need to be cognizant of the timing of their testing relative to when their credit is posted to their UNT transcript. The UNT Registrar posts credit ONLY at the end of the semester in which a student takes a CBE test. Thus, a student who wants to complete the language requirement before submitting college applications in October/November of the second Fall semester must take and pass the test before the last class day of Summer 5W2 (10W or 8W). If a student waits until the Tuesday after the Summer semester ends, the CBE credit will not be posted to a student’s transcript until December when Fall grades are posted.

Course Enrollment (including Summer)

Academy students must enroll in and successfully complete—a grade of “D” or higher—at least 12 hours each semester because TAMS cannot award a scholarship to an “under-enrolled” student. Students, however, cannot enroll in more than 19 hours as designated by UNT policy. The typical enrollment of successful TAMS students is 15-17 hours per semester, with perhaps a 1-hour research elective. TAMS enrolls incoming students in their first-semester courses based on students’ choice of curricular track, placement test scores and, if applicable, AP scores. For the remaining semesters, students receive advice and approval from their respective academic counselors and enroll themselves in courses. Students have a limited time to set their course schedules for the following semester, and deadlines are strictly enforced. The outline below provides some general as well as specific information regarding student registration, both process and course requirements.

Second-semester and Second-year Students

1. State of Texas and UNT Requirements
 - a. Students MUST ensure they have an up-to-date (current) meningitis vaccination record on file with the UNT Student Health and Wellness Center. Since this is a state law, neither TAMS nor UNT can suspend or waive this policy.
 - b. Students MUST update the following before registering for classes each semester: i. Mailing address ii. Current/Local address (where you will live during that semester)

- iii. Enrollment = the site as the “address at which I am residing while enrolled” (McConnell Hall)
 - A. Clearly defines where a student will reside during a given term = a student may have a local address, but may not be living at that address during the term
 - B. Will assist in mailing refunds if a student has not set up the system to do so electronically.
 - c. Students cannot have a past-due balance of \$1,000 or more
 - i. UNT sends students regular communication (email, text message, etc.) regarding their account, as well as steps students can take to become eligible to enroll.
 - ii. View the myUNT “Tasks” tile which will indicate if a student has a “Past Due Balance” and how a student can complete their payment online.
 - iii. Once a student completes their payment, myUNT will update and the student will be able to enroll during their designated registration period. Students should NOT expect this to be an immediate update.
- 2. General TAMS Guidelines = Fall and Spring Semesters
 - i. Students MUST be enrolled in courses that meet five days each week.
 - ii. Students CANNOT enroll in courses that meet at the same time on the same days OR in courses that overlap even by “0” minutes (i.e., one course ends at 11:00 am while the next course begins at 11:00 am).
 - iii. Students CANNOT enroll in non-laboratory courses that only meet once per week (also known as “marathon” courses). These courses typically begin after 4:00 pm and/or on Saturdays.
 - iv. Depending on a department’s course offerings, students are NOT allowed to enroll in online courses. Students who encounter this MUST contact their academic counselor before enrolling.
 - v. Students must leave MONDAY 5:00-6:00 pm “open” for TAMS Seminar. (Some Seminars occur on other occasions, but the Monday time is a top priority.) Students who discover that they cannot avoid taking a course during Seminar MUST contact their academic counselor before enrolling in courses.
 - vi. Students who must travel to and from Discovery Park should allow at least 40 minutes for transit.
 - vii. Students can use the Visual Schedule Builder to review and select course and sections, including putting the choices in the student’s “cart.” Doing this in advance of the opening of registration will allow a student to click a few keys and, theoretically, enroll quickly. (NOTE: Please read the additional information in this document about the “completeness” of the Visual Schedule Builder.)
- 3. Despite whatever urban legends waft through the halls of McConnell, TAMS will NOT:
 - a. Waive prerequisites for courses
 - b. Honor “consent of department” or “consent of instructor” (i.e., the student must complete all prereqs)
 - c. Two exceptions
 - i. MATH 1720 and MATH 2700 (see below)
 - ii. Student has conducted research with a professor (e.g., neuroscience)
- 4. Electives...or, Which Courses TAMS Student Can Take
 - a. TAMS students have a lot of freedom when choosing electives, but a student must be qualified to enroll based on policies and prerequisites set by academic departments <http://catalog.unt.edu/>
 - i. Undergraduate courses numbered = 1xxx-4xxx ii. Again, TAMS will not honor student requests based on “faculty approval”
 - iii. TAMS will NOT override department policies that require a student to be a “major” in the department in order to enroll in a course(s) = “3xxx-4xxx” courses
 - b. TAMS students cannot enroll in graduate courses (e.g., “5xxx-7xxx”)

Students are NOT permitted to be on the “waitlist” for a course—students must be enrolled in all courses—and students will NOT be allowed to change their schedules after the TAMS deadline for any reason unless an academic department or college adjusts the days and times of a course in a way that creates a scheduling conflict where one had not previously existed. Furthermore, TAMS students are NOT permitted to change their schedules during the first week of a semester.

Summer Activities and Enrollment

First, TAMS students often look for and find a variety of opportunities to occupy their minds during the Summer months—roughly the third Monday in May to the third Friday in August—between their first and second years in TAMS. Since many Summer programs have deadlines that occur in December and January, students must plan ahead to obtain a transcript or a letter of recommendation, or a verification of enrollment. For example, UNT and TAMS offices are closed between December 23rd and the first business day after January 1st (could be January 3rd if New Years Day is on a Saturday), and some TAMS staff members take additional days off to spend with their families. Thus, a student who (a) discovers a Summer program on December 30th and (b) must submit the application and required materials on or before January 10th, will likely have difficulty obtaining the necessary materials.

Second, every year, TAMS students ask whether or not they are eligible to apply for Summer programs specifically aimed at “undergraduate students.” Although TAMS students take university courses and are considered to be “university” students for some purposes at UNT, TAMS students are NOT degree-seeking students and, thus, are not “undergraduate” students that most programs desire. Students are welcome to inquire with the program directors, but a student does not want to be accepted by a Summer program only to be denied access upon arriving in May/June because the program director(s) discover that the student is under 18 years of age and/or is not a traditional undergraduate student.

Third, with permission from both the academic counselor AND the Associate Dean of TAMS, rising second-year students may enroll in Summer courses offered during the 5-week, 8-week, or 10-week terms. Students are prohibited from enrolling (a) in 3-week semesters or (b) in two courses during the same 5week semester. (NOTE: TAMS graduates who want to take Summer courses at UNT must meet with the TAMS College Advisor before any enrollment can be considered and approved by TAMS and UNT.)

Students may be allowed to re-take courses during the Summer semester following a student’s first year in TAMS/UNT in order to “replace” lower grades—only a C or D, not a B—they received during the previous Fall/Spring semesters. Regardless of students’ objectives, students who wish to enroll in Summer courses (a) must enroll at UNT and not another institution and (b) cannot take online or remote courses unless health and safety conditions dictate online or distance learning. Most importantly, students’ Summer grades ARE included in their cumulative GPA, and students whose cumulative GPA does not meet TAMS requirements will be dismissed from the Academy before the Fall semester begins. (NOTE: A student and family are responsible for ALL costs associated with taking Summer course(s), including but not limited to tuition and fees, books and supplies, and all living expenses if the student lives in Denton, on or off campus.)

In summary:

1. Students may enroll in a maximum of two traditional (3-hour or 4-hour) Summer courses in ONE of the following scheduling combinations:
 - a. 5W1 (first five-week Summer semester) and 5W2 (second five-week Summer semester)
 - b. 10W (10-week Summer semester) and either 5W1 OR 5W2
 - c. 8W1 (first eight-week Summer semester) and 5W2
 - d. Two courses offered during the 10W semester

2. Students are prohibited from enrolling in courses offered during three-week semesters (e.g., Wintermester and May-mester)
3. Students are not permitted to enroll in for-credit Summer courses at any other higher education institution.
 - a. TAMS cannot monitor a student’s progress although the student is a TAMS student.
 - b. Any poor grade in a course at another school can have negative repercussions on a student’s standing in TAMS and at UNT.
 - c. These risks are not worth making an exception.
4. TAMS grade and GPA policies remain in effect for Summer courses
5. Students/families are responsible for paying for tuition, fees, and course materials (books) for Summer courses.
6. Students who receive and accept the TAMS Summer Research scholarship are prohibited from enrolling in Summer courses.

TAMS Class Attendance Policy

A university class schedule is far different and far more difficult than a traditional high school class schedule even if a student is involved in multiple AP courses. Whereas a student in a traditional high school may be able to “catch up” from missing several days of class for whatever reason, university professors do NOT allow a student much leeway for missing class because a student may only have a class two days per week—or only one day per week in the case of a laboratory or recitation. Put another way, a student who misses a high school class five times throughout the Fall semester has missed a total of one week of school during an 18-week semester. At TAMS and UNT, that same student will have missed about two weeks of class during a 15-week semester...and each professor—not UNT or TAMS—determines their “make-up work and exam” policy.

Thus, TAMS expects and requires all students to attend every class, lab, recitation, and other scheduled class-related meetings, regardless of a professor’s attendance policies. Research studies have shown that attending class is vital to a student’s learning and general academic success, not to mention that a significant portion of TAMS’s funding is based on class attendance. Attending class, however, is not a student’s only obligation; TAMS also expects students to be active participants in their learning, including taking notes, asking questions, and remaining attentive to whatever a professor and/or other students are discussing. Students who create or participate in class disruptions or who disrespect professors or other members of the class via sleeping, whispering or talking, surfing the Internet, and/or working on assignments for another class, are subject to disciplinary sanctions, including dismissal from the Academy. To ensure that students attend classes, TAMS personnel will periodically take attendance in various classes, and a student who is late for class—“late” is defined as one second after the time a class is scheduled to begin—will be counted absent.

Absences

1. Students who are absent from any class, lab, recitation, or other required activity must submit a class absence form. Students will receive 5 Academic points for each class absence unless they provide a written note from a doctor describing an illness and the required treatment (prescription, etc). A phone call from a parent/guardian will NOT “excuse” the absence.
2. Academic points will not be assigned to students:
 - a. Participating in an event supervised and financially supported by TAMS, including TJAS and the FWRESF. **NOT** included are ISEF, HOSA, DECA, and other competitions where TAMS does not supervise or financially support travel to state, national, or international competitions.

- b. Presenting a paper and/or poster at an academic conference for which a student submitted a proposal to present and subsequently received written documentation of the acceptance from the organization hosting the conference.
- c. During their second year who are invited to interview at universities for which students can provide written documentation from the institution. Simple campus visits are **NOT** included.

**Consequences of Academic points accumulation are discussed later.

As mentioned above, UNT faculty retain the authority to establish attendance policies and enforce penalties, including what they constitute as “excused” or “unexcused” absences. **TAMS does NOT excuse students from missing class, so do NOT tell faculty that TAMS is allowing you to miss class.** *Only a student’s professors can excuse absences, and TAMS will never interfere in a professor’s decision regarding student absenteeism and the professor’s written policy.* Thus, regardless of a faculty member’s decision, TAMS can assign Academic points to a student who misses class and the absence does not meet one of the criteria listed above.

A UNT’s Professor’s Note about absenteeism and extra-curricular activities (March 2022)

“I have had several students ask me about missing class for extra-curricular activities. Here are my thoughts.

- 1) Missing class for such events will, without question, set a student back. If you think you will get serious studying during high intensity travel and conference activities, you should get set for a disappointment. It takes a lot of practice and discipline to work during travel.
- 2) What is certain is that you WILL NOT be able to stay current in all of your classes.
- 3) You should anticipate reduced quality in your performance on varying assignments. Typically, when students miss several days in the week or so leading into an exam, there is a notable and often SUBSTANTIAL drop in a student’s exam performance on that particular exam.
- 4) The last time I had a collection of students miss multiple classes for extra-curricular events, 2/3rds of them scored ONE FULL letter grade worse on the 3rd exam, and 100% of them performed below their usual standards.
- 5) TAMS has an explicit attendance requirement for all of your classes. I hold you accountable, in large part, because students who miss class frequently tend to fail, so don’t ask me if it’s okay with me if you miss class.
- 6) If you miss quizzes, of any kind, THERE ARE NO MAKE UPS. Period. End of discussion. It’s clearly stated in the Syllabus—and is so for a reason.
- 7) Extracurricular activities are NEVER an acceptable reason to miss an exam. NEVER. You signed for a class...you are responsible. End of story.

That’s it. I’m not going to tell you what to do: “Go not to the Elves for counsel, for they will say both no and yes.” (J.R.R. Tolkien, *The Fellowship of the Ring*)”

University Grading Systems, Grades, and GPA

Two urban legends exist regarding grading and grade calculations: “curving grades” and “rounding a grade.” First, universities do not recognize either of these practices as standard in calculating students’ grades. Second, professors have no obligation to implement or offer either practice. Third, faculty

members who implement one or either or both of these practices sets her/his/their own standard for each as no common pattern or interpretation exists. Fourth, these concepts are distinct from each other and even occur at different times during a specific course and semester. Thus, a professor may analyze students' performances on an exam and then decide to "curve exam grades" by adding points to students' individual exam grades in order to adjust for errors or lack of clarity with some exam questions or perhaps to account for the level of difficulty of exam questions. A "curve" is rarely "equitable" depending on a professor's formula for adding points, which is to say that some students may receive more points than others based on students' grades and the professor's desire to increase students' overall chances to pass the course. Conversely, at the end of a semester when a professor calculates students' final course grades, a professor may decide to "round a grade" using the historical threshold of "x9.5+" to determine if a student should receive the next highest grade.

Many professors who "curve" exam grades during a semester do NOT "round" grades at the end of a semester; in effect, "curving exam grades" negates the need for "rounding grades." Philosophically, "curving exam grades" MIGHT be appropriate if students do not interpret an exam question in the manner a faculty member anticipated and/or if the faculty member included a question on the exam that did not appear in the lecture or reading material for that specific unit of study. Awarding students points, however, due to sympathy or "Pass/Fail" rates is borderline unethical and perpetuates a student's mindset that s/he/they deserve something unearned. In other words, students who explain they wish to "discuss"—that's a code word in this scenario—their grade with a professor are implying that they deserve something they did not earn. Since everyone knows what the "M" means in TAMS, please consider the following examples.

Example A = If Student X hires Student P to build a fence and Student P builds one 8-foot panel of a fence and demands payment, must Student X pay Student P for building a fence? Student X did not specify the length of a fence, but almost everyone understands that a fence is longer than eight feet, so Student P should NOT expect to be paid for building a fence.

Example B = If "89.6%" is less than "90%" and if a grade of A is "90-100%," then a student did not EARN an "A" in the course.

Finally, do students really expect someone to give something that was unearned? What if the grade is 69.8% and the course is the last class a student needs to complete medical school?

Final Exams, Final Grades, and Contacting Professors

Each semester, students complete final exams during a designated week on UNT's official academic calendar, and students MUST NOT make plans for any other activities during the final exam period, including the first day of final exams which is a Saturday. Under no circumstances are students permitted to request a make-up final exam from a professor. Additionally and inevitably, TAMS students think they MUST speak to their professors after all assignments have been submitted and after the final exam has been taken. NO!!!!!!!!!! Frankly, a student had sixteen (16) weeks—four months—to demonstrate what s/he/they learned in the course AND to speak to the professor every week with questions and/or concerns. At the end of a semester, a professor is charged with grading remaining assignments and the final exam, and then submitting final course grades before 5:00pm on the Monday following the week of final exams. This is a monumental task for a faculty member, and quite honestly, professors do not want to talk to students, especially students who want to "discuss" their grade(s). By the way, this sentiment is not focused solely on TAMS students; students in general do not worry about their grade in a course until the end of a semester, which is far too late to worry and contact the professor of the course. In fact, the most

hated words a student can ever send or say to a teacher at any level are some derivative of: “What can I do to pass this class?” or “What do I need to do to pass this class?” or “Is there anything I can do to raise my grade in the class?” The second most hated words a student can send or say to a teacher at any level are a variation of “I know my average is not exactly where it needs to be for you to round up, but what can I do that would enable you to bump my grade?”

TAMS students, therefore, are NOT permitted to communicate with professors in any way, shape, or form about their final exam grade and/or their final course grade once final exam week begins. Please notice that the previous sentence lacks a description regarding an “end” to the limit placed on students, which means that students CANNOT approach or communicate with their professors about the two aforementioned grades for any reason and at any time until and unless the Academic Counselor and/or the Associate Dean of TAMS explicitly allow a student to engage in such communication with a professor. Students who ignore or disobey or circumvent or otherwise fail to adhere to this policy risk severe and perhaps catastrophic consequences, including immediate dismissal from the Academy. Students may perceive this limitation as harsh, but please consider the information already presented as well as the following examples and analyses.

Faculty—me included—must maintain the integrity of our courses and our ability to evaluate a student’s performance. A student who mentions missing class or information because the student participated in an event (e.g., competition) is attempting to pressure a faculty member by using “guilt.” A second student requests some type of “bump” or “curve” to an exam score is asking for something the student did not earn via the professor’s assessment method. Finally, a third student who asks the questions mentioned in a previous paragraph lacks any sort of understanding of the word “irony”—that is, a student did not adequately understand the tested material during the semester but now asks for MORE work to do that a professor would evaluate without being compensated. In other words, if a student did not spend enough time learning the material the first time, then how exactly is the student going to find time to do additional work to learn information the student should have learned the first go-round? **The bottom line is that TAMS wants to help students maintain positive relationships with professors, and “protecting you from yourselves” is a chief method in which we can achieve that goal while also teaching students why what they are inclined to do will likely backfire and create negative energy with the professor.**

The emails below are actual emails students sent to (a) a professor and (b) a TAMS Academic Counselor, and they are excellent examples of what a student should NOT DO or DO based on TAMS’s policy and instructions. The emails do not need much explanation, but certain parts of the first example are noted in case students have difficulty determining the problem with the email. The student who wrote the first email DID NOT contact an Academic Counselor before sending the message, while the student who wrote the second email contacted an Academic Counselor, who then emailed the professor who resolved the situation to the satisfaction of the student.

Example A

Hello Dr. _____,

These past few weeks *I have been working really hard in class* in an effort to learn the material and receive an “A” in the course. However, when I was computing my final grade, I realized that even with a perfect score on the _____, it is not possible for me to finish with over ___ points in the course. I had thought about this earlier in the semester and figured that increasing my quiz average would allow me to finish with an “A,” but *because of the kind intentions that you demonstrated by allowing us to not take the past few _____, I have not been able to improve this average.* I really would like my past two _____ scores to reflect my final grade in the course because I feel like I have completely turned myself around from the beginning. Therefore, I

am not asking for a bump in my grade, I want a chance to demonstrate my hard work throughout the second half of the semester, by scoring well on the _____. If you are able to weigh the _____ less than originally intended and weigh the _____ more than originally intended enough for me to finish with an “A,” it would give me the chance to have something to show for my hard work in the second half of the class. I understand if you are not able to do this because the grading policy was clearly stated in the syllabus and I should have done better on the _____. Thank you so much for reading this message and have a great rest of your day!

Example B

“Good afternoon, _____!
 I hope you are doing well! Earlier today, I was able to view my course grade for ABCD 1234, for which I have received a letter grade of “_.” Although I am able to see that, the instructor has not released our final exam scores or a homework grade for us. Initially, there was some confusion surrounding the homework grade, and I am unsure if it was cleared up with the release of course grades. I wanted to ask if there is a way I could view both those scores, as I would like to understand my overall course grade and the impact of those scores. Thank you so much for your time!
 Sincerely,
 Student Name

Calculating GPA

At the end of each semester, the University will post each student’s semester course grades online, along with the student’s grade point average (GPA) using a 4.0 scale. A student’s GPA is calculated by dividing the total number of grade points by the total number of semester credit hours (SCH) attempted, with grades equivalent to the following: A = 4 grade points; B = 3 grade points; C = 2 grade points; D = 1 grade point; F = 0 grade points.

<u>Grade</u>	<u>Course</u>	<u>Credit hours</u>	<u>Grade points</u>
A	Biology 1711 3	12	
B	Biology lab 2 6 B Chemistry 1410 3 9		
A	Chemistry lab 1 4		
A	Calculus I 4	16	
B	English 1315 3	9	

GPA = (total number of grade points) / (total number of SCH) = (56) / (16) = 3.5

Repeating (aka “Re-taking”) a Course and Impact on GPA

As mentioned in association with Summer course enrollment, a student may consider—but must receive approval prior to—re-taking a course in order to earn a higher grade that better represents how much s/he/they is capable of learning. Re-taking a course, however, is more complex than simply taking the course a second time. In order to “replace a grade in the GPA,” a student must re-take the identical course at the institution where the student first completed the course. In other words, a student who earns a D in course “ABCD 1234” at UNT MUST re-take “ABCD 1234” at UNT in order to replace the D in the student’s UNT GPA.

Students need to understand the following:

1. All courses completed at a post-secondary and/or higher education institution—technical college, community or junior college, college or university—appear on a student’s transcript in perpetuity.
2. Re-taking a course will not remove the original course from a student’s transcript. Thus, both the original course and the repeated course appear on the transcript.
3. A student has TWO types of GPA.
 - a. “Native” includes all courses completed at a specific college/university up to the completion of a baccalaureate degree.
 - b. “Cumulative” includes the combination and calculation of all native GPAs from all institutions attended up to the completion of a baccalaureate degree.
4. Upon repeating course, a student must request that TAMS notify the UNT Registrar to re-calculate the student’s GPA using the second grade.
5. Consequences of NOT re-taking a course at UNT (or the original institution) = “averaging effect”
 - a. Grade in ABCD 1234 (UNT)
 - b. Grade in PRST 1111 (same or similar course title) at a different school
 - c. Since each grade is included the student’s “native GPAs,” then both grades will counted when calculating the student’s “cumulative GPA”

Appealing a Grade

The University of North Texas provides students with an opportunity to appeal a final course grade as described <https://policy.unt.edu/policy/06-040>. Grade appeals **should be rare**; since 2015, only four (4) students needed to submit a grade appeal. Thus, the grade appeal policy is NOT designed to allow students to “create” a reason to appeal a course grade with which they are unhappy. TAMS students may appeal a final course grade per UNT policy, but TAMS students must adhere to additional conditions and specific procedures described below.

A student who suspects an error when viewing a final course grade **MUST** contact the Academic Counselor on the day grades become official for that semester. **Do NOT contact the professor or submit a grade appeal until meeting with the Academic Counselor.** A student **MUST** present credible evidence—i.e., a screenshot of their Canvas grades—that an error has occurred. If the Academic Counselor in consultation with the TAMS Associate Dean for Academics deems a student’s claim legitimate, then the Academic Counselor will assist the student in contacting the professor as well as writing the official grade appeal. Per FERPA and faculty policies, only the student and TAMS personnel are involved in the grade appeal process.

*****A student who does not adhere to these instructions risks immediate dismissal from TAMS.**

Special Notes and Provisions Regarding Grade Appeals

1. If a grade-related event occurs during the semester that may impact a student’s final course grade, a student **MUST** contact the Academic Counselor immediately, not weeks after the incident and definitely not on or after the day course grades become official. TAMS will **NOT** endorse or support a student who fails to inform the Academic Counselor of a potential problem in a timely manner.

2. A student whose semester/cumulative GPA(s) do(-es) **NOT** meet TAMS requirements and submits a grade appeal:
 - a. Cannot be enrolled in UNT courses or live in McConnell Hall until the appeal is resolved.
 - b. Will be allowed to re-enroll in TAMS and UNT courses if and only if the resolution of the appeal increases the student's GPA(s) to meet TAMS requirements.
3. A student whose semester/cumulative GPA(s) initially meet(s) TAMS requirements but submits a grade appeal that results in decreasing a student's GPA(s) below TAMS requirements will be allowed to complete the semester if a Fall or Spring semester is currently in session. TAMS **MAY** elect to invite the student to return for the following semester/academic year if the student's GPA(s) at the end of the semester meet(s) TAMS requirements.
4. TAMS reserves the right to "not invite a student to return to TAMS" if a grade appeal is not resolved within a satisfactory time period, typically on or before the Friday preceding the Spring semester for Fall grade appeals or by June 15th for Spring grade appeals.
5. A professor "not curving grades" and/or "not rounding up grades" is **NOT** grounds for a grade appeal unless the course syllabus specifically mentions that a professor **WILL**—not "may" or "might"—curve or round up.

Dropping a Course or Withdrawing From TAMS

All UNT students—including TAMS students—may drop a course until the deadline each semester, but a TAMS student must have permission from the student's (a) parent(s)/guardian(s), (b) Academic Counselor, and (c) the Associate Dean of TAMS. A student who drops a course without permission will likely be dismissed from the Academy, and dismissal will result in the student losing the TAMS scholarship(s). The student and family, therefore, will owe UNT the full cost of tuition, fees, housing, and meal plan, not to mention any money owed to TAMS specifically for the cost of books and other course materials.

Courses dropped after the official census date of a given semester will appear on the UNT transcript in perpetuity. These "W" "grades" have no impact on a student's GPA, but admissions committees at colleges and universities to which students intend to apply may be concerned if a student has more than one of these marks. Likewise, students who drop courses may lose opportunities for academic scholarships at other higher education institutions, and students who remain in Texas to pursue a baccalaureate degree at a public university are limited to six (6) course drops during their undergraduate career. After the sixth drop, the state and/or the institution can impose tuition "penalties," which are designed to motivate a student to graduate "on time."

Financial Impacts

1. As stated above, a student must enroll in and successfully complete the minimum number of credit hours (12) during the term awarded. (NOTE: "Successful completion" means receiving a grade of "D" or higher in each course, lab, etc.)
2. A student must also maintain the (a) minimum cumulative UNT grade point average and the (b) minimum term AND cumulative TAMS grade point average at the conclusion of each semester.
3. A student who withdraws or commits an act that results in dismissal from the Academy during a semester **WILL** lose the TAMS scholarship(s). The student/family, therefore, will be responsible for paying UNT the full balance of tuition, fees, housing, and meal plan, as well as any money due to TAMS specifically the books and course materials.

Grades of I (Incomplete)

On rare occasions, illness or other reasons prevent a student from completing all of the work in a course, and these students may request that the professor assign them a grade of “I”—Incomplete—in the course so that the student has additional time to complete the work in a manner that demonstrates the student’s genuine knowledge of and skills related to the subject matter. When this occurs, a student has a “specified time” in which to complete the remaining course work. The professor of the course has the liberty to determine the “specified time,” or the professor can follow the UNT policy—that is, a student has one year to complete any course work in a class in which s/he received an incomplete. When a student completes the required course work, the professor will submit a final course grade to the UNT Registrar. If a student does not complete the course work within the specific time, the grade of Incomplete automatically converts to an “F.” No grade appeal will be allowed in this instance.

TAMS students MUST receive approval from the Associate Dean of TAMS before requesting a grade of “Incomplete.” and when possible due to health conditions, students MUST complete their course work before the beginning of the next school year. For example, a first-year student who receives an “Incomplete” in the Fall semester must complete the work by June 1 of the following year in order to return to TAMS for the second year (provided the student’s GPA and conduct warrant invitation for the Spring semester). Likewise, a first-year student who receives an “Incomplete” at the end of the Spring semester must complete the outstanding course work by July 15—two months after the end of the semester—in order to be considered for an invitation to return to TAMS for the second year. Second-year students who receive an “Incomplete” and do not complete the course work prior to TAMS graduation will not graduate from TAMS and will not be able to obtain an official transcript from UNT until their grade of “Incomplete” is satisfied.

Grades of P/NP

Only students engaged in Summer research are permitted to enroll in a course where a grade of “Pass/No Pass” (P/NP) can be assigned, and TAMS regards a grade of “NP” equal to an “F.” A student who receives grades of “F” or “NP” will be dismissed from TAMS.

TAMS GPA Policy

As stated previously, a student must enroll in and successfully complete—with a grade of “D” or higher in each course or lab etc—the minimum number of credit hours (12) during Fall and Spring semesters. A student must also earn the requisite grade point averages (GPA) listed below—semester AND cumulative—as calculated at the end of each semester. Finally, a student who withdraws from the Academy or commits an act that results in the student’s dismissal from the Academy during a semester WILL lose the TAMS scholarship(s). The student/family, therefore, will be responsible for paying UNT the full balance of tuition, fees, housing, and meal plan, as well as any money due to TAMS specifically the books and course materials.

***The term “Academic Alert” refers to a student who has NOT met TAMS’s minimum requirements, is at-risk for not meeting TAMS’s minimum requirements, and/or has demonstrated via behavior that more

supervision by TAMS staff is required to help the student succeed. “Alert” provisions include but are not limited to: weekly meetings with the Academic Counselor; mandatory tutoring sessions; loss of eligibility to hold leadership positions in UNT and/or TAMS organizations; loss of privileges to participate in competitions on or off campus; and/or, regular meetings with the Associate Dean of TAMS and/or other TAMS personnel.

1st Semester

1. GPA below 2.70 = dismissed from the Academy.
2. GPA 2.70-2.99 = placed on Academic Alert*
3. GPA 3.0+ = good academic standing
4. Students who earn a D in any course will be placed on Academic Alert*
5. Students who receive an F in a course can be dismissed from the Academy depending on overall GPA and other factors.
6. Students with a GPA below 3.25 cannot enroll in an elective course during 2nd semester.

2nd Semester

1. Semester GPA below 2.70 with Cumulative GPA below 3.0 = dismissed from the Academy.
2. Semester GPA below 2.70 with Cumulative GPA 3.0+ = Academic Alert*
3. Semester GPA 2.70-2.99 with Cumulative GPA 2.70+ = Academic Alert*
4. Semester GPA 3.0+ with Cumulative GPA 3.0+ = good academic standing
5. Students who earn a D in any course will be placed on Academic Alert*
6. Students who receive an F in any course can be dismissed from the Academy depending on overall GPA and other factors.
7. Students with a cumulative GPA below 3.25 cannot enroll in an elective course during 3rd semester.

---Students on Academic Alert who do not increase their cumulative GPA during 2nd semester will not be invited to return to the Academy for the 3rd semester.

---For students on Academic Alert at the end of the 2nd semester who did increase their cumulative GPA, TAMS officials will meet with the student and parent(s)/guardian(s) each semester to assess whether the student will be invited to return to TAMS for the second year.

3rd Semester

1. Semester GPA below 2.70 with Cumulative GPA below 3.0 = dismissed from the Academy.
2. Semester GPA below 2.70 with Cumulative GPA 3.0+ = Academic Alert*
3. Semester GPA 2.70-2.99 with Cumulative GPA 2.70+ = Academic Alert*
4. Semester GPA 3.0+ with Cumulative GPA 3.0+ = good academic standing
5. Students who earn a D in any course will be placed on Academic Alert*
6. Students who receive an F in any course can be dismissed from the Academy depending on overall GPA and other factors.
7. Students with a cumulative GPA below 3.25 cannot enroll in an elective course during 4th semester.

---Students on Academic Alert who do not increase their cumulative GPA during 3rd semester will not be invited to return to the Academy for the 4th semester.

---For students on Academic Alert at the end of the 3rd semester who did increase their cumulative GPA, TAMS officials will meet with the student and parent(s)/guardian(s) each semester to assess whether the student will be invited to return to TAMS for the 4th semester.

4th Semester

1. Students must earn a grade of D or better in the required TAMS courses and earn a cumulative GPA of 3.0+ to graduate from TAMS.
2. Students who do not possess the requisite GPA to graduate may take summer courses at UNT at their own expense in order to raise their GPA and graduate from TAMS.

Invitation to Return to TAMS

Most students believe that maintaining a satisfactory GPA guarantees that TAMS will invite them to return for the following semester, but this historical trend is not the official TAMS policy. In fact, at the end of each semester, the TAMS Administration reviews each student's academic and disciplinary record and then decides whether or not to invite a student to return to the Academy. Additionally, in the case of a student dismissed from or not invited to return to the Academy, the student cannot enroll as a student at UNT until their TAMS class graduates, unless the Dean of TAMS/Honors College approves.

Graduating with Academic Distinction

TAMS recognizes students' academic achievements based on their cumulative GPA while at TAMS/UNT. The levels of distinction are listed below and a student's level of distinction will be printed on the student's TAMS diploma.

- Highest Academic Distinction = 3.9-4.0 GPA
- High Academic Distinction = 3.75-3.89
- Academic Distinction = 3.5-3.74

Note: Grades for the fourth semester are unavailable at the time of graduation, so a student's level of academic distinction may change between the publishing of the TAMS graduation program and the calculation of a student's final cumulative GPA.

Academic Integrity

Students in the Academy are expected to maintain the highest level of honesty and integrity in academic pursuits, whether within TAMS, UNT and/or external competitions and events. Academic departments have specific policies concerning academic dishonesty, which are described in course syllabi. Any violation of such policies—whether within a UNT course and/or a course, research opportunity, or competition external to UNT—or any other form of academic dishonesty, will be reported to the Academy. According to UNT's Code of Student Conduct, Student Academic Integrity, Policy 06.003, acts of dishonesty include, but are not limited to, cheating or plagiarism as described below:

The term "cheating" includes but is not limited to the use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes, or other assessments;

2. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. Use, without permission, of tests, notes, or other academic materials belonging to instructors, staff members, or other students of the University;
4. The acquisition, without permission, of tests, aids (e.g. illicitly developed study guides), or other academic material belonging to a faculty or staff member of the university;
5. Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;
6. Falsification of any information (including attendance) for the purpose of receiving points in a course; and/or,
7. Any other act designed to give a student an unfair advantage on an academic assignment.

“Plagiarism” means use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation;
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

The Academy also considers dishonest behavior—characterized as “sabotage” in UNT’s Code of Student Conduct—if a student provides information about another TAMS or UNT student(s) or any student(s) at another educational institution(s) for the purpose of gaining personal advantage and/or harming the other student(s). Whenever a real concern exists about another student’s actions, TAMS requires a student to file a complaint with the TAMS administration so that an investigation can be conducted.

A student with a documented case of academic dishonesty and/or a violation of TAMS’s behavioral policies whether within TAMS, UNT, and/or an external competition(s) or event(s) may be (A) placed on Academic Alert for the remainder of his/her enrollment in TAMS/UNT or (B) dismissed from the Academy. Likewise, students who willfully fail to report cases of academic dishonesty and/or behavioral policy violations are also subject to the aforementioned sanctions. A student allowed to remain in the Academy but assigned Academic Alert status for academic and/or behavioral misconduct CANNOT:

1. Hold leadership positions in TAMS/UNT organizations;
2. Participate in any competitions (e.g., Regeneron, Science Fairs, Olympiads);
3. Receive TAMS’s endorsement for the National Merit Scholarship Competition (PSAT) or the Goldwater Scholarship or other competitions requiring an endorsement by TAMS; and/or
4. Receive “academic distinction” honors at graduation, regardless of the student’s GPA.

Additionally, the TAMS College Advisor and any TAMS personnel with knowledge of a student’s misconduct MUST provide truthful answers to questions on college and scholarship applications that request information regarding a student’s academic and/or ethical behavior. For example, a student on Academic Alert for academic or behavioral violations is considered to be “on probation” for the purposes of answering questions from educational institutions and scholarship-awarding entities.

Finally, a student’s Academic Counselor is obliged to mention the student’s misconduct in any letter of recommendation, while the Associate Dean of TAMS, who upholds TAMS academic standards, MAY submit a written report to UNT’s Office of Academic Integrity describing the student’s actions. Although this written report does not attach to the student’s transcript, the information will be disclosed if another

educational institution or agency (i.e., government, financial, credentialing) contacts UNT to inquire if the student has ever committed such an act.

Academic Points

As mentioned earlier in this document, students will receive points for missing classes. Likewise, the section on “Academic Integrity” alluded to consequences that may not include dismissal from the Academy (e.g., Academic points). In the case of academic integrity violations, a student may receive as few as 25 Academic points or as many as 60 Academic points depending on the level of participation and egregiousness of the student’s involvement in academic integrity. Regardless of the cause of students being assigned Academic points, TAMS may place a student on Academic Alert—explained earlier in this document—while also imposing the consequences listed below:

1. Students who accumulate 15+ Academic points for any reason are prohibited from participating in any competitions/events that will result in students missing classes during their remaining time in TAMS.
2. Students who accumulate 25+ Academic points for any reason are subject to the consequences described in item #1, but are also required to: a. Meet with the Associate Dean of TAMS; b. Check in at the front desk each day at least thirty minutes before they leave for their first class; c. TAMS may also institute an early curfew.
3. Students who accumulate 30+ Academic points for any reason during their 1st year are subject to the consequences described in items #1 and 2, but are also prohibited from seeking, accepting, and holding leadership positions during their second year in TAMS, including but not limited to a club executive position, a committee head, and/or a senior mentor.
4. Second-year students who hold leadership positions but subsequently accumulate 30+ Academic points are required to resign their position(s) and are subject to any and/or all to the consequences described in items #1, 2, and 3.

Students who accumulate 100 Academic points for any reason may be dismissed from TAMS at the point at which a student receives points that reach or exceed the 100-point threshold.

Course Materials

Each Fall and Spring semesters, TAMS provides books and course materials students are required—not recommended—to have for their classes; whenever possible, the Academy procures electronic access codes and/or digital versions of books and lab manuals for students, and TAMS staff disseminate these access codes via email or via office pick-up procedures. For books unavailable in digital format, TAMS works with a nearby book store to facilitate student pick-up of their required books/materials. At the end of Fall/Spring semester, students MUST return the books in re-sale condition to the book store before leaving campus (winter break or Summer), and failure to return the books will result in TAMS placing a charge on the student’s UNT account equivalent to the cost of a new book(s). A student will not be able to receive books/materials for the next semester and/or will not receive a TAMS diploma or an official UNT transcript until the balance for the books/materials is paid in full.

Once a student activates a digital access code, the student MUST secure the code in a safe place—or store a digital image(s) of the code(s) in a secure place—in case of laptop crashes and/or in the instance when a student uses a machine not hers/his/theirs, on or off campus. TAMS will not provide a second access code(s) if a student loses code(s) during a semester or from one semester to the next, so the student/family

will be responsible for ensuring the student has a code(s) in order to complete the necessary course work. TAMS does NOT provide manuals and/or software programs that are available to students via UNT's campus resources (e.g., departmental computer labs, UNT libraries). For example, students can access Adobe and graphic design programs in multiple computer labs on campus, so TAMS will not purchase a license or account for individual students. Likewise, TAMS does not provide materials that are considered "consumable"—that is, any source or supply that is "used" to produce homework and/or projects (e.g., art supplies, lab manuals).

TAMS Verification of Enrollment (drivers license)

At various stages of the driving training and licensing process, a student in the state of Texas must demonstrate that s/he/they is/are enrolled in a high school education program. In order to obtain a TEA/VOE—verification of enrollment—form, TAMS students MUST follow the steps below, which also appear on the TAMS Academics webpage.

1. No later than TWO weeks prior to the drivers license appointment, a student MUST send an e-mail to tamsacademics@unt.edu requesting a TEA/VOE form.
2. ALL of the following information MUST be included in the email:
 - a. Student's full legal name (first, middle, last)
 - b. Complete mailing address
 - i. House number and full street name (e.g., Street, Lane, Boulevard, Circle, Court, etc)
 - ii. Number of apartment or unit if applicable
 - iii. City, state, and zip code
 - c. Student 8-digit UNT ID#
 - d. Student's cell phone # (not a parent's #)
 - e. Indicate how form will be received
 - i. TAMS should mail the form to the student's mailing address = Expect 5-7 business days for processing and delivery
 - ii. Student will pick up the form in Sage Hall #320 = Expect 2-3 business days for processing and student MUST bring UNT ID
 - iii. Parent/guardian CANNOT pick up a student's TEA/VOE
 - iv. State law prohibits emailing or faxing TEA/VOE forms

Too often, students wait until Thursday afternoon or Friday—and sometimes Saturday—to send an email requesting a TEA/VOE for a drivers license appointment they have the following Monday. TAMS will NOT meet this timeline, which means a student and parent/guardian must schedule a second appointment with the Texas Department of Public Safety. Please plan ahead to and respect the time and workload of the TAMS Academics staff. (NOTE: TEA/VOE forms are good for 30 days from date of issue.)

College Advising

Many Academy students will apply for admission to other institutions during the Fall semester of their second year at TAMS/UNT, and TAMS jump-starts this process during the latter half of the Spring semester of a student's first year in the program. The TAMS College Advisor will conduct a variety of presentations, and TAMS has a library of resources relevant to the college admissions process. All of this is now part of the annual "TAMS College Applications Bootcamp" that consists of a Seminar in March, another in April, and then an 8-9-week series of Summer workshops designed to help students complete at least two of their college applications essays.

The Bootcamp also includes *The TAMS Guide to College Applications*, a lengthy document written by TAMS administrators and staff who possess more than a century of collective experience in helping students apply to colleges and universities as well as serving on a variety of admissions committees at a variety of institutions, from general admissions to Honors Colleges, and from graduate programs to medical schools. The Bootcamp sessions and *The Guide*, along with information on the TAMS College Advisor’s webpage, will provide all the information students need to successfully apply for admission and matriculate to the institution of their choice.

TAMS Application Materials and Transcripts

TAMS does not and cannot provide any documents (a) students submitted as a part of their TAMS application or (b) students’ previous high schools may have sent to TAMS on behalf of students during the application process. TAMS will attempt to use the Texas Education Agency’s (TEA) Texas Record Exchange (TRex) to request transcripts from students’ previous high schools, but TAMS will let a student know if the student needs to visit her/his/their previous high school to obtain a transcript.

Furthermore, TAMS does NOT create a transcript—that is, students take UNT courses so UNT generates a student’s official transcript, which students can obtain by going to the Registrar’s office or by ordering a transcript online <https://registrar.unt.edu/transcripts-and-records/order-transcript>. Currently, TAMS students MUST order an official copy of their UNT transcript and deliver it to the TAMS College Advisor. The TAMS College Advisor will then use a student’s transcripts—previous high school and UNT—to calculate a student’s cumulative GPA (4.0 scale) necessary for college applications.

Finally, the TAMS College Advisor will combine a student’s transcripts [previous high school(s) + UNT] with the TAMS School Profile into a single document that the TAMS College Advisor will then send to institutions to which students apply for admission.

Summer Programs and Post-TAMS Graduation (Matriculation to Next School)

Students applying for Summer programs while they are enrolled in TAMS/UNT are responsible for ordering any transcripts they need from the UNT Registrar (see website above). Likewise, students applying for scholarships either to help pay for the TAMS program or for future educational pursuits must request an official copy of their transcript from the UNT Registrar.

Once a student completes the TAMS program—usually May of the student’s second Spring semester—but only after the grades for that semester are submitted and official, the student is responsible for ordering an official copy of the transcript from the UNT Registrar to have delivered to the student’s next educational institution. TAMS will not obtain and/or mail a transcript for TAMS graduates.

Simultaneously, a student MUST submit a TAMS graduating student questionnaire to the TAMS College Advisor which will allow the College Advisor to send an official verification of graduation letter to a student’s next college/university.

TAMS-to-Eagles Scholarship

Students who complete the TAMS program with a cumulative GPA of 3.25 and who intend to remain at UNT to complete a baccalaureate degree are eligible for the TAMS-to-Eagles Scholarship, which provides up to \$20,000 per year—divided evenly between Fall and Spring semesters—for up to three years or until a student receives a baccalaureate degree, whichever comes first. TAMS students must log in to the UNT

Eagle Scholarship Portal during their second year in TAMS—the application typically opens October 1 and closes March 1 of the next calendar year—to complete and submit the General Scholarship Application (GSA). UNT’s Office of Student Financial Aid and Scholarships (SFAS) oversees all aspects of the scholarship process, and SFAS typically notifies students of their status in late Spring and/or Summer in case a student becomes eligible once Spring grades are processed.

A recipient of the TAMS-to-Eagles Scholarship may receive monies while pursuing a joint baccalaureate/master’s degree—a “grad track” option—in her/his/their degree program. The “grad track” option allows a student to begin taking graduate courses during the fourth year at UNT—TAMS plus two years—and then the student completes the remaining courses required for a master’s degree during the fifth year.

TAMS-to-Eagles recipients can use the funds for tuition and fees, books, housing (on or off campus), meal plans, and other school supplies. Recipients are also eligible to apply for and receive additional scholarships from UNT and/or the student’s major department(s), but a student cannot receive scholarships that total more than the UNT-designated cost of attendance. Finally, TAMS-to-Eagles scholars must maintain a 3.25 GPA minimum to receive the scholarship each year.

Benefits of Being a TAMS-to-Eagles Scholar

- Automatic acceptance into the UNT Honors College
- Nine (9) hours of credit while taken as a TAMS student apply toward an Honors College award
- Continuity of Research, which enhances one’s chances of publishing and earning national awards
- Opportunity to receive support when applying for national scholarships, including but not limited to Rhodes, Marshall, Fulbright, James Madison, Harry S. Truman, Andrew W. Mellon, Gates Cambridge, and Rotary International
- Priority Registration
- Opportunity to pursue “grad track” programs for joint BS/MS or BA/MA degrees in a total of 5 years
- Ability to receive additional funds for a study abroad experience

Timeline of To-Do’s for TAMS Students Considering Staying at UNT

- Submit the GSA as described above in the Fall semester of second year at TAMS.
- Meet with an Honors College advisor.
- Ask your TAMS Academic Counselor to help you make an appointment with an academic advisor in the college of the major you wish to study at UNT.
- Apply for UNT Housing in mid-January, typically on or about January 15 → Ask TAMS Student Life to help with this process since TAMS students have a special status at UNT.
- Check your UNT email after March 15th of your last semester in TAMS to determine if you received a TAMS-to-Eagles scholarship. Accept the scholarship as soon as you receive notification.
- May 1 = Notify the TAMS College Advisor, your Honors advisor, and the college advisor for your major that you intend to stay at UNT.

Fall Convocation

The Fall Convocation, typically conducted during the first week of the semester, provides a kick-off for the new academic year and is a required assembly of all Academy students.

PSAT

First-year students take the PSAT exam during their first semester at the Academy, and the PSAT is used to identify prospective National Merit scholarship semi-finalists and recipients. Students requiring special accommodations must register with The College Board and notify the TAMS Academic office by August 1.

SAT and ACT

Although students took the SAT or ACT prior to enrolling in the Academy, students may seek to take one or both of the tests again prior to the college applications cycle. Students CANNOT miss required TAMS events—e.g., Fall Orientation, the PSAT, final examinations during Fall and Spring semesters—to take SAT or ACT tests. Students who live beyond the DFW Metroplex will not be allowed to miss classes on Friday in order to travel home to take an SAT or ACT at or near their previous high school. Denton-area high schools offer the SAT and ACT, so students who do not or cannot use a travel weekend or a closed weekend should register to take the SAT or ACT at a local high school.

Commencement

At the conclusion of the Spring semester, second-year students who have completed the required TAMS curriculum will participate in a commencement ceremony. During the third semester of the program, though, students must meet with the Academic Counselor to confirm that all TAMS curriculum requirements are being or will be met by the end of a student's fourth semester. During February or March of a student's fourth semester, students must go to Barnes and Noble book store in the University Union to purchase a UNT-green cap and gown and a black tassel in order to participate in the Commencement ceremony. Students who do NOT have the required cap and gown will NOT be allowed to participate in the ceremony. Students should remove the gown from the package a couple of weeks prior to Commencement to help the wrinkles relax. (NOTE: Hanging the gown in a steamy environment also helps eliminate wrinkles.)

On the day of Commencement, students with longer hair should use bobby pins to affix their cap so that it does not fall off during the commencement ceremony. TAMS will use several media to communicate information about commencement, including but not limited to: TAMS Seminar, the TAMS webpage, and emails to students and parents/guardians. Because Commencement occurs prior to the submission of official grades for the Spring semester, TAMS does NOT present diplomas or diploma covers to students during the Commencement ceremony. TAMS must wait to verify students' grades, cumulative GPA, and graduation status, and then TAMS will order diplomas and diploma covers, both of which will be shipped directly to students. Students are responsible for ensuring that their mailing address is updated in their myUNT account.

As mentioned above, students are responsible for ordering an official copy of their UNT transcript to be sent to their next institution: <https://registrar.unt.edu/transcripts-and-records/order-transcript>.

Everyone in TAMS encourages graduates to stay in touch with TAMS to keep us posted about what they are doing, and TAMS encourages graduates to join the TAMS Alumni Association.

Post-TAMS Graduation Summer Enrollment at UNT

In recent years, more and more TAMS graduates have requested to enroll in courses at UNT during the Summer following May commencement. As a student solidifies her/his/their educational “next step,” please be mindful of a few things. Please read the following information carefully and then ask the academic advisor at your next institution questions about your plans.

First, although seemingly odd, universities and/or individual programs may not accept a course if the course was not required for TAMS graduation. On the other hand, universities and/or individual programs may “accept” the course for credit but not as a specific degree requirement...even if the courses have identical names. The course, then, will be an elective. Because each institution and/or programs have unique policies and guidelines, TAMS staff cannot answer questions about UNT courses “transferring” to other schools.

Second, TAMS graduates have learned the meaning of the term “core complete” in Texas—that is, when a student becomes “core complete” at state university “A” in Texas, then all other state universities in Texas MUST recognize that the student is “core complete” even if state university “R” has different “core” requirements than “A.” Each institution’s Registrar, though, determines when a student is “core complete,” and a TAMS graduate may not have a chance to become “core complete” since the status is usually awarded at the beginning of the semester following the student’s completion of an institution’s “core requirements” and ONLY if the student remains enrolled in the institution. Please be mindful that earning “core complete” status MIGHT vacate your status as an “incoming freshman” at your next institution, which could result in the loss of any and all financial awards designated for incoming first-year students.

Third, a student planning to remain at UNT should meet with an Honors College advisor and a UNT advisor in the college of their major in January of the fourth semester in TAMS. Since TAMS students can enroll for Summer and Fall courses early during Spring registration, these meetings will ensure (a) that a student enrolls in courses applicable to their intended major(s) and/or minor(s), and (b) a fairly swift change to the student’s “enrollment code” following TAMS Commencement.

TAMS CITI Training = Research and Academic Integrity

(to be completed by first-semester students before the fourth Friday of the Fall semester)

All first-year students are required to complete CITI training that includes modules on conducting ethical research as well as maintaining academic integrity as a student and a researcher. Students must follow the instructions below to set up their CITI accounts at <https://about.citiprogram.org/> so that students can complete the training and then submit their completion report—not the certificate—to TAMS. Students **should NOT pay** for this training, so students who somehow arrive at a juncture where payment is requested have made a significant error(s) at some point during the registration process.

Once students create an account at <https://about.citiprogram.org/>, click on “Register” at the top right of the screen and then answer the questions as advised below.

1. Organization Affiliation = Type in “University of North Texas (Denton, TX)”
2. Click that you agree to the terms and then click “Continue” at the bottom
3. Complete the required fields and then click “Continue” at the bottom
4. Type in “USA” and “United States” will pop up = Select
5. Answer “No” to the second question and then click “Continue” at the bottom
6. Enter your UNT email address into the boxes
7. Enter your EUID (the one with your initials plus some numbers)

8. Put “TAMS” for your Department
9. Role “Student Researcher-Undergraduate”
10. Skip non-required fields and click “Continue” at the bottom
11. Click “TAMS/Honors Basic RCR” (this is the actual course you’re signing up for) → Answer “Yes” to Question 3 if you want to do this. The other courses should not be relevant at this time, though you may be required to take the Human Subjects Research course later if your research lab works with human subjects.
12. Click “Complete Registration”
13. Click “Finalize Registration”
14. Once registered, students should see “Institutional Courses”
 - a. Click “View Courses” and then complete the 4 modules for TAMS/Honors Basic RCR
 - b. Once completed, download the PDF of the completion report and email the report to Dr. Gruver
 - c. **DO NOT send Dr. Gruver the certificate of completion**

COUNSELING SERVICES

For more information, contact Dr. Patrick Turnock at (940) 565-4657.

For additional and more extensive information about the TAMS counseling services, see the TAMS web page at www.tams.unt.edu.

Individual Counseling

In order to assist you in your adjustment to TAMS and to help you with emotional and/or personal problems that may develop, confidential counseling services are available at no cost to you or to your family. Dr. Patrick Turnock, a licensed psychologist, and a PhD. candidate supervised by Dr. Turnock provide these services. Their offices are located in Sage Hall and McConnell Hall. Both daytime and evening appointments are available.

To make an appointment:

To reach Dr. Turnock, call (940) 565-4657. To reach the graduate assistants call (940) 565-7347.

Emergency Counseling

To reach Dr. Turnock after 5:00 p.m. or on weekends, call the McConnell Hall Front Desk at (940) 565-4955, and ask whoever is on duty to page Dr. Turnock or ask any live-in staff to page him.

Career Planning

A program entitled “Career Quest” is available for all TAMS students. Career Quest includes a group of tests which assess your vocational interests, values about work abilities, and personality type. In addition, you receive materials concerning specific occupations, college majors, and occupational outlook.

Personal Growth Workshops

Throughout the school year, TAMS staff and UNT staff will sponsor programming on mental health and wellness issues. The programs will cover topics such as stress reduction and developing healthy relationships and lifestyles. Although the programs are not mandatory, you are strongly encouraged to attend these programs.

Additional Counseling

In addition to the dedicated TAMS counseling service, TAMS students also have access, as fee-paying UNT students, to counselors through the UNT Counseling and Testing Center. Please contact the UNT Counseling and Testing Services at (940) 565-2741 for an appointment.

STUDENT LIFE POLICIES AND PROCEDURES

For more information, contact Student Life through the Front Desk at (940) 565-4955.

Student Life Philosophy

As a student selected for the Texas Academy of Mathematics and Science you are joining a unique living-learning community designed to promote academic achievement and personal growth. We will assist you in adjusting to and making the most of this experience by offering structure, opportunities, and support. Structure is provided through Student Life policies and the Discipline System. Leadership and enrichment opportunities are offered through the Student Activities program. Support is provided by Student Life professional staff, which includes the Assistant Dean for Student Life, Assistant Director of Student Life, Student Services Coordinator, and the Hall Directors. Program Advisors and Resident Advisors are para-professional staff members who live and work in McConnell Hall and also provide support. The goal of the Student Life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

When a Student Turns 18

Since participation in the TAMS program is a privilege, we require that all students, regardless of age, follow all policies and procedures. Some students have mistakenly assumed that after they are 18 years old, they will no longer need parental permission for absences from campus and parents or guardians will no longer be sent disciplinary notices. On the contrary, TAMS requires that a parent, legal guardian, or responsible adult family member who lives in Texas serve as a contact for permission, emergencies, and routine correspondence—regardless of your age, your emancipation from or relationship with your parents or guardians, or your financial independence from your parents or guardians.

Overlapping Policies

There is considerable overlap among the policies described in this handbook, [Housing Handbook and Policies](#), and [The Code of Student Conduct](#). You are bound by the policies outlined in all three documents. In what follows, we have spelled out in detail those academy policies which are more restrictive than university policies. If a policy listed in *Housing Handbook and Policies* or the *Code of Student Conduct* is not listed in this handbook, the academy policy is the same as university policy.

Questions about Policies

While much thought and discussion among students and staff has gone into the development of Student Life policies, it is impossible to address every issue that may arise. Rather than assuming that your intended actions will be acceptable, you have a responsibility to ask before acting. The clever maxim “Ask for forgiveness, not permission” will get you into trouble at the academy.

Shared Responsibility for Maintaining Community Standards

The reputation that develops about TAMS students’ attitudes and behavior ultimately enhances or detracts from the value of your diploma from the academy. For this reason, you should be motivated to hold one another accountable to the standards that have been set. Working to develop your personal integrity and that of your peers will not only be beneficial to your success at TAMS, but will aid in your growth as a person. If you are aware that other students are violating policy, including academic, student life, and/or legal academy students are duty-bound to report such behaviors to TAMS administrators or staff members. Not reporting policy violations makes the student-observer as guilty as the student who committed the violation. Academy students wrote the “**TAMS Honor Code**,” a code we encourage you to read and strive to abide by at all times.

STUDENT LIFE LEVEL SYSTEM

LEVELS 1-5

The following level system is intended as a guideline for you and for staff in assessing the nature of given policy violations and for administering disciplinary responses consistently. The academy uses a point system to assign points to students for policy violations. The following list of specific policy violations (and the levels listed after each policy in the alphabetical section of “Student Life Policies”) is an attempt to specify consequences for more obvious types of violations and should not be considered an all-inclusive list without flexibility in individual circumstances. Sometimes

behavior might fall under several categories, and in these cases, the TAMS Student Life Staff reserves the right to determine the level and assess appropriate point system values. The staff also reserves the right to determine the appropriate disciplinary level for violations of policy not listed.

Any point values you may accumulate will be reset to zero at the end of each academic year. Some returning students may be conditionally readmitted with a behavior agreement based on the previous year.

Level 1 [10-20 points]

Examples of policy violations at this level include but are not limited to:

- Being up to fifteen minutes late for curfew (See "Curfew.")
- Checking out loaner key more than three times in a semester (See "Room Key.")
- Loitering or lingering in center stairwell (See "Loitering.")
- Missing mandatory academy functions (See "Mandatory Meetings.")
- Roughhousing (See "Roughhousing.")
- Failing to meet room inspection standards within 24 hours of warning (See "Room Cleaning.")

Level 2 [20-30 points]

Examples of policy violations at this level include but are not limited to:

- Being late for curfew by 15-29 minutes (See "Curfew.")
- Violating PDA policy (See "Public Displays of Affection.") [May also be Level 4]
- Violating the privilege system (See "Violations of Privilege System.")
- Having a pet in the hall (See "Pets.")
- Violating visitation policy (See "Visitation.") [May also be Level 4]
- Violating any combination of 3/30 policies within a 30 day period (See "Courtesy Hours," "Quiet Hours," "Trash," and "Windows.") These 3/30 policy violations will be documented at the time of occurrence; however, only after three incidences occur within a thirty-day period will disciplinary action be taken.

Level 3 [30-50 points]

Examples of policy violations at this level include but are not limited to:

- Being late for curfew by 30-44 minutes (See "Curfew.")
- Being off-limits (See "Off-Limits and Restricted Areas.") [May also be Level 5]
- Being non-compliant (See "Non-Compliance.")
- Using a meal card or ID card in an unauthorized manner (See "Meals and Cafeteria Etiquette," "Identification Card.")
- Misbehaving in the cafeteria (See "Meals and Cafeteria Etiquette.")
- Using a stairwell other than the central stairwell during a non-emergency (See "Stairwells.")
- Using an emergency exit during a non-emergency (See "Entrance and Exit Doors.")
- Tampering with window tabs (See "Windows.")
- Having a candle or an open flame (See "Fire Prevention.")
- Harassing someone (See "Harassment.") [May also be Level 4 or Level 5]

Level 4 [50-90 points]

Examples of policy violations at this level include but are not limited to:

- Being late to curfew by 45 or more minutes (See "Curfew.")
- Violating PDA policy (See "Public Displays of Affection.")
- Smoking or possession of any tobacco products (See "Smoking.")
- Violating visitation policy (See "Visitation.")
- Participating in vandalism, criminal mischief, or graffiti (See "Vandalism.")
- Verbally abusing staff (See "Verbal Staff Abuse.")
- Fighting (See "Fighting.")
- Violating computer policy (See "Computers.") [May also be Level 5]
- Violating safety and security policies (See "Safety and Security.") [May also be Level 5]
- Harassing someone (See "Harassment.") [May also be Level 5]
- Hosting or hiding an unregistered overnight guest (See "Overnight Guests.")

Being absent from the hall overnight without permission (See “Overnight Absence from Campus.”)

Level 5 [100 points]—Zero Tolerance Policies

Examples of policy violations at this level include but are not limited to:

Possessing and/or using alcohol or illegal drugs or drug paraphernalia (See “Alcoholic Beverages and Illegal Drugs.”)

Acts that would constitute violations of law, other than a minor traffic violation (includes – shoplifting or any other type of theft, falsifying documents, providing false information to University or municipal law enforcement officers, providing false information to TAMS officials and/or staff members)

Violating safety and security policies (See “Safety and Security.”)

Vandalism, criminal mischief and graffiti if the loss is more than \$100

Exploring or crawling in off-limits areas – (e.g. ceilings, sub-basement, roof, air handler rooms, boiler rooms, etc.) (See “Off-Limits and Restricted Areas.”) Violation of computer policy (See “Computers.”)

PRIVILEGE SYSTEM

Earning and Losing Privileges

You can earn new privileges each semester provided your GPA and record of behavior demonstrate that you can manage greater freedom and the academic workload successfully. You may lose certain privileges at any time under the discipline system. You lose certain privileges if you are placed on academic alert. Violations of the Privilege System will be handled under the discipline system.

First Semester Privileges

Your first semester is a period of adjustment. First semester privileges, which are limited, are listed below:

- You may have overnight guests in accordance with policy.
- You may have 3 Travel Options (could be used as a curfew extension as well).

Second Semester Privileges

If your first semester GPA is 3.00 or above and you have 30 or fewer points in the discipline system, you have earned the following privileges:

- You may have overnight guests in accordance with policy.
- You may leave your floor after curfew.
- You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday).
- You may study downstairs in the Mac Café after curfew checks.
- You may hold a student organization leadership position.
- You have 5 Travel Options. These can be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions must be on a Friday or Saturday.)

Third Semester Privileges

If you are not under a Behavior Agreement from last year, you have earned the following privileges:

- You may have overnight guests in accordance with policy.

- You may leave your floor after curfew. • You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday.)
- You may study downstairs in the Mac Café after curfew checks.
- You may bring a car to campus.
- You may hold a student organization leadership position. • You have 7 options. These can be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions may be on any night.)

Fourth Semester Privileges

If your cumulative GPA for the past three semesters is 3.25 or above and you have 30 or fewer points in the discipline system, you have earned the following privileges:

- You may have overnight guests in accordance with policy.
- You may leave your floor after curfew. • You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday.)
- You may study downstairs in the Mac Café after curfew checks. • You may attend a student conference or competition that occurs Monday-Friday provided you will not miss any exams and Academic, Student Life and parental permission is obtained.
- You may bring a car to campus.
- You may hold a student organization leadership position. • You have 9 options. These may be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions may be on any night.)

STUDENT LIFE POLICIES A-Z

Alcoholic Beverages and Illegal Drugs

(Level 5)

Underage use of alcohol and/or the use of illegal drugs is prohibited by law. (See also *Code of Student Conduct* and *Housing Handbook and Policies*.)

You are not permitted to be in possession of alcohol or illegal drugs OR empty alcohol containers or drug paraphernalia (e.g., rolling papers, bong, roach clip, pipe, hypodermic needle, whippets, grinders, etc.). The academy interprets “possession” broadly; it can mean you were in the same room (or car or public areas) in which alcohol, illegal drugs, empty alcohol containers, or drug paraphernalia has been found, whether or not you were using alcohol or drugs. (See “Off-Limits and Restricted Areas.”) Misuse, possession or effective control with intent to misuse a legal drug, prescription medication prescribed for someone else or other substance which when not used in accordance with legal intent could cause harm to the user is also a violation of this policy. (See also *Code of Student Conduct*.)

Specific to parties and/or events:

- If you suspect there might be alcohol at the event – DO NOT GO.
- If you arrive and see alcohol, LEAVE immediately.
- If you arrive and others are talking about alcohol use or getting some later – LEAVE.
- If you are a passenger and your driver will not leave immediately, call someone to come get you. Even the front desk, (940) 565-4955, will send a person to get you.
- You have no obligation to be polite to the host if alcohol is present – LEAVE IMMEDIATELY. You have no obligation to say good bye or interact with your friends out of rules of social etiquette.
- If you are in a group and one of your group sees alcohol – all of you should LEAVE.

Students are also restricted from wearing clothing or a hat that advertises any alcohol product. Wearing alcohol advertising clothing is not a level five policy violation; however, students will be

asked to change clothing and not to wear that particular item again. Alcohol posters and decorations are also prohibited inside students' rooms.

Assault

(Level 5)

Physical and sexual assault are prohibited by law. (See "Assault" and "Sexual Assault/Sexual Violence" in the *Housing Handbook and Policies*.)

Procedure for reporting an assault:

- Contact a staff member immediately.

Automobiles and Other Motor Vehicles – Privilege System Violation (Level 2) Given the limited parking available on campus, TAMS limits the number of academy students who may bring cars (or other motor vehicles, including motorcycles and mopeds) to campus. (See "Parking" and "Transportation.") You may earn the privilege of bringing a motor vehicle to campus or use of a motor vehicle. (See "Privilege System.") Having or using a motor vehicle on or near campus without having earned this privilege is considered a violation of the Privilege System. Driving any vehicle when a student does not have the appropriate level of privileges is a violation of this policy. Loaning a car to a student who does not have this privilege level is also a violation of the privilege system.

Alternative Transportation

The City of Denton and UNT have an extensive bus system that allows any UNT & TAMS student free access with the UNT Student ID. Most, if not all, of the buses are equipped with bike racks that allow the rider to travel with their bike. In June of 2011, the A train connected Denton with the DART Rail system. Fees for the train are negligible. Students are encouraged to utilize the free bus service as well as the train to explore Denton and Dallas area.

Bicycles

TAMS has a great bike share program. Students are able to check out a bike at the front desk, retrieve it from the bike rack, ride to wherever and return the bike back to McConnell. You are allowed to have a privately owned bicycle on campus as well. UNT policy requires that you register your bike at the Parking Office. (See also *Housing Handbook and Policies*.) For more information on bicycle security and bicycle parking regulations, please visit <https://transportation.unt.edu/bringing-your-own-transportation> .

Closed Weekends

Approximately one weekend per month is designated as a Closed Weekend. (See [the TAMS Calendar](#)) During Closed Weekends, staff will not be on duty and students must vacate McConnell Hall. You must be out of your room and in the lobby by 5:00 p.m.; the hall closes at 7:00 p.m. on Closed Weekends. You may stay in the lobby no later than 7:00 p.m. Typically, the hall reopens at 2:00 p.m. on the Sunday concluding Closed Weekends. (Labor Day weekend is the exception.) You may arrive any time after that as long as you are in the hall before curfew.

We assume that you will most likely choose to spend Closed Weekends with your family, but if travel costs are prohibitive, we expect you to make arrangements to stay with a friend's family or a Host Family. (See "Host Family.") You may not stay in the Denton area unless your family lives locally and you are staying with them. No student may stay on campus, in a UNT residence hall, or in an off-campus apartment on a Closed Weekend. Parents or guardians are expected to be aware of the whereabouts of their students during Closed Weekends. (See [the TAMS Calendar](#)) There is no TAMS supported or sponsored travel allowed on Closed Weekends.

Closed Weekend Procedure:

Before you leave and immediately upon your return for a Closed Weekend, you must stop at the Front Desk and sign the roster so that we will know when you are in the building.

Host Family

If your family home is far from Denton and it is a hardship for you to travel home every Closed Weekend, you may benefit from having a local Host Family. Host Families volunteer to host one or more TAMS students in their homes. You are expected to abide by all the usual academy policies as well as any rules or expectations outlined by the Host Family. Abusing the generosity of a Host Family in any way, as determined by the Assistant Dean for Student Life, will be considered Conduct Unbecoming of a TAMS Student.

To request a Host Family or volunteer to be a Host Family:

Fill out a Host Family questionnaire. (See Student Life website & check on availability in the Student Life Office.)

Community Service

Being a successful TAMS student means contributing meaningfully to the world around you, your fellow students, the UNT community, the Denton community, your country, and your environment. Students are encouraged to stretch themselves in this area and seek to make the world a better place while they are engaged in their academic pursuits by choosing reflective and impactful service opportunities over convenient and unchallenging ones. In addition to engaging in such service, students are encouraged to internally reflect on how giving to others is changing themselves. Students should seek to engage with the needs of the community (TAMS, UNT, Denton, Texas) on a personal level for when they see the face of need, they are the most impacted by it. Students are encouraged to participate in community service during the Thanksgiving, Christmas and Spring break times; however only a portion of those hours will count in the total number of TAMS hours (breakdown on the TAMS Student Life web site). Participating in community service over the summer is a good idea but will not count towards the number of hours TAMS accepts.

Community Service continued

The goal of community service from a TAMS perspective is for students to engage in community service while at TAMS (August-May) and to serve those individuals and populations that are in need. Students should submit their hours online within 30 days of serving.

The type of service being delivered by the student will be evaluated by the Student Life staff. (See "What Counts?" on the Student Life web site.) Students and families will receive periodic updates as to the number of submitted and approved hours from Student Life; however, students and families can access this information online at any time. The deadline for Second Year Students to submit community service hours is April 10, 2023. This allows student life to double check which awards students qualify for at graduation. First Year Students can submit hours until May 12, 2023 for this academic year.

Computers

(Level 4 or 5)

Internet Access

TAMS students are welcome to bring desktop computers, laptops, printers, gaming stations, smart phones and smart speakers with them to campus. McConnell Hall, as well as all of the residential halls at UNT are wired for internet access. Wireless access points are available in common areas and in every other room for complete building coverage. Internet services in McConnell Hall (and all residence halls) are provided by Apogee (<https://www.myresnet.com/support>). TAMS students may register up to 5 devices for internet access. Each residence hall room has 2 wired connections, 1 connection per student. Internet access (wired and wireless) is turned off every night and turned back on early the next morning. Cutoff hours are determined by the TAMS administration.

Internet access for wired and wireless services are free and are paid for by the University of North Texas; however, higher access speeds are available for a fee and billed to the

student/parent depending on the level of service chosen. Apogee offers a tiered service level structure. Please visit the Apogee site for current pricing. Actual connections speeds will depend on overall network traffic. The Apogee network is distinct from the UNT network; therefore only web based UNT resources are available from the dorm rooms. The university offers a host of educational applications through a virtual desktop environment, however use of this software is restricted through class enrollment. Professors will provide access details were appropriate.

Virus protection on all personal computers is required. McAfee Endpoint Protection software is offered **free** to all UNT and TAMS students. You are not required to use the McAfee suite of products; however, you must install some form of virus protection. Personal computers infected by a virus will be cut off from the network. It is the student's responsibility to remove the virus before it will be allowed back on the network. The McAfee Endpoint Protection software is available from <https://itss.untsystem.edu/divisions/mrs/is/antivirus-download>. The software is free for student use (UNT user credentials required) and is self-installing. No configuration is required. Please install the virus protection on your computer prior to bringing the computer to campus. (Notice: Do not run multiple virus detection programs. They do not perform well together and will significantly slow down or keep your computer from running well).

Personal computers are not required for TAMS students. While they do offer a significant convenience to students in the residence hall, they can be a distraction as well. No printing services are available from the dorm room. Students may use the printers in the McConnell Hall Computer Lab during open hours, but they cannot print to this printer from their room.

TAMS Computer Lab

The TAMS computer lab is located on the first floor of McConnell Hall. (See "McConnell Hall Hours") This lab is for TAMS student use only and is not available for use by other UNT students. The TAMS computer lab is equipped with Windows and Macintosh workstations. Printers are also available for use during open hours. Printing services are not available from the McConnell Hall dorm rooms; print jobs must originate from within the lab.

The lab is monitored by TAMS staff. Lab hours are established based on student need. Most students are in class until 2:00 p.m. or 3:00 p.m. each day, so the lab normally opens at 10 a.m. The computers are available for use on a first come, first served basis. The lab will close a few minutes before curfew so all students will have ample time to return to their room before curfew. Students must log in with their UNT credentials to use the TAMS computer lab. Use of any TAMS lab computer is tracked, as in any UNT computer lab. Courtesy to other lab users and to the lab monitors is expected. Profanity is not allowed in the lab, violators will be removed and repeat offenders will lose access to the lab. The TAMS computer lab is a multi-purpose room with a projection and sound system and is sometimes booked for events during regular open hours. At times students may be asked to leave the lab or move to the back of the lab to accommodate training, meetings, or presentations.

UNT has 14 Student Computer Labs considered general access for use by all UNT students. Discipline specific computer labs are available for math, physics, English, music, and a number of other subjects. The TAMS students are welcome to use any Student Computer Lab on campus at their convenience; however, discipline specific computer labs require enrollment to use the labs. All labs require a UNT ID for entry. The Student Computer Lab hours vary depending on their location; hours and conduct rules for all computer labs can be found at: <https://computerlabs.unt.edu/>.

UNT Account Information

UNT will provide all TAMS students with an EUID (Enterprise User ID) and a UNT ID. The EUID is used for login access to a number of administrative and academic technology/computer accounts. The form of the EUID is first, middle, last initial followed by 4 digits, i.e. for John Wayne Doe the EUID might be jwd0001. The EMPLID is 8 numbers long and is encoded on the student's ID card for card swipe access to dining halls, computer labs, libraries and UNT hosted events. TAMS students will be issued an ID card at orientation. To find, enable, and manage your

EUID or EMPLID visit <https://ams.unt.edu> and select "What's my EUID?" You will need your First Name, Last Name, SSN and Birth Date to retrieve this information.

Your EUID will be used throughout your enrollment at TAMS and UNT. Each student can access the UNT portal with their EUID to manage their account. The portal address is <https://my.unt.edu>. The account will allow you to access the message center for important notices from UNT, open and manage a UNT email account (Windows Live Account), accept financial aid, make UNT payments, check grades and transcripts, and register (when appropriate). You are not required to use the UNT Windows Live account as your primary email account but you must check the mailbox for UNT communications or have the mailbox forward to an account you read consistently.

Acceptable Use Policy

(Level 4-5)

UNT has outlined a comprehensive acceptable use policy regarding the use of personal computers on campus and all UNT technology related services. These policies apply in full to TAMS students as well. The full policy can be found at <https://policy.unt.edu/policy/14-003>. Regardless of how you connect to the UNT network you are bound by the items set forth in this policy. **Breach of this policy constitutes a TAMS level 4-5 violation and may result in removal from the TAMS program.** The point determination for a level 4 violation will be at the discretion of the Network Manager and/or the Director for Student Life. The decision to dismiss for violation of the Computer Use Policy (level 5) will be based upon consideration of the evidence presented against the student. Listed below is a partial list of the restrictions from the UNT acceptable use policy:

Misuse of Computing Resources

The following actions constitute misuse of the University's computer resources and are strictly prohibited for all users:

1. Criminal and illegal acts. University computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate University authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, and child pornography.
2. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the University's computer resources.
3. Abuse of computer resources including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the internet; creating or purposefully allowing a computer malfunction or interruption of operation; injection of a computer virus on to the computer system; sending a message with the intent to disrupt University operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period to the detriment of other authorized users; computing tasks that consume an unreasonable amount of communications bandwidth either on or off campus to the detriment of other authorized users; and failure to adhere to time limitations which apply at particular computer facilities on campus.
4. Use of University computer resources for personal financial gain or a personal commercial purpose.
5. Failure to protect a password or account from unauthorized use.
6. Permitting someone to use another's computer account, or using someone else's computer account.
7. Unauthorized use, access, reading, or misuse of any electronic file, program, network, or system.

8. Unauthorized use, access, duplication, disclosure, alteration, damage, misuse, or destruction of data contained on any electronic file, program, network, or University hardware or software.
9. Unauthorized duplication and distribution of commercial software and other copyrighted digital materials. All commercial software and many other digital materials are covered by copyright of some form. The unauthorized duplication and distribution of software and other copyrighted materials (including copyrighted music, movies, graphics etc.) is a violation of copyright law and this policy. Exceptions to this are specific authorization by the copyright holder or use under the fair use provisions of the copyright law.
10. Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to University computer resources.
11. Use of the University computer system in a manner that violates other University policies such as racial, ethnic, religious, sexual or other forms of harassment.
12. Use of the University's computer system for the transmission of commercial or personal advertisements, solicitations, promotions, or employees' transmission of political material that is prohibited by the University's ethics policy (Policy 1.2.9) except as may be approved by the Office of the Associate Vice President for Computing and Chief Technology Officer.

Please note: By using any UNT or TAMS computer system you expressly consent to monitoring on the part of the university and/or TAMS. If such monitoring reveals possible evidence of criminal activity, TAMS may provide the evidence to law enforcement officials and/or may take disciplinary action.

All computers connected to the university network are subject to investigation. If there is any suspicion of a computer violation, the computer may be confiscated and held while being examined by the UNT Police, TAMS computer network staff or UNT security team. Students are not required to be present if a computer needs to be removed from the room and examined by network staff and/or police. Notification of computer examination will be given at the time of the investigation.

Conduct Unbecoming of a TAMS Student

(Level 1-5)

Membership in the TAMS community is a privilege. With this honor comes the responsibility to help safeguard the value of a TAMS diploma by acting in a manner which maintains and enhances the positive reputation of the academy. You are expected to conduct yourself in ways that reflect positively on you, your family, your fellow students, TAMS staff and alumni, the academy, and the University of North Texas. Behavior which in the judgment of the Dean or the Directors, may be considered "conduct unbecoming of a TAMS student" will result in disciplinary action. Staff will confront students in regard to their actions, speech and dress when deemed necessary.

Contact Information

TAMS maintains a database of the addresses, phone numbers, and email addresses of students and of students' families. This information is used for communicating with students and families. We also rely on the information on the Emergency Contact Information sheet when necessary. Please ensure that we have up-to-date information. Call the Student Life Office, (940) 565-3603, whenever your parents or guardians move, change jobs, or get new work or home phone numbers.

Courtesy Hours

(Level 2, 3/30)

Courtesy Hours are in effect 24 hours a day. (See "Quiet Hours" and "Study Hours.") You must comply promptly and politely with any Courtesy Hours request (e.g.: any time a staff member or fellow student asks you to lower your voice or turn down a stereo, TV, etc.).

Curfew

(Level 1-4)

Curfew is 11:00 p.m. on Sunday through Thursday evenings. Curfew is 1:00 a.m. on Friday and Saturday nights (actually Saturday and Sunday mornings.) The following rules apply to curfew:

- You must return to McConnell Hall before curfew.
- You are not allowed to exit the building after curfew and must remain in the building until the doors are unlocked at 6:00 a.m.
- You are not allowed to leave your floor after curfew unless you have earned this privilege. (See "Privilege System.")

Curfew Procedures:

The entrance doors will be locked at curfew. If you arrive late you are expected to report to the Front Desk immediately. If you know that you are going to be late, we expect you to call the Front Desk as early as possible and let a staff member know your whereabouts and your expected arrival time. This courtesy call will not mean that you are exempt from a disciplinary response for violating curfew, but it is important so that academy staff can ensure your safety. If you are still missing from the hall one hour after curfew, your parents or guardians, the Assistant Dean for Student Life, and the UNT Police will be called.

Curfew Procedures continued:

Due to the confusion created by large groups of students in the lobby, you are expected to vacate the lobby and head to your room no later than 5 minutes prior to curfew. You are expected to remain in your room until a Student Life staff member indicates that he/she has completed your room check. This may take up to 20 minutes, as room checks are intended to be a time for RAs to visit briefly with residents and disseminate information. If for some reason no staff member arrives to conduct room checks, you are expected to call the Front Desk to report it and to remain in your room. The Front Desk staff will send a staff member to your room.

Curfew Extension

The opportunity to extend curfew in order to attend an approved special event is a privilege that must be earned. (See "Privilege System.") The length of the Curfew Extension is at the discretion of the Hall Director, but typically it is no more than one hour after the usual curfew for that evening. No curfew extensions are allowed on Wednesdays due to the mandatory wing meeting. There are no curfew extensions granted during dead week or finals week.

Curfew Extension Procedure:

Submit a Curfew Extension Request through the online system **at least 5 business days (M-F)** in advance of the event. You will receive written approval from a Hall Director via the front desk in order to extend curfew. Do not purchase tickets until approval has been granted. Failure to complete Curfew Extension paperwork properly will be considered a violation of the Privilege System. Curfew extensions are counted against your travel option totals.

Diversity

The TAMS community seeks to preserve an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community as a result of his or her background and beliefs. (See "Harassment.") Students who are interested in diversity awareness are encouraged to participate in the Fellowship for Advancing Cultural Education among Students (FACES) Club. (See "Student Activities" Section.)

Driver's License

Students that wish to renew or register for a Texas driver's license will need the Texas Education Agency, (TEA) form to complete the process with the Department of Public Safety. Follow the steps on the Academics web page: https://tams.unt.edu/academics/academic-forms/tea_voe .

Emergency Travel Request – (See "Family Emergency.")

Employment

You are discouraged from holding a job, especially during the first semester, because of the academic workload. Recognizing that some students are capable of balancing the demands of

school and work, the academy has a limited number of part-time positions for students in good standing who are qualified to work as tutors. Students are encouraged to limit their work hours to 10 hours per week. Information about jobs on campus and in Denton is available from the Student Employment Office in Chestnut Hall. Keep in mind:

- You may not work in any of the types of establishments which you are prohibited from entering under the section “Alcoholic Beverages and Illegal Drugs” and “Off Limits.”
- You may not work any shifts which would make you late for curfew
- You may not work at any location that would require your overnight absence from campus and from the hall

Entrance and Exit Doors

(Level 3)

Entrance and exit doors are secured for safety and security reasons. From 6:00 a.m. until 11:00 p.m. weekdays and until 1:00 a.m. on weekends, the front door and side door near student message boxes are unlocked and you are free to use them. Additionally, the doors by the volleyball pits are emergency exit-only doors and will only be open for move-in and move out days. All stairwell entrance and exit doors, aside from the main stairwell located by the Front Desk, are locked during the school year, except on move-in and close down days when they are unalarmed to allow for the ease of packing and unpacking.

The following are rules for Emergency Exits:

- You are not allowed to use an Emergency Exit unless there is an emergency or an official fire or tornado drill. Using emergency doors for non-emergency purposes is a misdemeanor, subject to a \$250.00 fine, as well as a TAMS disciplinary response.

Equipment Checkout

Equipment available for checkout at the Front Desk includes bicycles, craft supplies like markers, scissors, staplers and three hole punches. We also have Ping Pong and billiards equipment, and cleaning equipment such as brooms, mops and vacuum cleaners. Keys may also be checked out for public rooms during specific times – check at the front desk of McConnell for these times.

Equipment Checkout Procedures:

To check out equipment, leave your ID card at the Front Desk. Most items may be checked out for a maximum of two hours; the TV room may be checked out for a maximum of three hours. If you keep an item for over the designated time allotted, abandon the equipment, leave a common room in disarray or fail to turn in the key – you will be placed on the Penalty List and may not check out other items for two weeks. For items that you return either partially (e.g. losing game pieces) or fully damaged, you will be required to replace the item at full cost.

Family Emergency

You and your parents or guardians are asked to contact both the Front Desk and the Student Life Office in the case of a family emergency **such as the death, injury, or major illness of a family member** (parent, sibling, grandparent, etc.). If the emergency requires you to leave the academy and return home, an Emergency Travel Request must be submitted. (See procedure below.) Parents or guardians will be asked to approve the student’s travel plans. We strongly recommend that you be picked up by an adult family member or use public transportation rather than be allowed to drive when upset. Verification of the emergency may be requested in some instances. If you will miss classes, the Student Life Office will notify the Academic Office, whose staff can notify faculty members. (See “Absences from Class” in the Academic section.) Academy staff members are eager to assist in whatever ways we can to help ease the crisis.

IMPORTANT NOTE: Please help us be prepared to assist you in an emergency. If your parents or guardians travel frequently or will be out of Texas for an extended period of time, please be sure to give the Student Life Office emergency contact information for an adult family member or an adult friend of the family who will be in Texas. If family addresses and phone numbers, home or work, change during the year, notify the Student Life Office so our records are up-to-date. 940-565-3603.

Procedure for requesting permission to travel in an emergency:

Complete an Emergency Travel Request at the Front Desk. Your parent or guardian must sign this form or call and authorize your travel plans **and** the Hall Director On Call must approve your request before you can leave. Emergencies are listed above and do not include minor illnesses, inconvenient travel issues, babysitting, child care or poor planning on the part of the student or family. [See example form in the appendix.]

Fighting

(Level 3-4)

Hitting, punching, wrestling, pushing, slapping, biting, or other actions, which may be construed as fighting, are strictly prohibited.

Fire Prevention

(Level 3)

Fire prevention is a major concern and a shared responsibility. (See “Fire Safety,” “Fire Equipment,” “Appliances,” “Candles/Scent Producers,” “Extension and Electrical Cords,” “Decorations,” “Explosives/Flammable Fluids,” and “Lamps” in the *Housing Handbook and Policies*.)

- You are not allowed to have candles or an open flame, burn incense, or use simmering potpourri or scented light bulb rings in the hall.
- You are not allowed to have extension cords, lamps and decorations unless they meet the standards outlined in the *Housing Handbook and Policies*.

Gold Cord

The Gold Cord is symbolic of active citizenship at the academy. Students seeking a Gold Cord must participate in community service from the time they arrive their first semester to the final spring months of their Second year (averaging roughly 25 hours a semester). Students are encouraged to select or develop community service opportunities that will benefit the TAMS, UNT, or Denton communities. Students will need to submit the hours of service they provide in an on-going basis. Updates on the accumulation of community service hours are given to students throughout each semester. The goal of this program is to encourage students to implement community service in their weekly schedules while at TAMS; therefore, it is important that students accumulate hours progressively each semester and not “load up” hours over holidays or weekends at home. If sufficient progress is not demonstrated, students will be notified that the Gold Cord is not an option. Students who choose to accumulate over 30 disciplinary points in either the First or Second year or accumulate more than 5 documentations any semester are not eligible for the Gold Cord. The minimum number of hours acceptable to reach the Gold Cord level is 100 by **April 10, 2023** of the Second year. The minimum GPA for a student receiving a Gold Cord is 3.25 cumulative. In addition to the 100 hour minimum hours, additional requirements will be listed for the Gold Cord Award on the TAMS student life website. Having over 100 hours of community service, a 3.25 GPA and good behavior does not guarantee a student the honor of wearing the Gold Cord at graduation.

Harassment

(Level 3-5)

The university and the academy are committed to maintaining an environment that is safe for everyone and accepting of diversity. Individuals who live, study, teach, and work on campus are expected to refrain from behaviors that threaten the freedom of others or do not demonstrate respect for every individual’s human worth. While freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the university’s educational mission. Discriminatory actions or comments based on sex, age, race, color, national origin, native language, religious affiliation or belief, physical disability, sexual orientation, or lifestyle are prohibited. This policy includes electronic forms of communication such as Facebook posts, emailing and cell phones. (See *Housing Handbook and Policies*.)

Procedure for reporting harassment:

Contact a staff member immediately.

Hazing

(Level 5)

Members of student organizations should consult with their Program Advisor before planning or carrying out any selection process or induction ceremony for members or officers or other activities. Acts of hazing include, but are not limited to: performing or requiring another person to perform or witness any demeaning or humiliating action.

Procedure for reporting hazing:
Contact a staff member immediately.

Health and Medical

Health Insurance

Families are strongly encouraged to obtain health insurance for students. If you currently have an HMO health plan, check whether the student will be covered for services provided outside the HMO's area. The UNT Health Center has information about a Student Health Insurance plan that can be purchased.

Illness or Injury

If you become sick or injured during the day, contact the front desk. A student may visit the [UNT Wellness Center](#) on their own; however the front desk is adept at arranging appointments on behalf of the student. The Health Center is traditionally open Monday – Thursday 8:00am – 5:30pm and Friday 9:15 a.m. – 5:00p.m. (with last appointment time to be scheduled at least 30 minutes before closing.

After your appointment with the Health Center, stop by the Front Desk and inform the desk staff how you are doing and if you require any special arrangements such as help getting to a pharmacy, a Sick Tray (see below) or a recovery room. If you become aware of a health problem during other hours you should contact your resident assistant or the Front Desk, rather than wait until morning. Never hesitate to seek medical help for yourself or another student, even if the injury or illness is the result of a policy violation or an emotional disturbance. If due to illness or injury you are unable to go to the cafeteria to eat, you can arrange for a sick tray.

Procedure for dealing with an Emergency illness or injury:

Before going to a hospital emergency room on your own, you should contact the Front Desk if at all possible so that a staff member can escort you or meet you there. Contact a staff member immediately if you become aware of a health emergency. If you call 911 in an emergency, you should also call the Front Desk to alert staff of the emergency so that the lobby can be cleared for emergency personnel to get through.

Medical Leave of Absence

If you develop medical problems requiring an extended overnight absence from campus for a duration of more than one week, you may request a medical leave of absence from the academy.

Procedures for requesting a medical leave of absence:

If an extended overnight absence is necessary for medical reasons, you must schedule an appointment with the Dean of the academy. Documentation by a physician will be required. Written conditions regarding your departure and return must be agreed upon by you, your parents or guardians, the university, and approved by the Dean of the academy prior to your departure. In an emergency, your parents or guardians may make a request for medical leave on your behalf.

Medications

TAMS is prohibited from dispensing and/or administering any type of medication – even a simple aspirin. Students are permitted to keep their own medications in their room – whether the medication attained through a physician's prescription or over the counter. Students invariably wish to help other students by sharing medication with another student. While this generosity is understandable, it is not recommended.

(Level 4-

5) Prescription medication is designed for a single individual and is not to be shared nor experimented with among students. At no time is it permissible for students to share

prescription medication. It is also a violation for students to possess and/or take prescription medication that is not prescribed to that individual student.

Sick Tray

If due to illness or injury you are unable to go to the cafeteria to eat, you can arrange for a sick tray. A sick tray allows for food to be transported outside of the cafeteria. The process to obtain a sick tray is to have a staff or student go to the Front Desk with your ID card and request a Sick Tray. The staff member on duty must sign it for approval. You are to request solid foods if this is what you desire, otherwise the cafeteria will include only broth type items on the tray (Popsicle, soup, Jell-O, etc.). The assigned person will then take the form and ID card to the cafeteria that you request and present it to the checker. The checker will call the supervisor to prepare the tray. Once the assigned person receives the tray, he or she is free to return to the hall with the food tray and utensils. The tray and utensils must be returned when you are finished with them as your ID will not be returned until these items have been received. For more information or questions about special dietary needs or food allergies phone Dining Services, Ext. 2462.

Identification Card

(Level 2)

You will be issued a UNT-TAMS photo identification card, which should be carried at all times and presented to academy or university officials upon request. This ID card is also your meal card and must be presented in order to eat in residence hall cafeterias. (See *Housing Handbook and Policies*.) The UNT ID card permits access to campus fine arts, guest lectures, athletic events, the Recreational Center and the UNT & Denton public transportation options.

- You are not allowed to loan your ID card or borrow another person's ID card.
- You must present your ID card immediately upon request by an academy or university staff member.
- You must have your ID to participate in Intramural sports

Procedure for replacing a lost ID card:

Lost identification cards must be replaced through the ID card office in room 107 of the Eagle Student Services Building and there is a fee to replace your ID. The student is responsible for identifying themselves as a TAMS student when securing a new ID. An ID card without TAMS designated on it will be confiscated and you will have to replace it at your expense.

Loitering

(Level 1)

Lingering in the center stairwell, loitering in the lobby, and/or blocking doorways are all considered safety violations. Students may not loiter between the activity rooms on the second floor (Bewley, kitchenette, TV room). That particular area around those rooms is not space to hang out – students need to be in the rooms during the approved times.

Lying

(Level 2-4)

Honesty is a quality that is valued at the academy. (See "UNT Code of Student Conduct.")

Mail & Packages

You will be provided with a message box on the first floor of McConnell. This is used for messages from staff and other students. U.S. mail can only be delivered to a Post Office box. Post office box rental is incorporated into the Housing fees.

U.S. Mail does not deliver to McConnell Hall. A personal Post Office Box can be acquired at the University Union Post Office for free. <https://housing.unt.edu/content/new-eagle-post-package-program-begins-32122>

Mandatory Meetings**(Level 1)**

The Academy utilizes group meetings to disseminate information. Attendance at these meetings is required. These include Fall Orientation Program, Wing Meetings (weekly), Academy Seminar (bi-weekly), and Academy Convocation. Room checks occur every night a student resides in McConnell Hall and it is required that students remain in their rooms at curfew until a staff member has accounted for their presence. When a TAMS administrator books an appointment with you and you refuse to meet with that individual, this would also be a violation of the "Mandatory Meeting" policy.

Meals and Cafeteria Etiquette**(Level 2)**

You are required to purchase a meal plan from dining services. Both 5-day and 7-day plans are available. We strongly recommend that first semester First Year Students have a 7-day plan. If you neglect to indicate a meal plan preference, you will be assigned a 7-day meal plan.

The deadline for making meal plan changes occurs within two weeks from the date that the residence halls open. If a student is unsure of the deadline, it is the student's responsibility to call the Dining Services Office (940-565-2462) for the exact date.

Changes will not be made after the deadline has passed. Sending in a payment for a different meal plan does not change your meal plan. All meal plan changes and cancellations must be made in the Dining Services Office, which is in UNT Welcome Center room 241. Changes will not be made through the Assignment and Collections Office. Housing receives both the room and board payments; however they do not make official changes to the student's meal plan contract.

Your TAMS-UNT ID card is also your meal card; therefore, you need to present it every time you go to eat. Your meal card is valid in the dining halls located in Bruce, Eagle Landing, Maple, West, and Victory residence halls.

You are not allowed to loan your meal card to anyone else or use anyone else's meal card. When in the cafeteria proper conduct is expected. Playing with one's food, building structures with the food or utensils is not acceptable. If a student spills an item or drops their tray, it is expected that student would clean up his or her own mess and/or assist the cafeteria staff with cleaning the area.

Media

With regards to media, students have the autonomy to watch videos and listen to their taste of music on an individual basis. TAMS guidelines for media consumption follow policies that are age appropriate for the TAMS community. Examples include but are not limited to radio edited versions of music for dances, talent shows, open mic nights, etc. For video watching the motion picture rating system would limit students or student organizations from showing movies that have a rating beyond the PG-13 or TV-14 rating (e.g. R, TV-MA, NC-17, X or unrated). Streaming services and other digital downloads would be covered with in this policy. Games that are rated for mature audiences (e.g. M or above) should not be played in public spaces in McConnell and organized by student organizations.

Music Practice

Musical instruments may be played in student rooms during Music Practice Hours, which are 12:00 p.m. to 8:00 p.m. daily. As a courtesy to others, you are encouraged to practice instead in one of the common rooms such as Bewley, TV Room, or the Conference Room. The key may be checked out at the Front Desk. Students who are interested in music are encouraged to participate in the *Dull Roar* Club. (See "Student Activities Section.")

Non-Compliance

(Level 3)

We expect you to be cooperative with academy and university staff members who are acting in the performance of their duties. You will be subject to a disciplinary response if:

- You fail to heed an official summons or to comply with reasonable directions or requests from an academy or university official acting in the performance of his or her duties.
- You fail to schedule or appear for a disciplinary appointment with a staff member after being notified to do so.
- You are uncooperative or attempt to evade a staff member who is trying to contact you.
- You fail to follow proper academy procedures.
- You fail to provide information which would aid a staff member in an investigation of a policy violation or which would assist a staff member in locating or providing assistance to another person.

Off-Limits and Restricted Areas

(Level 3 or 5)

Your personal safety is very important. Certain areas have been designated as restricted or off-limits in order to reduce the possibility of danger to you. These areas are off-limits from the time you move in August 2022 through May 12, 2023 whether you are at TAMS or elsewhere. Please exercise caution at all times. Certain areas on and near campus may not be off-limits but still could be dangerous. Avoid being alone in alleys, parking lots, stairwells, basements, and other isolated areas in and around buildings.

- You are not permitted to be in an establishment in which alcohol is the primary form of refreshment or entertainment (e.g. bar), an establishment in which the sale or distribution of alcohol is the primary business function (e.g. liquor store), or an establishment in which the sale of drug paraphernalia is the primary business function (e.g. "head shop"). Establishments in Denton which are off-limits include but are not limited to: Andy's Bar & Grill, Riprock's, Lucky Lou's, Cool Beans, Dan's Silverleaf, Hailey's, The Loophole, Zebra's Head, Oak St Draffhouse, Paschall's, and Mulberry St Cantina. Establishments in Denton, which are not off-limits, include establishments, which serve alcohol but are primarily restaurants: Fuzzy's Taco, Torchy's, Chili's, and Applebee's. If you are unclear whether an establishment is off-limits, the wisest course of action would be to ask an academy full time staff member prior to entering.
- You are not allowed to be in the off-limits Fry Street/Avenue A area after 9:00 p.m. (See map in Appendix). We strongly recommend that you leave this area after dark (even if it is before 9:00 p.m.) because this area is known to become more dangerous at night. Chipotle is ok.
- You are not allowed to explore or enter buildings that are boarded up, under repair and/or scheduled for demolition.
- You are not allowed to be in stairwells (other than the central stairwell), empty student rooms, staff offices, in any of the public areas of McConnell Hall during hours that area is not open, or in, on, or near any campus construction sites, roofs, or balconies.
- You are not allowed to enter any maintenance closet, boiler room, air handler room or roof without the expressed permission or supervision by a TAMS staff member.
- You are not allowed to explore or be in empty classrooms on campus.
- You are not allowed to crawl or explore the ceilings or sub-basement areas. **(Level 5)**

Overnight Absence from Campus

(Level 4)

All students are required to be in the hall every night at curfew and remain in the building until the doors are unlocked at 6:00 a.m. The only exceptions are Closed Weekends, Travel Weekends, and weekend or overnight TAMS-sponsored events. The number of Travel Weekends you may take depends on what level you are on in the Privilege System. (See "Privilege System.")

Off-campus Travel Request Procedure:

It is wise to plan your Travel Weekends at the start of each semester and obtain parental permission well in advance of your proposed travel date. Off-Campus Travel Requests are online. You must submit your request **no later than 12:00 p.m. on the Thursday** prior to your intended departure and your parents or guardians need to call the Front Desk **by that same**

Thursday night (10:30 p.m.) to give their permission before the Front Desk can approve your request. Do not assume your request is approved. Check with the Front Desk to confirm whether a Hall Director has given approval before leaving the hall. As with Closed Weekends, you must leave the Denton area and you may not stay on campus, in a UNT residence hall, or in an off-campus apartment on a Travel Weekend. Failure to complete Off-Campus Travel Request properly will be considered a violation of the Privilege System.

Travel Request Procedure continued

Turning a request in late after the Thursday deadline will count as 2 Travel Weekends. No forms will be accepted after Thursday 11:00 p.m. In addition, if a parent misses the deadline to approve their student's travel, the parent will first receive a warning. Upon the second late travel approval from the parent, the student will be documented – (see "Disciplinary System.")

If a student returns early from a travel request – the student is required to stop by the front desk and speak with the RA on call and have it noted in the desk log.

Students may not attend Prom **and** request travel for the same Saturday/Sunday. Students choosing not to attend Prom may travel on that particular weekend.

- **Emergency Travel** – (see "Family Emergency")

Overnight Guests

(Level 4)

TAMS staff has the option to approve or disapprove of any overnight guest.

You may have one overnight guest of your same sex stay in your room on a Friday and/or Saturday night provided you comply with proper "Overnight Guest" procedures. There is only one guest allowed per room. Your guest must follow all policies and procedures. Your guest must observe the same rules as academy students and have the same level of privilege as you do (e.g., if you are not eligible to leave your floor after curfew, neither is your guest). It is your responsibility to see that your guest observes all rules. If your guest does not follow the rules, you should call a staff member for assistance, to avoid disciplinary action.

Guests must check-in at the Front Desk and be escorted by the host at all times. You are responsible for your guest's actions and may be documented and receive points for your guest's actions. If at any time your guest is not cooperating with your requests to abide by policies, consult a staff member immediately to help avoid disciplinary action.

Hosting and/or hiding an unregistered guest is considered a serious safety and security violation.

Non-TAMS Overnight Guest Procedures:

You must complete an Overnight Guest Request located in the lobby or at the front desk and have it to the Front Desk between 8:00 a.m. and 11:00 p.m. **on the Wednesday** before your guest would arrive or under "privilege request" in "TAMSiam." This request requires the signature of your roommate and your RA. Do not assume your request will be approved. Check with Front Desk to confirm whether a Hall Director has approved your request before your guest arrives. Failure to complete Overnight Guest Request paperwork properly will be considered a violation of the Privilege System. Guests should be no younger than 13 years old or older than 18 years of age. The host should know the guest well enough to vouch for the guest's character. No overnight guests are allowed the final weekend of the semester.

Parking

Parking permits may be purchased by those students who have earned the privilege of bringing a car to campus (See "Privilege System" section). Requests for permits and payment are completed online through the UNT Parking & Transportation website. Permits must be displayed on the vehicle windshield and valid for the academic year in which it was purchased. Parking complaints, or concerns, and specific permit purchasing questions should be directed to the UNT Parking & Transportation office, (940)565-3020.

Pets**(Level 2)**

Fish are the only pets permitted in the residence hall. (See "Pets" in *Housing Handbook and Policies*.)

Profanity, Obscene Language or Behavior

Rude, vulgar, indecent, or obscene expressions and actions, whether non-verbal, verbal, or written, are considered detrimental to the living-learning environment in the residence hall and are subject to disciplinary action. Postings in hallways and public areas must be approved by a staff member. (See also "Conduct Unbecoming of a TAMS Student", "Public Display of Affection,").

Public Displays of Affection (PDA)**(Level 2 or 4)**

We expect you to conduct yourself in a manner that a reasonable adult would find acceptable. Hand-holding, a brief kiss, or a friendly hug is appropriate. You are expected to be respectful of others and to comply promptly and politely with any person's request that you cease a public display of affection. Public displays of affection may be written up as a Level 2 or Level 4 violation, depending on the nature of the incident.

You will be subject to a disciplinary response if you and another person are observed:

- Lying next to each other, touching in any way
- Sitting or lying on top of one another
- Lying down with one's head in the lap of another student and/or using another student's leg as a pillow
- Engaged in extended or suggestive kissing, hugging, or touching (e.g., French kissing, caressing breasts, chest, or buttocks, intimate "full body press" hugs)
- Engaged in sexual intercourse or genital contact or anything that looks like it (e.g. two students under a blanket)
- Interacting in a way in which a staff member determines to be inappropriate
- At no time should students be lying or sitting next to each other physically expressing affection (e.g. hugging, kissing, massaging, etc.) while in a student room.

Quiet Hours**(Level 2, 3/30)**

Study and sleep are essential to success at the academy. Noise that disrupts the sleep or study of others is inconsiderate. We expect that you will strive to establish and maintain a living environment that is conducive to learning and healthful rest. (See "Courtesy Hours" and *Housing Handbook and Policies*.)

Quiet Hours are from 8:00 p.m. through 9:00 a.m. Sunday night through Friday morning. Quiet Hours are from 12:00 a.m. to 12:00 p.m. on Friday night through Sunday morning. Voices, radios, televisions, stereos, etc. must not be audible from three doors down during Quiet Hours.

- You must comply with a request that you observe Quiet Hours (e.g., any time a staff member or fellow student who asks you to lower your voice or turn down a radio, TV, stereo, etc.).
- You are not allowed to make noise (voices, radios, televisions, stereos, etc.) that can be heard from three doors down during Quiet Hours.
- During pre-finals week (see TAMS Calendar,) Quiet Hours are 18 hours. During finals week Quiet hours are 23 hours.

Residency

As an academy student, you are expected to reside in McConnell Hall and take a board plan through the UNT Office of Dining Services. No exceptions will be made to the residency requirement. If you move out of the residence hall or sever the board contract you will be withdrawn from the academy.

Room Alterations

The furniture that is in your room when you move in must remain there all year unless you are granted permission by a staff member to store it elsewhere in the hall. You may not move furniture into the adjoining room or a bed into a room; creating space for three people to sleep in

a single room that is designed for two people to sleep in is not permissible. (See *Housing Handbook*.)

Room Change

Room changes are only made once a semester (usually at the end of the second week but see “TAMS Calendar”) and must be approved by a Hall Director. Room changes are difficult to grant because of the “domino effect” that results as people begin to move from room to room. Most room change requests are really requests for a change of roommate. We encourage you to think carefully before requesting a room change for this reason. Learning to accept differences and resolve conflicts is an important part of the growth experience that the academy offers. If you and your roommate are not getting along, consult a staff member for suggestions or ask for mediation services. A room change should be a last resort.

If you decide you want a room change in order to room with someone else, be sure to inform your current roommate. If you are concerned about hurting his or her feelings, talk with your RA about how to broach the subject. Your roommate deserves to know you are leaving, not only because this is common courtesy, but also because he or she will need to begin looking for a new roommate right away.

Room Cleaning

(Level 1)

You are expected to keep your room and bathroom (if applicable) in good order, free of garbage and debris that is unsightly, unsanitary, or malodorous. This is a health and safety issue. TAMS staff will enter each room once every month and conduct an inspection to verify that the room meets minimum standards. Staff will check all rooms, closets, and refrigerators to prevent problems associated with un-removed trash, piles of dirty laundry, and/or spoiled food. Students with bathroom facilities connected to the rooms will be held responsible for cleaning the bathrooms regularly. If the room or bathroom does not meet minimum standards, the residents will be given 24 hours to bring the room and/or bathroom into compliance.

You will be subject to a disciplinary response if your room or bathroom does not meet the above standard within 24 hours after a warning by a staff member.

Room Entry

Access to student rooms will not be granted to friends, relatives, or other students by McConnell staff. You should not allow any persons claiming to be university officials or maintenance employees into your room unless they are able to provide proper identification or the Front Desk staff confirms their official status. (See “Administrative Inspections and Searches” in *Housing Handbook*.)

Room Key

(Level 1)

You will be issued a room key. We expect you to keep track of your key, to lock your room door when you are in or out of your room (for safety and security reasons), and to report a lost key to the Front Desk within 24 hours. (See *Housing Handbook and Policies*.)

- You will be subject to a disciplinary response if you request a 10-minute loaner key more than 3 times in one semester.
- Failure to report a lost key is a safety and security issue that may result in disciplinary action.
- Failure to return your 10-minute loaner key within the 10 minute window is a violation of room key guidelines.

Procedure for obtaining a loaner key if you are locked out of your room:

Leave a form of ID at the Front Desk. You will be given a 10-minute loaner key.

Room Repairs

See “Maintenance” in the *Housing Handbook and Policies*. Minor repairs should be requested through the student’s RA who will then be responsible for submitting a work order if the work

requested is needed. To report a repair emergency (*such as broken water pipes*): students should call the Front Desk immediately.

Room Time

(Level 1)

A good night's sleep is a critical component to effective learning. Short-term memory items are transferred into long-term areas, tasks done during the day are rehearsed in the brain during sleep (procedural memories,) and a good night's sleep has been directly linked to positive correlation with good grades. TAMS encourages all students to get a sufficient amount of sleep each night which is defined as a minimum of 6 continuous hours after curfew checks.

Once a student on first semester privileges is checked in for curfew by a staff member, that student is eligible to visit other students on that floor. At 12:00am Sun-Thurs and 2:00am Friday & Saturday, floor visiting ends and students on first semester privileges must stay in their assigned room and may not have guests until 6:00am. Students with suite rooms may not enter their suitemates' room. Students in community bath rooms are permitted to leave their rooms to access the bathroom. Students living on community bath wings should bathe prior to the room time hours.

- You must be in your room at curfew and remain until a staff member checks you in.
- Students on first semester privileges may not have guests in their room past Room Time. Room Time begins at 12:00 am Sunday – Thursday and 2:00am Friday and Saturday.

Roughhousing

(Level 1)

Running, playing ball, rollerblading, skateboarding, riding any type of scooter or engaging in other traditionally "outdoor" activities or sporting activity while inside the building is considered a safety hazard and will be subject to disciplinary action.

Safety and Security

(Level 4 or 5)

Safety and security are major concerns in any community. (See also *Housing Handbook and Policies*.) Be sure to take a look at these topic listings: "Appliances; Emergencies; Darts/Dartboards; Explosives/Flammable Fluids; Extension and Electrical Cords; Evacuation and Tornado Procedures; Fire Safety; Personal Safety, Security, and Wellbeing; Windows; and Weapons.")

- You are not allowed to have a weapon or ammunition of any kind in the hall.
- You are not allowed to have dangerous chemicals or scientific equipment (e.g., lasers) or any substance that is flammable or could cause fire or explosion in the hall.
- You are not allowed to use extension cords unless they meet the guidelines in the *Housing Handbook and Policies*.
- You are not allowed to have laser pointers.
- You are not allowed to tamper with smoke detectors, fire pull stations, or other safety equipment.
- You are not allowed to engage in activities which could endanger yourself or others (e.g. car surfing or other risk-taking behavior, DIY tattooing, and sharing prescription medication).
- You are not allowed to explore areas of McConnell that are off limits **(Level 5)** (E.g. ceilings anywhere in the building, boiler rooms, ceiling hatches on the new wing, air handler rooms, boiler rooms, sub-basement areas, roof area, etc.).
- You should not portray yourself as older than your current chronological age. Many digital applications, such as dating apps, have such guidelines and in the interest of safety, TAMS students should not be engaging in that type of misrepresentation.

Sign In—Sign Out

You are required to sign in and out every time you leave and return for a Closed Weekend. Other than that, you are not required to sign in and out every time you leave the hall. However, as a courtesy to your roommate and family and as a safety precaution in case staff need to locate you in case of an emergency, you are expected to keep your roommate, RA, and/or other academy students informed of your whereabouts and plans—especially when you leave the UNT campus.

We recommend that you post an In/Out Message Board somewhere visible in your room and keep it updated.

Smoking

(Level 4)

According to the Texas law, no one under the age of 21 is allowed to be in possession of tobacco products. TAMS policy is that no TAMS student is allowed to smoke or be in possession of tobacco products, regardless of age. McConnell Hall is a smoke-free residence hall, so please inform your guests who smoke. Electronic cigarettes or smoking items are also prohibited (no vaping).

Solicitation and Commercial Activity

You are expected to refrain from using residence hall or university property for personal or commercial gain. (See *Housing Handbook and Policies*.)

- You are not allowed to sell items or services from your room or your campus computer account.
- You are not allowed to post advertisements for businesses in the hall.

Staff – residing in McConnell

- Resident Assistants – UNT students that live throughout the building and currently take classes at UNT. Duties include but are not limited to: developing wing community, conducting curfew checks, serving in an on call emergency position and enforcement of policy.
- Programming Advisors – UNT students that live throughout the building and currently take classes at UNT. Duties include but are not limited to: advising student groups, serving in an emergency on call role, organizing weekend teams, occasionally conduct room checks and general enforcement of policy.
- Front Desk Staff - Two full time staff serve at the front desk in two distinct shifts – during the day Monday – Friday from 7a.m.- 3 p.m. and in the evening hours 11 p.m. – 7 a.m. These individuals do not live in McConnell Hall but serve a critical role in the efficiency of McConnell Hall and TAMS. There is also a team of part-time desk staff serving at McConnell, who are UNT students as well. The front desk is the hub of information and at any time, a parent or student can call the front desk for information. It is recommended that students and family members program their cell phones with the front desk number – 940-565-4955.
- Community or Hall Directors - Full time staff that may or may not be attending UNT graduate school. Duties include supervision of the hall staff and maintaining the functionality of the operations in McConnell Hall. These positions also serve in emergency on call roles.

Stairwells

(Level 3)

The only stairwell that is in use on a daily basis is the center stairwell. Other stairwells may only be used in case of emergencies, fire drills, or tornado drills.

- You are not permitted to use any stairwell other than the center stairwell unless there is an emergency or official fire or tornado drill.
- All floor landings and stairwells extending past the second floor are prohibited to female students outside of visitation hours (when females are housed on the third floor).
- Male students are prohibited from pausing on the third floor landing at all times (when females are housed on the third floor). Standing anywhere in the stairwell talking to another student is considered loitering.

- During visitation hours, all students must have an escort when visiting the opposite gender.
- Escorts must meet visitors of the opposite sex in the first floor lobby to avoid being documented for loitering on the floor/stairwell landings.

Study Hours

(Level 2, 3/30)

TAMS students are expected to study a minimum of 20-30 hours per week. (Note: plan to do more if you are taking more than 15 credits or are having trouble in a class.) McConnell Hall is intended to be a living-learning environment conducive to study. For this reason, there are designated Quiet Hours in the hall. Smitty Study will be designated for study and club meetings after 8 p.m. weeknights.

During Quiet Hours, music, conversation, and all other noise is to be kept to a volume that cannot be heard three doors down. Quiet Hours are Sunday-Thursday 8 p.m. – 9 a.m.; Friday-Saturday 12 a.m. – 12 p.m.

After 10:30 p.m., Sunday - Thursday, no club meetings or recreational activities are allowed to take place in the hall. No equipment will be checked out, the public TV will be turned off, and all students in public areas will be expected to be studying.

Summer Policies

If students are taking classes, doing research, or working at UNT in the summer months, students need to be aware of the special conditions that apply. Depending on the summer, the TAMS residential program may or may not operate during the summer months however, students are still representing TAMS and student behavior needs to be consistent with the expectations for all TAMS students during the school year. Obviously, the policies in the TAMS Student Handbook will not be enforced in the same way they are during the regular school year due to the variable staffs supervising students. However, students need to be aware that disciplinary action will be taken for any policy violations if the TAMS staff are made aware of the violations from UNT Housing, University employee, Police official, or some other official source. Summer policy violations of any kind may affect your TAMS standing for the fall semester.

Theft

(Level 5)

Theft is prohibited by law. (See *Code of Student Conduct and Housing Handbook and Policies*.) We recommend that you obtain personal property insurance, that you not bring valuables to campus, that you lock your room at all times, and that you borrow the engraver from the Police Department to mark your belongings. Money, textbooks/course materials, calculators, lap tops and electronic items are among the items most frequently reported stolen or missing.

Procedure for reporting missing personal property:

Contact a staff member as soon as you become aware that something is missing.

Procedure for anonymously reporting a theft you have witnessed:

Call the UNT Crimestoppers line: 369-TIPS (8477).

Transportation

TAMS has 5 eleven-passenger vans which staff are able to use to transport groups of students for community service, TAMS-sponsored events, and field trips. TAMS staff also transport students to the hospital emergency room in the case of medical emergencies. The staff is able to transport students to medical or dental appointments in the city of Denton area, to request this service the student would need to stop by the front desk 24 hours prior to the appointment to request transportation. Staff are unable to provide transportation to and from the airport. All transportation for Closed Weekends or any other travel weekend should be arranged by students and/or their parents or guardians.

Trash

(Level 2, 3/30)

We expect you to assist in keeping McConnell Hall public areas and student rooms clean and safe by disposing of trash in the dumpster behind the hall. TAMS is a recycling community, so

you are expected to place recyclable materials in the recycling bins in Mac Café and on your wing.

- You are not allowed to dispose of trash in a public area (e.g. dumping all of your trash in the general bathroom trashcans, leaving empty pizza boxes in the hallway).
- You are not allowed to dispose of non-recyclable materials in the recycling bins.

Travel Weekends

See “Overnight Absence from Campus.”

Emergency Travel – see “Family Emergency”

Vacation Periods

When the university closes for Thanksgiving, Semester Break, Spring Break, and summer, you will be required to complete certain tasks in your room for safety and sanitary reasons. A checklist will be provided to you at least one week in advance of the building closure. You must complete the tasks on the checklist and check-out with your RA or you may be subject to fines and disciplinary action.

Vandalism

(Level 4)

Willful or careless actions which result in damage to student rooms, furniture, any part of McConnell Hall, equipment or signs belonging to the academy or university, campus property, vending machines, or recreational equipment are considered vandalism. You will be subject to disciplinary action if your willful or careless actions cause property damage as outlined above.

Verbal Staff Abuse

(Level 4)

Frequently staff members must confront students and their guests in order to remind them of policies. Responding to reminders or to being documented for a violation by shouting, arguing, mumbling insults, or otherwise being verbally abusive is considered verbal staff abuse any time it is done within earshot of a staff member. (See “Non-Compliance” and “Profanity, Obscene Language or Behavior” in this handbook, and *Housing Handbook and Policies*.)

Violations of Law

(Level 5)

Any acts that could constitute a violation of federal, state civil or criminal laws or city ordinances, except for minor traffic violations, will result in disciplinary action. Academy discipline is not contingent upon, and may precede, legal action.

Violations of Privilege System

(Level 2)

The Privilege System is designed to encourage appropriate behavior. Abuses of the Privilege System will result in disciplinary action as well as loss of privileges. Abuses of the Privilege System include but are not limited to: failing to complete the overnight travel request process properly, having a car on campus, driving any car on campus or in the Denton/Metroplex area, leaving your floor after curfew.

Visitation

(Level 2 or 4)

You may visit friends of the opposite sex in student rooms from 5:00 p.m. to 8:00 p.m. Sunday - Thursday and 4:00 p.m. to 10:00 p.m. Fridays and Saturdays with the following restrictions:

- It is expected that the spirit of this policy is understood and upheld, irrespective of sexual preference and regardless of the gender of the consensual partner or guest.
- Guests must be escorted by the student occupant to and from the room they are visiting. Room doors must be open, all students must be clearly visible from the hallway, and the overhead main light must be on and sufficient for all students in the room to be seen.
- All PDA rules apply in student rooms during visitation.
- TAMS live-in staff members are subject to different visitation policies than academy students.
- Visitation between staff members and students of the opposite gender is not permitted.
- Visitation violations may be written up as a Level 2 or Level 4 violation, depending on the nature of the incident.

- Students may not linger on the second floor landing or outside the 2nd floor activity rooms (Bewley, kitchenette, TV room). Females need to be in those rooms and not loiter since these rooms exist on a male floor.

Visitors (Non-TAMS Students)

Your family and friends are welcome to visit you in McConnell Hall. To ensure your safety, all visitors will need to observe the following:

- All visitors must register at the Front Desk and leave ID while they are visiting.
- All visitors to McConnell must be escorted at all times by the student who signed for the visitor. Visitors can not be “passed” along from one student to another.
- Visitors must observe the same rules as academy students. It is your responsibility to see that your visitors observe all rules. If your visitors do not follow rules, you should call a staff member for assistance, to avoid disciplinary action.
- Same sex visitors may visit and be in a student’s room no earlier than 12 p.m. during the week and weekends. Opposite sex visitors must follow all visitation guidelines when visiting a student’s room.
- Parents can arrive as early as 9 a.m. if they so choose but must sign in and be escorted. Parents of opposite sex may also visit as early as 9 a.m. but must sign in and be escorted.
- Visitors must exit the building at least 10 minutes prior to curfew.

Academy staff members reserve the right to ask visitors to leave McConnell Hall.

Windows

(Level 2, 3/30)

Heating and air conditioning in McConnell Hall is a feedback system, so open windows create temperature balancing problems in other rooms. For this reason, you may not open windows in the hall. (See “Windows” in *Housing Handbook and Policies*.) Open windows on the 2nd and 3rd floor will be recorded as level 2 violation. Open windows on the 1st floor of McConnell will be recorded as a level 3 violation.

Window Tabs

You are not allowed to tamper with the seals or tabs on windows. Students on the first floor will have their window screens inspected regularly throughout the academic year. Tampering with window screens could result in disciplinary action and a monetary fine.

Wing Meetings

(Level 1)

Wing meetings are mandatory informal gatherings of all students living on the same wing. The Resident Advisor on that wing facilitates these meetings. The purpose of a wing meeting is to disseminate information, to discuss any problems that may have arisen, to celebrate achievements of wing residents, and, in general, to provide a weekly opportunity for wing neighbors to discuss how things are going with regard to community living. Wing meetings will be held weekly on Wednesdays at 11:00 p.m. (See “Mandatory Meetings.”)

Withdrawal from the Academy

We hope that you will choose to remain at the academy until you graduate. If you begin to question whether to remain at the academy, we encourage you to discuss your concerns with a member of the academy counseling staff. Many students experience homesickness or periods of discouragement that eventually pass. Sometimes, however, there are significant factors that make withdrawal the wisest course of action. Let us help you make the best decision for you at this time in your life.

Withdrawal Procedure:

If you choose to withdraw for personal reasons, we recommend that you and your parent/guardian(s) schedule an Exit Interview with the Director of Academic Programs, the Assistant Dean for Student Life, and the Director of Counseling and Research. We want to assist you in making the transition to a different learning environment, as well as go over proper check-out procedures so you can avoid any potential fines that might ensue if you were to neglect to take care of any “loose ends.” Please ask for a

Withdrawal Checklist from your Hall Director or reference the Appendix in this Handbook for a sample checklist.

Yearbook

The TAMS yearbook is a student project. Publication of a yearbook for a given academic year is dependent on both student involvement and sales. Typically yearbook photos are taken in the fall. Due to the length of time needed for printing, students may not receive yearbooks until the late spring or following fall. Questions about yearbooks should be directed to the front desk of McConnell.

DISCIPLINARY SYSTEM

For more information, contact Director of Student Life at (940) 565-3603

Discipline Philosophy

As a student selected for the Texas Academy of Mathematics and Science, you are expected to practice self-discipline and to assume a shared responsibility for ensuring the development of a safe and comfortable living-learning community in McConnell Hall. We make every effort to assist you in managing your behavior by educating you about policies, confronting you about policy violations, and issuing consequences for violations. Student Life staff members strive to encourage and support positive behavior. The Privilege System further rewards you when you demonstrate the maturity to assume a greater degree of freedom. If you repeatedly violate minor policies or violate a zero-tolerance (Level 5) policy, you are viewed as not being ready for the academy experience and will be dismissed. Throughout the disciplinary process, Student Life staff takes great care to ensure that you receive due process.

Be aware that all academy students will be held accountable for abiding by all policies until May 12, 2023. Second Year Students who accumulate 100 points or are involved in a serious policy violation will be disciplined—even if it is the end of the year. Disciplinary measures may include, but are not limited to: block of academic records, inability to participate in the graduation ceremony, and dismissal. Second Year Students who have accumulated 80 points could be transferred to a different residence hall and trespassed from McConnell and Bruce Hall, as well as other TAMS sponsored events. First Year Students who have accumulated 80 points may lose the opportunity to return to TAMS or be subject to returning in the Fall under a behavioral agreement.

Exceptions to Policies

Occasionally you and/or your parents or guardians may request that the Student Life staff make an exception to a certain policy. Sometimes this is possible (e.g. candles are prohibited because they are a safety hazard, but a request to light birthday candles might be approved as long as a staff member is present). More frequently, it is not possible for us to grant these requests, because to do so would “open the door” for more requests and weaken the policy. While you may feel that your particular reason is more than valid and that we are being unreasonable, please recognize that every policy has an important rationale for existing and we have a responsibility to maintain academy standards.

100 Point System

The academy uses a 100 point system for administering discipline. Points are assigned for policy violations. The number of points assigned is based on the nature of the violation. (See “Levels 1-5”.) Some policies are so important that violating them is an automatic 100 points. If you accumulate 100 points you are dismissed. (See also “50+ Parent Conference.”) Accumulating points can result in loss of privileges (See “Privilege System”).

TAMS Disciplinary Notice (TDN)

If a staff member becomes aware that you have violated a policy, he or she is required to document your behavior (the usual phrase is “I have to doc you for this.”) Soon afterwards, you will receive a “TAMS Disciplinary Notice,” which is notification that disciplinary action has been taken. The TDN will outline the policy that was violated, the date and time it occurred, the points assigned for the violation, and your cumulative point total (which includes the current violation).

We recommend that you call your parents or guardians, who will be receiving a copy of your TDN, to discuss the policy violation and how it occurred. There is a limited number of days for a student to discuss a particular violation – these dates will be listed on the TDN – typically a 5 day window from the day of the violation to schedule the appointment and a 7 day window from the day of the violation to meet with the specific disciplinary representative.

Disciplinary Appointments

If you receive a TAMS Disciplinary Notice, you have the option to discuss your situation with a representative of the discipline system. Depending on the violation, you may be referred to the Judicial Board, the Hall Director, the Assistant Director of Student Life, or the Assistant Dean for Student Life. In cases when points are assigned for a violation, it will be a requirement rather than an option that you meet with a staff member. You will have a limited time within which to schedule a disciplinary appointment, as well as a limited time within which to meet with the representative(s).

These time periods will be indicated on the “TAMS Disciplinary Notice.” If you miss these deadlines, the points you were assigned for that violation may not be disputed at a later time. To schedule a disciplinary appointment, stop at the McConnell Hall Front Desk between 8:00 a.m. and 4:00 p.m. Monday through Friday.

Judicial Board (J-Board)

The TAMS Judicial Board is made up of academy students. Judicial Board offers students the opportunity to appeal minor policy violations before a “jury of their peers.” More serious policy violations must be appealed to a full-time Student Life staff member. Only Level 1 policy violations may be appealed to Judicial Board.

TAMS Disciplinary Sanction (TDS)

If you schedule a disciplinary appointment and meet with a representative of the disciplinary process within the deadline noted on your TDN, the representative(s) will hear your case. Afterwards, it may be necessary for the representative to investigate the situation further. Once a decision has been reached about your situation, you will receive a “TAMS Disciplinary Sanction” which outlines that decision. Sanctions may include points, loss of privilege, hours of community service, assessment of fines for damages, educational projects related to the offense, or other individualized sanctions.

Appeals of Disciplinary Sanctions

If you receive a “TAMS Disciplinary Sanction” that you feel is unfair, you have the right to appeal that decision. To request an appeal, you must write a statement arguing your position and submit it to the representative of the next highest level in the discipline system. You must submit this request in writing, by the deadline noted on the TDS. If you miss this deadline, the sanctions you were assigned for that violation may not be disputed at a later time. You have only one appeal per violation and you may only appeal one level up: Appeal of J-Board TDS goes to Hall Director

Appeal of Hall Director TDS goes to Assistant Director of Student Life

Appeal of Assistant Director of Student Life TDS goes to Assistant Dean for Student Life
Assistant Dean for Student Life TDS decisions about points for a particular violation are final.

Assistant Dean for Student Life decisions about dismissal may be appealed through a special process. (See “Appeal of Dismissal.”)

50+ Parent Conference & Behavioral Agreement

If the student accumulates 50 or more points, the Academy will work with the student and his/her parents or guardians to design an individualized Behavior Agreement. Once the student has reached 50 points, such an agreement is required for the student to remain at the academy. If a First Year student accumulates 80 in their first year, this student will be required to return in the fall on a behavior agreement.

Dismissal

If a student accumulates 100 points or is documented for violating a Level 5 (100 point) policy, the student is required to immediately meet with the Assistant Dean for Student Life (940) 565- 3603. The student should also call his/her parents or guardians. If investigation by the Student Life Staff determines that a policy violation has occurred, a **discipline meeting** will be held by the Assistant Dean for Student Life to determine the outcome, which may include dismissal.

A **discipline meeting** is a meeting with the student and parents of the student; this meeting may occur via telephone or via online video conferencing if the parents are unable to come to campus. During this meeting the information relevant to the disciplinary infraction will be discussed. The Assistant Dean for Student Life and the Assistant Director will present all information in which the disciplinary decision will be based. At this time the student will need to present all information and data relevant to the infraction

Suspension

In the case of a student garnering 100 points, the Assistant Dean for Student Life may suspend the student. This suspension dictates that the student is no longer allowed to stay in or visit McConnell Hall, participate in any TAMS sponsored events or eat at the Bruce Cafeteria. It is the responsibility of the student and the student's family to find appropriate lodging. During the suspension the student will be allowed to attend classes.

In the case of the need to protect the health, safety, life or property of the members of the TAMS community or to prevent the disruption of the educational process, the academy reserves the right to ask the student to move out of the hall immediately, and/or to withdraw the student from classes. The student may be "trespassed", which means the student will not be allowed to enter McConnell Hall (and a specified area around it) or to attend any academy functions. Police are called if a dismissed student violates a trespass. Being dismissed from TAMS may jeopardize the student's ability to enroll at UNT also.

If a student leaves due to deficient academic performance and wishes to visit McConnell Hall or any TAMS function at any time – the student must contact the Assistant Dean for Student life or designee to obtain permission to visit. Each visit must be approved unless otherwise established by the Assistant Dean for Student Life.

Procedures for Appeal of Dismissal

Students have the right to appeal a dismissal from the academy for non-academic reasons. Dismissal appeals **must be** based on a student's presentation of new facts of the incident and procedural investigation, and a student must describe these new facts in the letter of appeal in order for the request to be considered. Students who submit letters requesting an appeal hearing based on the following reasons will not be granted a hearing:

- (a) Please for mercy;
- (b) Requests to alter university and/or academy policies and delineated consequences;
- (c) No inclusion and description of new verifiable facts that refute those discovered during the investigation; and/or,
- (d) Denials of any wrongdoing without verifiable, factual evidence.

If multiple students are involved in the same incident, the appeals requests from students will each be considered as distinctly separate appeals that must adhere to the guidelines listed above. TAMS will not consider a "group appeal" process.

The appeal procedure is as follows:

1. The student must submit a written request – in an envelope or via email - for an appeal hearing, in writing, to the Dean of the Texas Academy of Mathematics and Science, within 48 hours of the dismissal. The Dean will forward a student's request for an appeal to the Associate Dean of TAMS who will determine the validity of the appeal using the criteria listed above (i.e. the student's justification for requesting an appeal hearing). If the

- Associate Dean determine an appeal hearing is necessary, the student will receive notification of the date, time, location, and length of the hearing 48 hours in advance. The Associate Dean will also encourage the student to read the policies and rules governing student behavior described in the TAMS Handbook and the relevant portions of UNT's Code of Student Conduct and UNT's Housing manual.
2. The Appeal Committee consists of the Associate Dean of the Texas Academy of Mathematics and Science, serving as chair, a university faculty member, and a staff member from UNT Housing/Residence Life.
 3. The student accused of misconduct and requesting the hearing is **required** to attend the hearing. Failure to attend will result in immediate enforcement of the
 4. notice and withdrawal from TAMS/UNT.
 5. The chair of the committee will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member should not serve. In such case, the chair will identify a new committee member and re-schedule the hearing.
 6. The chair of the committee will then advise the student of the committee's procedures and the student's right to make a statement and call and question witnesses. Witnesses must appear in person to submit testimony. The chair of the committee will also recognize the presence of the student's advisor. The advisor can be a member of the university's faculty, a parent, an attorney, or other individual but the advisor cannot speak or provide guidance to the student or question any witnesses or make statements during the hearing. However, only the student may speak and ask questions on their own behalf.
 7. The Appeal Committee may seek the advice of the university's attorney at any time.
 8. The committee may in its sole discretion temporarily stay the hearing at any time to summon crucial witnesses, if necessary to effectuate justice.
 9. The chair of the committee shall review, in the presence of the student and the Assistant Dean for Student Life, or designee of the Student Life department, the allegations against the student for the matter under review.
 10. The chair of the committee shall then call upon the Assistant Dean for Student Life or appointed designee for a formal statement and questioning by the committee and the student.
 11. The chair of the committee shall then call upon the student for a formal statement and questioning by the committee and the Assistant Dean for Student Life or designee.
 12. The chair of the committee shall then proceed to ask the Assistant Dean for Student Life, or designee, if he/she cares to introduce witnesses, in which event the student and the Assistant Dean for Student Life, as well as members of the committee, shall have the right to question them. Upon the conclusion of the questioning, each witness shall leave the meeting room. In like manner, the chair of the committee shall ask the student to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall only be present in the hearing during their testimony.
 13. After hearing all witnesses, the chair of the committee shall ask for a concluding statement first from the student and then from the Assistant Dean for Student Life or designee, if they desire to make one. No further questions should be asked during the closing statements.

14. The chair of the committee shall then remind all parties that legal rules of evidence do not apply to hearings before the Appeal Committee. The standard of review is by a preponderance of greater weight of the credible evidence.
15. Following the concluding statements, if offered, the chair of the committee shall request that everyone other than the committee leave the room. The chair of the committee shall preside over committee deliberations. The committee shall deliberate and voice opinions. A secret, anonymous ballot shall be taken to decide whether or not the committee recommends that the Dean of the academy overturn or uphold the decision to dismiss the student from the academy.
16. Upon completion of the committee voting, the chair of the committee will write a summary of the hearing proceedings and will then unseal the envelope containing the committee's secret ballots. The chair of the committee will end the summary of the hearing by including the results of the committee's recommendation. The chair of the committee will send the summary to the academy Dean who may affirm, modify, or reject the committee's recommendation. Prior disciplinary actions against the student may be considered by the academy Dean at this time.
17. The student will be contacted by the academy Dean and informed of the Dean's decision. The decision of the Dean concerning matters of student conduct is final. If the Dean decides to uphold the decision to dismiss the student from TAMS/UNT, the Associate Dean of TAMS will initiate the process to withdraw the student from the university.

STUDENT ACTIVITIES

For more information, contact Assistant Director of Student Life (ADSL) at (940) 565-4955.

Student Activities Philosophy

If you wish to maximize your experience at the Texas Academy of Mathematics and Science, you may choose to get involved in extracurricular activities. The Student Activities division of Student Life offers you the opportunity to develop skills in leadership, time management, planning, budgeting, decision-making, and understanding group dynamics. You are able to see the direct impact you can have on the TAMS, UNT, and Denton area communities. TAMS organizations provide outlets for you to express and explore your interests in fine arts, community service, fitness, and social or recreational activities, as well as in math, science, and technology. Since balancing extracurricular involvement with academics is important to success in the academy, you are limited in the number of offices you can hold in student organizations. Graduating Second Year Students often say that one of the most significant aspects of their academy experience was what they learned and shared through their involvement in student activities.

How To Get Involved

Students will have several opportunities to learn about the different clubs at TAMS during Fall Orientation Program (after move-in and before school begins). During this time, we will provide you with an opportunity to sign up with student organizations that interest you. If you are unsure who to contact in order to become active in student organizations, contact the Assistant Director of Student Life at (940) 565-4955.

First Year Students are encouraged to get involved in clubs by assisting with program planning and publicity. "Worker bees" are needed by every group in order to implement ideas and coordinate events. Your involvement in club activities as a First Year Student will directly contribute to your chances of obtaining a leadership position during your Second year.

Program Advisors

A Program Advisor is a Student Life staff member who has the information and skills to help club members plan activities within academy guidelines. Additionally, each club is encouraged to find themselves a Club Mentor -- an adult who has special experience or expertise in the interest area served by that club. These two individuals are resources for you to draw on for ideas and assistance. Generally, the position of Club Mentor is a voluntary one.

Student Activities Charge

Each student is required to pay a one-time annual charge of \$100. This accumulation of charges is used for the funding of all the organizations and activities sponsored by Student Activities. For example, portions of the fee are used to subsidize fall orientation, homecoming, Prom, Rosecutting and Student Life Awards, weekend trips, student conferences, and the countless number of talent shows.

Student Activities Budgets

Student groups have typically found five ways of obtaining funds:

- Submitting a proposal for TAMS funding
- Submitting a proposal to Eagle's Nest for UNT funding
- Seeking donations from family members or corporations ○ (Note: Any efforts to obtain funding from companies must be approved by the Dean.)
- Collecting dues from members, making participants cover their own costs, or charging admission to an event

Publicity and Posting Signs for Student Activities

Signs announcing events are an important way to communicate, but the visual clutter created by numerous signs can lead to "poster blindness" in the sense that people stop looking at every sign. Signs should be appropriate, readable, and eye-catching. Signs must be removed immediately after the event. No signs may be placed on carpet or over windows. Staff members have the right to ask you to remove signs at any time.

See the Student Life website for additional policies on our advertising guidelines. Club officers will be trained on the appropriate placement of advertising at the beginning of the school year.

Out of Town Trips to Conferences and Competitions

Students are expected to maintain the highest level of honesty and integrity in all pursuits. Students should realize that as a member of the TAMS community, actions and behavior, both positive and negative, reflect on the TAMS program as a whole. Students participate in a number of competitions, research expos, conferences and exams while in TAMS. Students will represent TAMS with the utmost integrity when engaged in these pursuits. If a student chooses a "short-cut," falsifies information or data, cheats or demonstrates any dishonest or suspicious behavior – this reflects poorly on TAMS. **Students engaging in this poor behavior will be sanctioned under the behavioral standards of TAMS and may receive points. If the behavior is determined to be severe enough, the student could receive additional sanctions, including being dismissed from TAMS.** Further, experience has shown that negative behavior during outside competitions may seriously impact admission to college.

There are times when TAMS clubs take trips for various competitions or conferences. All such trips must be approved by Academic and Student Life staff prior to planning or booking. Because classes are a student's number one priority, taking a trip that requires the missing of classes is generally not approved. Again, before exploring the possibility of taking such a trip, students must meet with the ADSL at least 30 days in advance.

Student organizations wishing to travel out of town must arrange/approach/request staff members to accompany students on the trip. The student organization will pay for the expenses of the staff person(s) on the trip. Students should plan and secure staff chaperones well in advance of the trip and not wait until the last minute.

There are no club sponsored trips allowed on Closed Weekends and other important Academy weekends (Prom Weekend, Rose cutting Weekend, etc.). Please consult the Student Leader Handbook for more specific guidelines for club travel.

Advised and Independent Club Designation

TAMS is a host to several different clubs exclusively for TAMS students. In order to function within our community, all clubs need to register with the TAMS Student Activities office. (See the ADSL for more information.) Within the scope of registered student organizations, some clubs are *advised* and some are *independent*. Advised clubs typically have a long history and proven track record of success and interest from our student body. These clubs receive additional privileges including, but not limited to, the ability to pull from the TAMS Student Activities budget, an advisor, privileged room and equipment checkout reservations, etc. Independent clubs tend to be newer clubs and often come and go with a specialized interest of particular students. Independent clubs have room, van, and equipment checkout privileges, limited advertising options, and the ability to request money from a general unofficial club budget. Each Spring, independent clubs must register for the coming academic year and are also given an opportunity to apply for advised status. Check out the Student Activities portion of the TAMS website for more information on advised/independent club designation.

Starting a New Club

Many of our existing clubs were started by students with particular interests. If you are interested in starting a new club at TAMS, go to the Student Activities portion of the TAMS website and find the section for starting a new club – it involves a brief application.

Community Service

Being a successful TAMS student means contributing meaningfully to the world around you, your fellow students, the UNT community, the Denton community, your country, and your environment. Students are encouraged to stretch themselves in this area and seek to make the world a better place while they are engaged in their academic pursuits. In addition to engaging in such service, students are encouraged to internally reflect on how giving to others is changing themselves. Students are encouraged to participate in community service during the Thanksgiving, Christmas and Spring break times; however, only a portion of those hours will count in the total number of TAMS hours (breakdown on the TAMS Student Life web site). Participating in community service over the summer is a good idea but will not count towards the number of hours TAMS accepts. The goal of community service from a TAMS perspective is for students to engage in community service while at TAMS (August-May) and to serve those individuals and populations that are in need. Students should submit their hours online within 30 days of serving.

In the act of community service, students should be engaged in meeting the need that the service provides. Spending time on the phone, joking around, or otherwise neglecting the work that the student came to do can result in dismissal of the hours the student is applying for and a revocation of the privilege to serve again in that capacity. Decisions for such may be made by the club organizing the service effort in conjunction with the Assistant Director.

The type of service being delivered by the student will be evaluated by the Student Life staff (see “What Counts as Community Service?” on the Student Life web site). Students and families will receive periodic updates as to the number of submitted and approved hours from Student Life; however, students and families can access this information online at any time. The deadline for Second Year Students to submit community service hours is April 10, 2023 – this allows Student Life to double check which awards students qualify for at graduation. First Year Students can submit hours until May 12, 2023, for this academic year.

Gold Cord

The pinnacle award at graduation for community service is the Gold Cord Award. This award is reserved for graduating Second Year Students who have exhibited the highest commitment to community service and citizenship during their two years with the TAMS program. Students interested in contending for this exclusive award will have the opportunity to fill out an application

presenting their portfolio for why they think they have earned it. Applications will go out the week before Spring Break. More specific information on the qualifications for this award are outlined on the Student Life section of the TAMS website.

Manus Awards

Each Spring, we hold an award ceremony to celebrate the achievements and highlights of the TAMS student organizations. In 2002, we began the annual Manus Awards, named after former TAMS Academic Director, Dr. Manus Donahue. Clubs work hard all year long in hopes of being invited on stage to receive one of these awards. The categories include: *Organization of the Year*, *Most Improved Club*, *Educational Program of the Year*, *Social Program of the Year*, *Executive of the Year*, and *Advisor of the Year*.

LEADERSHIP POSITIONS

For more information, contact the Assistant Director for Student Life (ADSL) at (940) 565-4955.

Leadership Opportunities

Becoming a leader of a TAMS student organization is a great way to develop skills and gain valuable experience for your future. The goal of the Student Activities staff is to develop our student leaders so that you can earn more than just a title to put on a college application. If you work hard, the skills you learn as a TAMS student leader will transfer to every new position and situation in your life.

Club Executive Positions

Only Second Year Students hold executive positions for TAMS organizations for the majority of the school year. Applications for executive positions are collected around the spring semester of the First year - the exact dates will be posted as soon as they are finalized. If you are interested in leading and organizing the activities of a particular club that is based on your interests, you can submit an application with that club. Your involvement and commitment to the club during your first semester will have a large impact on your ability to gain a leadership position your Second year. Get involved and volunteer whenever you can in order to demonstrate your commitment to the club. All clubs are given the responsibility of deciding how they are going to choose the next year's executives, and they should make that known to all who are interested. Contact the current executives of the club you are interested in to find out more specifics. Leadership training for new executives is offered each semester. Club executive positions can be time-consuming and involve significant responsibility. For this reason, no student can hold more than one club executive position within advised clubs.

Club Executive Qualifications

You must be on 2nd semester privileges in order to apply for an executive position with an advised or independent club (3.0 GPA during Fall semester and 30 or fewer disciplinary points). All newly-elected club executives must come back their Second year on 3rd semester privileges (3.0 GPA cumulative and no Behavioral Agreement). You will not be able to make up grades during the summer for the sake of retaining your executive position. In addition to these general qualifications, individual clubs reserve the right to impose additional qualifications to prospective leaders.

Committee Head Positions

If you are interested in gaining leadership experience but do not want to commit to the level of involvement that would be required of a club executive, you can seek to become a Committee Head within a particular club. Information about eligibility for Committee Head positions may be obtained from the current President of that club. Because committee head positions usually involve less time than club officer positions, students are allowed to hold more than one Committee Head position.

OFFICIAL TAMS STUDENT ORGANIZATIONS

The Student Life portion of the TAMS website includes the most up-to-date listing of the current clubs and organization at TAMS, including the official TAMS Student Organizations for the 2022-2023 school year. The website includes more info on each club including a list of executives and emails. For more information, check the website or contact the Assistant Director of Student Life at 940-565-4955.

Listed below is a sampling of organizations that have existed at TAMS:

Ambassadors – Preview and Interview Day hosts and Spend-a-Day hosts
Amnesty International – Human Rights Advocate group Artificial
Intelligence Society
Ballot – Speech/Debate, ModelUN, Political Awareness
Chess Club – Chess club for all levels
Computer Science Organization – Beginners to Advanced Programming
Driving Tomorrow – Organizer of Various Drives – clothing, books, school supplies, etc.
Dull Roar – Music Group
Eureka Physics Club
FACES (Fellowship for the Advancement of Cultural Education for Students) – Diversity FEE
(Facilitating Education Everywhere) – Community Education Volunteers
Forward Tutoring – Student led 501(c)(3) Online Tutoring
GirlUp – Intersectional Feminism Group
HOPE (Helping Other People Everywhere) – Community Service
Ignite- Student Led Bible Study / Worship
JETS (Junior Engineering Technological Society) – Engineering, & Robotics Club Judicial
Board – Level 1 Discipline
McConnell Hall Association – University Residence Hall Organization
Model UN – Debate, Competition, International Relations Group MOE
(Masters of Entertainment) – Focused on Gaming
Morals & Ethics Club – Diversity and Ethics Mu
Alpha Theta – Math Club
Naturally – Environmental Issues Organization Project
Smile – Student Happiness Group
pROfILE – Arts and Theatre Quiz
Bowl
Replay - Online Publication & Yearbook
SAGA (Sexuality and Gender Alliance) – LGBTQIA Issues and Awareness
Sports Club – Intramurals and Other Sporting Competitions
StuCo (Student Council)
TAMS Business Organization
TAMS Culinary Society
TAMS Medical Society
The Supply at UNT – 501(c)(3) School Creation in Kenya
Teach and Learn – Academic Support and Tutoring
TLS (TAMS Linguistics Society) – Foreign Language Study
VIBE – Dance Troupe

ACADEMY EVENTS AND TRADITIONS

As an academy student, you are a member of a unique educational community with its own ceremonies and tradition. Membership in this community is a privilege. Your participation and support in enhancing the meaning of these traditions is expected and valued. See “Academy Calendar” for dates, times, and locations of the events listed below. Please note that dates, times, and locations may have to be changed due to unforeseen circumstances.

Fall Orientation Program - August

Participation Mandatory— First & Second Year Students

The Fall Orientation Program includes introduction and explanation of policies and procedures, research surveys, informational presentations, UNT’s Welcome Convocation, a student organization fair, and the first wing meeting, as well as recreational and social activities.

Wing Meetings – weekly on Wednesdays 11p.m.

Participation Mandatory— First & Second Year Students

Wing meetings are informal gatherings of all students living on the same wing for the purpose of disseminating information and building a sense of community. Wing meetings are held weekly and are led by Resident Advisors. The first wing meeting of the semester is usually on move-in day.

Academy Seminar – biweekly split between 1st year students & second year students on Mondays 5 p.m.

Participation Mandatory— First & Second Year Students

The Academy Directors will be coordinating a weekly one hour seminar for academy students on Mondays at 5:00 p.m. Attendance at this seminar is required for graduation. The goal of the seminar is to provide information and resources that can help to ensure your success at the academy. The format may vary to include guest speakers, interactive workshops, videos followed by discussion, and other activities.

Fall Academy Convocation – typically early in September the date varies.

Participation Mandatory— First & Second Year Students

Each year the academy kicks off the fall semester by inducting eligible Second Year Students into the National Honor Society. This important event not only honors individual achievements, but also celebrates the shared successes of the TAMS community in the past year.

Prom– typically in the Spring

Participation Encouraged— First & Second Year Students (Parental Assistance Needed) Unlike many high school proms, the academy prom is inclusive, which means you do not need to have a date to attend. The Prom is a special event planned by students around a selected theme. Dress varies from tuxedos to suits, from floor-length gowns to shorter dresses.

Rosecutting & Student Life Awards Ceremony – typically April

Participation Encouraged— First & Second Year Students (Parents and Guardians Welcome)

The Rosecutting ceremony provides an opportunity for Second Year Students to reflect on their academy experience and begin the process of saying good-bye to one another prior to graduation. Each Second Year Student is given a single rose, symbolizing the new growth opportunity he or she is facing upon leaving the academy. These roses are tied together along a continuous white ribbon, which symbolizes the Second Year Students' connectedness as a class. At the ceremony, there are moments of reflection from classmates about the past year of shared experiences, scissors are passed from row to row and each student cuts the ribbon, symbolically cutting his or her ties to the academy. Student Life awards, which recognize leadership and citizenship, are presented following Rosecutting.

Commencement – last class day in May

Participation Encouraged — Second Year Students (Parents/Guardians & First Year Students Welcome)

This long awaited event is very special. As each graduate crosses the stage, his or her name and significant accomplishments are read. The academy hosts a reception for students and families following the ceremony.

MCCONNELL HALL AMENITIES AND MOVE IN DAY SUGGESTIONS

Student Life makes all attempts to get room assignments and roommate information to each student by the first week of August. This provides roommates 3 weeks to coordinate and arrange for efficient design and related purchases.

Move-In Day

- ◆ Move-in day for the Class of 2024 is Thursday, August 25, 2022.
- ◆ **Plan to move in between 10 a.m. and 3 p.m. that day.**
- ◆ Move-in day for the Class of 2023 is Saturday, August 27, 2022.
- ◆ **Plan to move in between 10 a.m. and 2 p.m. that day.**
- ◆ We cannot let you move in any earlier or drop off belongings due to cleaning and maintenance of the rooms before TAMS Move-In Day.
- ◆ Classes begin on Monday, August 29, 2022.

Check-In

- ◆ You will not be allowed to check in unless you have turned in ALL of your Student Life forms. Each signed form is due to the Student Life Office by Summer Orientation.
- ◆ When you arrive at McConnell Hall, come to the front entrance. At check-in, you will receive your room key, a temporary meal card, information for parking, and other move-in procedure information.

Moving In

- ◆ Utilize the front entrance for move in purposes.
- ◆ Stairwells and corridors will be crowded. To make it easier on everyone, bring only necessary items. You can bring more stuff later when you come back from the first Closed Weekend.
- ◆ It will be easier to carry smaller, lighter boxes rather than large, heavy ones, so pack accordingly. We recommend packing your belongings in containers that can also be used for room storage (e.g., plastic crates.) To minimize the post-move-in clutter of cardboard boxes, consider bringing soft items such as clothing and bedding in bags rather than boxes.
- ◆ Cold water will be available in Smitty Study on the first floor of the hall. Move-in day in August is usually hot, so be sure to take breaks and replenish fluids!

Settling In

- ◆ Upon move in, you are responsible for checking your room to be sure it is in good condition. Take care to fill out the Room inventory Sheet online very carefully so you will not be charged for damages you did not cause.
- ◆ If you arrive before your roommate, please be considerate about “laying claim” to certain drawers or a certain desk. Recognize that you will need to negotiate how to share space.
- ◆ If you have decided to rent a refrigerator, there will be information available in the lobby about how to call and make arrangements for delivery of a rental unit.
- ◆ Once you have your meal card (ID card) you can eat in the cafeteria.
- ◆ TAMS will enforce all Academy policies upon move-in.
- ◆ Check the calendar in the back of this handbook for special times for curfew and orientation activities during the first few days.

Student Room Furnishings: Each student room is furnished with the items listed below.

- | | |
|--|---------------------------|
| • 2 beds – all bed systems can be elevated | • Trash Can |
| • 2 desks | • Smoke detector |
| • 2 chairs | • 2 Ethernet connections* |
| • Closets | • 1 Television cable jack |
| • Sink | |

Packing: Essential Items:

- ◆ Photo identification-Driver's license or Department of Public Safety identification card
- ◆ One set of Business Casual clothes for TAMS special events (such as Convocation)
- ◆ Linens-sheets, towels, blankets, pillow, bedspread, etc. (*mattresses size twin extra long*)
- ◆ Alarm clock
- ◆ Laundry items-laundry hamper, detergent, iron, etc.

- ◆ Backpack
- ◆ Raincoat and umbrella
- ◆ Desk lamp or floor lamp – **(NO Halogen bulb lamps)**
- ◆ Address book with contact info on family/friends
- ◆ Key chain
- ◆ Surge protector
- ◆ School supplies
- ◆ Comfort stuff-whatever will make you feel at home. (e.g., family photos)

Packing: Not essential, but nice to have:

(Discuss with your roommate first because you may not want duplicates.)

- ◆ Small to midsize microwave oven
- ◆ Small dorm size refrigerator
- ◆ Cooking materials and plastic storage containers for use in McConnell kitchenette
- ◆ Under-the-bed-boxes or plastic crates for packing and storage
- ◆ Study pillow/Backrest
- ◆ Shower caddy or washing/shaving/make-up kit
- ◆ Bathrobe-For walking to/from group bathroom
- ◆ Small oscillating fan
- ◆ Bicycle with good locking device
- ◆ Personal computers-There is a computer lab in the hall for students to use.
- ◆ Compact vacuum cleaner *(Full size vacuums are available at the Front Desk for check out.)*

Packing: Not recommended, but not prohibited:

- ◆ Computer games-These distract from studies.
- ◆ Large or expensive stereo equipment – especially large speakers. Also, rooms are small and noise carries so the temptation to play the stereo loudly could result in a Quiet Hours violation.
- ◆ Televisions. There is a TV lounge and TV in Smitty Study.

Packing: Prohibited by Academy policies:

- ◆ Hot plates or toasters
- ◆ Candles or incense
- ◆ Any Halogen lights
- ◆ Pets (other than fish)
- ◆ Weapons or firearms of any kind, including knives other than ordinary pocketknife
- ◆ Dangerous scientific equipment, such as lasers
- ◆ Cars (unless you are on third semester privileges)
- ◆ Laser pointers
- ◆ Holiday lights, Christmas lights, rope lights

Lofts – currently all existing beds can be raised to loft height – so lofts are not allowed.

Room Alterations

- ◆ No corkboard, mirrors, or wallpaper may be affixed to any surface.
- ◆ Rooms cannot be painted.
- ◆ In all cases, you are responsible for returning your room to its original condition.
- ◆ Decorations are encouraged as long as they do not create a health or fire hazard or damage the room. Do not block the vents or peepholes.
- ◆ Traffic signs are not permitted in the residence halls because Texas law prohibits the removal of such signs from their designated places.
- ◆ Pictures and other material that may be considered objectionable are not to be displayed in areas that may be visible outside your room.
- ◆ Displays of any type of alcoholic beverage containers or posters featuring alcohol are not allowed.

Carpets

- ◆ Any plans to bring carpeting should be discussed by roommates.
- ◆ Room flooring is tile; so many students choose to bring area rugs. The basic dimensions are 11'x15'
- ◆ Carpets and rugs cannot be taped down and should have non-skid backing.

Roommates and Room Assignments

- ◆ If you and another TAMS student know you want to live together, you may request each other as roommates. We will only attempt to honor this request if BOTH PARTIES have requested the match on the TAMS Request Form.
- ◆ Student not requesting a specific roommate will be matched with another student based on responses to the TAMS Room habits questionnaire form.
- ◆ **You will receive notification in early August informing you who your roommate is and what room you will be in.**
- ◆ We cannot honor requests for roommates or for room changes based on discrimination.
- ◆ Rooms are randomly assigned. We cannot honor requests for specific rooms, wings, floors, or Resident Assistants.
- ◆ If you are unhappy with your assigned room or your roommate match, you may request a room change. **However, change requests will only be accepted early in September. Do not call us this summer!**
- ◆ You will have to move into your assigned room and live with your assigned roommate until your request for a room change is processed. Changing rooms without written authorization from the Hall Director constitutes improper check-out and will subject you to disciplinary action as well as an improper check-out fee of \$75.
- ◆ No private rooms are available; each student must be prepared to have a roommate for the duration of their time as a TAMS Student.
- ◆ You are strongly encouraged to contact your roommate once you find out who he/she is so you can become acquainted. It is a good idea to discuss what items you are each bringing so that your room is not cluttered with duplicate items.

Telephone Service

- ◆ With the ubiquitous nature of cell phones, the UNT Housing department decided to remove public phones and access from student rooms. It is strongly encouraged that students establish a communication repertoire with their families. TAMS will ask students to share their cellular number with us for emergency contact purposes.
- ◆ Set up a planned calling time so that your family can stay in touch. Do not set 11 p.m. as your calling time because this will conflict with room checks and wing meetings.

Mail & Packages Delivery

- ◆ No U.S. mail can be delivered to students at McConnell Hall or through the Academy address.
- ◆ Make sure friends have your address. Ask them to write to you often!
- ◆ Subscribe to your favorite magazines or have your hometown newspaper or church bulletin delivered. An empty P.O. Box is no fun!

Spending Money

You will need money for certain personal expenses. Use this list to calculate how much spending money you think you will need:

- ◆ Extra meals outside of the selected meal plan
- ◆ Haircuts
- ◆ Entertainment
- ◆ School Supplies
- ◆ Transportation/Travel
- ◆ Toiletries
- ◆ Extracurricular activities
- ◆ Snacks

- ◆ Stuff sold by TAMS clubs

The amount of money students spend on these items varies. Discuss what you can afford with your parents. Talk with your parents about money management and how you will resolve problems that may arise as you are learning to budget for your expenses at TAMS. Sometimes students are afraid to ask their parents for money when they have perhaps made some unwise choices and are broke, but it is not a good idea to get into the habit of borrowing from other students or going without necessities.

Checking Accounts

- ◆ Most students choose to set up a checking account with one of the Denton area banks. The statement can either be mailed to you or to your parents.

Credit Cards

- ◆ Once school starts, credit card companies have booths on campus and often give away free T-shirts to students who fill out applications for credit cards. There are recent (2010) laws that have been passed for individuals attaining credit cards. Be sure to know the law prior to establishing credit with any company or entity.

Other Items of Interest

- ◆ McConnell Hall has a "Student Activity Center" this is located off of Mac Café.
- ◆ McConnell Hall has a Kitchenette equipped with a stove and range, as well as a sink and refrigerator. The Kitchenette has some pot, pans, and utensils available. The Kitchenette key can be checked out at the McConnell Hall front desk.
- ◆ All bagged trash should be disposed of in the dumpsters behind McConnell Hall.
- ◆ McConnell Hall is equipped with vending machines (drinks and snacks).
- ◆ The charge for a lost room key is at least \$75. Lost keys should be reported to the front desk.
- ◆ The following items can be checked out from the McConnell Hall front desk with a UNT ID:
 - Vacuum
 - Broom
 - Some office supplies
 - Keys to activity rooms

Public Areas

The public areas in McConnell Hall include: Smitty, Mac Café, Bewley Parlor, Kitchenette, TV room, Student Activities Center (SAC), and the TAMS Computer Lab. Any of these public areas may be temporarily closed at any time at the discretion of academy staff due to noise, vandalism, trash, or other factors.

Recycling

The TAMS community is committed to helping the environment by engaging in responsible recycling. Recycling bins are located in various spots throughout the hall. Non-recyclable trash may not be placed in recycling bins. (See "Trash.") Students who are interested in recycling are encouraged to participate as part of community service. (See "Student Activities.")

End of Year Closedown

All students are encouraged to bring belongings home at Spring Break and the last closed weekend and to begin cleaning their rooms early so that check-out during Finals Week will be less stressful. At the time of closedown, students will be expected to clean their room to the satisfaction of the McConnell Hall staff according to campus cleaning standards. Depending on how clean students have kept their room, the cleaning process could take hours. During Pre-Finals Week students need to make an appointment with their RA to officially check out of the hall. Failure to follow proper checkout procedures will result in a fine.

APPENDIX

Maps of Off-Limits Areas

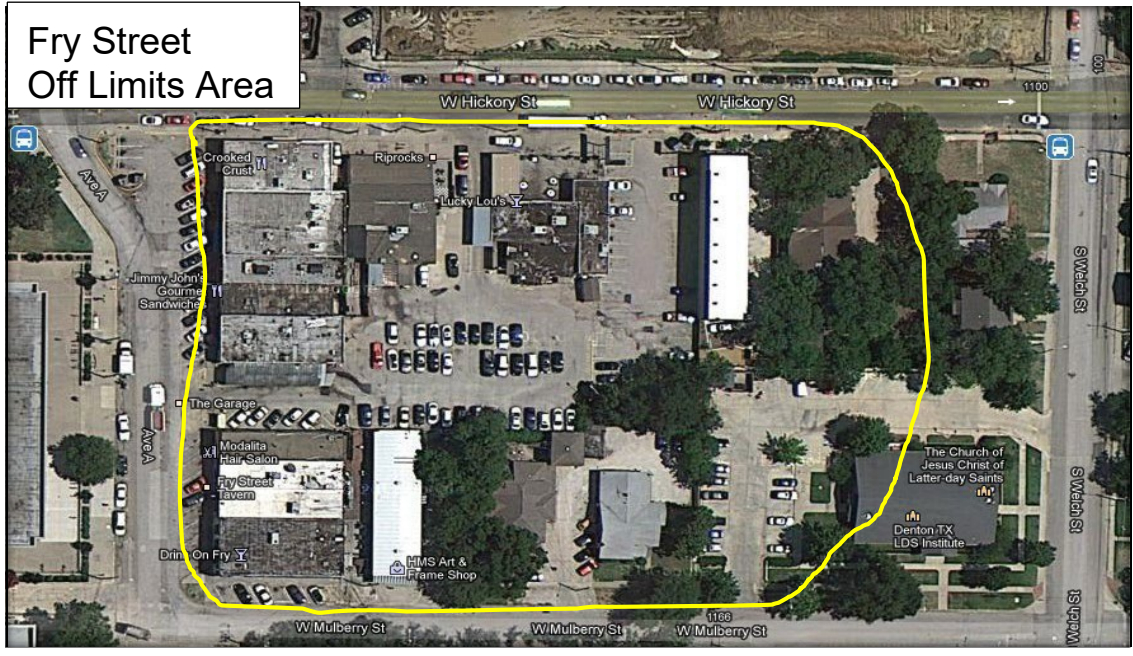
Overnight Guest Request

Withdrawal Checklist

Topic Index

Calendar

Fry Street Off Limits Area



STAFF USE ONLY

Overnight guest request approved by ____

Overnight guest request denied by ____

OVERNIGHT GUEST REQUEST

Texas Academy of Mathematics and Science ♦ University of North Texas

This form must be turned in to the Front Desk no later than curfew (11:00 pm) on the Wednesday before you would like the guest to stay. *Late forms will not be accepted.* Please review the *TAMS Student Handbook* for details on the policy for overnight guests.

Today's Date: _____

Student's Name: _____

Room # _____ Phone # _____ Class of _____ RA _____

Guest's Name: _____	Age: _____	Relationship to Student: _____
<i>Date of Guest's Proposed Stay:</i>		
Arriving:	Date: _____	Time _____
	<small>(ie: Saturday, September 18, 2010)</small>	
Leaving:	Date: _____	Time _____
	<small>(ie: Sunday, September 19, 2010)</small>	

*Roommate's signature: _____ [Signifies approval of guest's visit]

*RA signature: _____ [Signifies approval of guest's visit]

By signing below, I am stating that I FULLY understand and agree to abide by the rules for overnight guests, and that I have read and understand the instructions for the overnight guest request form.

- Only one guest per room.
- Guests must be escorted at all times by the resident.
- Guest must sign in at the Front Desk upon arrival, like all visitors.
- TAMS student is responsible for the guest's whereabouts and behavior at all times for the duration of the guest's stay.
- Any disruption caused by guest will result in your guest being asked to leave McConnell Hall immediately.
- Confirm that your request has been approved prior to your guest's arrival.
- Guest and resident are expected to follow all rules as outlined in the *TAMS Student Handbook* (Privilege system level of resident applies to guest), the *Housing Handbook and Policies*, the *Code of Student Conduct*, & all local, state & Federal laws.
 - Violations of any of the rules by me or my guest may result in any or all of the following sanctions to me: loss of various privileges, documentation including up to 100 points (on the discipline system as outlined in the TAMS Student Handbook) as appropriate, any other sanctions or discipline as dictated by Hall Directors, Judicial Board, or the Office of Student Life.

*Student's signature: _____

WITHDRAWAL CHECKLIST

Required:

- Meet with Academy psychologist to discuss ways to ensure a positive transition as you leave the academy for another educational setting.
- Meet with Associate Dean of Academics to discuss future academic plans.
- Complete "TAMS Withdrawal Form" and turn it into the Academic Office
- Go to the McConnell Hall Front Desk and schedule a check-out time with your RA or a Hall Director.
- Clean your room to the standard set by Housing. Failure to follow proper check-out or cleaning procedures could result in charges being assessed.
- Turn in your room key and your student ID card to the Front Desk or to the staff member who does your check-out.
- Meet with Cortney Watson in the TAMS Dean's Office (Sage 320) if you are receiving Financial Aid, or to see if you owe any money.

Recommended:

- Go to the Housing Assignment Office in UNT Welcome Center 241 and fill out the paperwork to request a refund of your \$\$\$ damage deposit, which may then be mailed to you in 6-8 weeks.
- Talk with your roommate and close friends about your plans to leave so there are no surprises or hurt feelings.
- Meet with the Dean, the Assistant Dean for Recruitment and Admissions, or the Assistant Dean for Student Life to offer feedback about your TAMS experience, which may help us better understand students' expectations and needs.

If you are withdrawing due to a behavioral dismissal:

- Vacate your room by the date and time indicated by the Assistant Dean for Student Life, Assistant Director of Student Life, or one of the Hall Directors.
- Be sure you understand the terms of the trespass. Meet with the Assistant Dean for Student Life if you need clarification.

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