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 two years in the Academy, from Move-In Day through Commencement, 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.

- **University *Housing Handbook and Policies***
  A copy of this is available online at Housing Policies | Housing (unt.edu)

- ***TAMS Student Handbook***
  The handbook is available on the Student Life portion of the TAMS website. Individual hard copies can be available upon advanced 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.

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 well-being. 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 2024-2025 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.

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.

During thirty-plus years working in public and higher education in Texas, I have had the privilege to teach and mentor talented students from a variety of socioeconomic backgrounds.These experiences shaped my overall philosophy of education—that is, my responsibility to ensure that nothing prevents a motivated student from accessing educational opportunities academic success. Just as important, however, is learning about and fostering students' hidden talents that are not visible on their traditional educational records.

Having earned undergraduate and graduate degrees in History and Higher Education from Texas A&M University-Commerce (formerly East Texas State University), my family and I lived in the Rio Grande Valley before moving to Denton. My wife has nearly thirty-five years teaching and working in public and higher education—she has taught students from kindergarten to graduate school—while my daughter (UNT '21) works as a health care professional. To relax, I enjoy spending time with my family, watching films from a variety of genres, and listening to music (classic, modern rock, and other genres).

Assistant Dean for Student Life
Ben Warren, M.Ed.

Anything that happens outside of the classroom falls into the world of student life. And there is an abundance of opportunity. My department works with student organizations, community service events and everything that happens in and around McConnell Hall. Our staff works around the clock to make this experience the best for all families.

I grew up in Dallas proper and came to Denton in 2001. I have been working in TAMS Student Life since 2015 and love the culture and world of driven TAMS students. I live near campus with my wife Abbie, and our four children, Olive, Lois, Jude, and Moses.

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
Christine Bomar	Administrative Coordinator	(940) 565-3606
Computing and Technology		
Roy Zumwalt	Director of IT	(940) 565-2498
Academic Programs		
Dr. Eric Gruver	Associate Dean for Academics	(940) 565-3979
Jarred Stewart	College Admissions Counselor	(940) 565-4683
Cindy Hoffman	Student & Program Coordinator	(940) 565-3979
Francine Hazy	Academic Counselor	(940) 369-6499
Sydney McKinnis	Academic Counselor	(940) 369-8784
Kit Shattuck	Academic Counselor	(940) 565-4033
Counseling		
Dr. Patrick Turnock	Academy Psychologist	(940) 565-4657
Admissions		
Sharon Vann	Assoc Dir Admissions & Recruitment	(940) 369-7046
Laura Beauchamp	Administrative Coordinator	(940) 565-3032
Open	TAMS Recruiter	(940) 565-4347
Kelly Perritt	Office Support Associate	(940) 565-3726
Student Life		
Ben Warren	Assistant Dean for Student Life	(940) 565-4765
Aaliyah Navarro	Assistant Director of Student Life	(940) 565-4955
Jennylynn Adleta	Student & Program Specialist	(940) 565-3603
Student Life--McConnell Hall		
Rachel Ward	Hall Director	(940) 565-4955
Open	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 (PA's) and 16 Resident Advisors (RA's). 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."

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) 565-2610
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
Crumley Hall	(940) 565-4844
Joe Greene Hall	(940) 369-8727
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

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, and 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.

(Almost) Everything to Know about TAMS Academics

TAMS Verification of Enrollment

Withdrawal from Previous High School

During the last two weeks of July, the TAMS Academic office will send a withdrawal notice to new students' previous schools via the Texas Education Agency's Texas Records Exchange (TRex) and/or email (home schools and private schools). TAMS does not send notices earlier in the Summer because many traditional high school counselors and attendance officials do not work during most of the month of June or all of July. If students' previous schools contact them or their parents, students/parents can or should ignore those communiques or refer school officials to the TAMS Academic office. Rest assured, a new TAMS student does NOT need to attend their previous school in August prior to the start of the Fall semester at UNT.

TAMS Official Signatory

TAMS students regularly need a TAMS official to sign a form verifying their enrollment at TAMS-UNT—e.g., for off-campus events and/or Summer programs—and students must contact the Associate Dean of TAMS, who by law is the "school principal" and must be the signatory on documents, from a student wanting to attend dances or a prom at a traditional high school to a TAMS graduate attempting to receive transfer credit for UNT courses at their next educational institution. In all cases, the TAMS "principal" must be the official to sign and submit the forms, and students MUST not ask a TAMS Academic Counselor, the TAMS College Advisor, or any other TAMS official.

Drivers License Form

In order to obtain a drivers license in Texas, a student must show proof of enrollment in a Texas high school education program by obtaining a TEA/VOE—Texas Education Agency verification of enrollment—form. TAMS students MUST follow the instructions on the TAMS Academics webpage: https://tams.unt.edu/academics/academic-forms/tea_voe.

Students often wait until the day preceding their drivers license appointment to request a TEA/VOE—sometimes sending an email on Friday evening or during the weekend explaining that their drivers license appointment is the following Monday. **This is inappropriate and TAMS will NOT meet this timeline.** Thus, **at least TWO weeks prior** to a student's drivers license appointment, a student MUST send an e-mail to tamsacademics@unt.edu requesting a TEA/VOE form. The email must include ALL of the following information:

a. Student's legal name (first, middle, last) and complete mailing address, including house number, full street name, number of apartment/unit if applicable, city, state, and zip code
b. Student's 8-digit UNT ID#

c. Student's cell phone # (not a parent's #)

Students can obtain the form via regular mail—expect 5-7 business days for processing and delivery—or they can pick up the form in Sage Hall #320--expect 2-3 business days for processing—by presenting their **UNT ID.** State law prohibits emailing or faxing the form, and no one except a student is permitted to pick up a TEA/VOE. (NOTE: TEA/VOE forms are good for 30 days from date of issue.)

University Calendar and Holidays

Universities' academic calendars diverge radically from calendars followed by K12 schools, and students can review UNT's official academic calendars at https://registrar.unt.edu/registration-guides-by-semester.html. The most significant differences between K12 and university calendars are:

1. UNT has a Fall semester and a Spring semester, each running 16 weeks: 15 weeks of instruction and one week for final exams.

2. UNT also conducts atypical semesters—listed below—but students may not be allowed or required to attend classes during these other semesters unless a student needs to "catch up" due to grades. Lots of folks will help determine if a student can and should enroll in Summer courses (discussed later).
   a. 8-week semesters each Fall and Spring (e.g., 8W1, 8W2) = students cannot enroll
   b. 3-week Winter-session or May-mester = students cannot enroll
   c. Multiple Summer semesters
      i. 5-week semesters (e.g., 5W1 = May to mid-June; 5W2 = mid-June to end of July)
      ii. 10-week semester = spans the identical time span from start of 5W1 to end of 5W2
      iii. 8-week semester = usually scheduled the last 8 weeks of the 10-week semester

3. Universities do not observe as many holidays as K12 schools, and universities do NOT schedule "staff development" days like K12 schools. In fact, the Texas Legislature designates the number of paid days off and then institutions determine how they use those days. First, let's define "holiday" as determined by the state of Texas and/or UNT.
   a. UNT offices closed and classes NOT held, including TAMS Seminar.
   b. Faculty and staff are NOT in their offices and will NOT be checking email.
   c. Residence halls are not necessarily closed for all holidays, so please pay attention to information TAMS Student Life folks disseminate regarding these holidays.
   d. Traditional calendar designations
      i. Fall semester holidays = Labor Day; Thanksgiving Day and following Friday

ii. Although students do not have classes during Thanksgiving week, the weekdays preceding Thanksgiving Day are **NOT** "holidays" so UNT offices will be open regular hours Monday through Wednesday.

iii. Winter Break
---Students = From a student's last final exam of Fall semester until the first class day of Spring semester (approximately four weeks).
---Faculty/Staff = Last working day of December before the 25th until January 2nd and/or the first working day after January 1 (approximately 10 days).

e. Spring semester holiday = Martin Luther King, Jr. Day

f. Although students do not have classes during the week of Spring Break, UNT offices will be open regular hours throughout the week.

4. Students are not in class non-stop 7:30am to 4:00pm five days per week. Students may have a day where they have three 50-minute class meetings that may NOT be back-to-back-to-back. Likewise, a student may have a day when s/he/they only have a science lab that runs for three hours, from 6:00pm to 8:50pm.

TAMS understands that many families attempt to schedule holiday plans months—and maybe years—in advance, although the timing of most "special" dates are marginally predictable. For example, many dates are fixed federal holiday dates, but the number and format of the atypical semesters often shift dates—first day of Fall or Spring semester and even the week of Spring Break—on UNT academic calendars. Please remember that a student is bound to the UNT calendar and will accumulate Academic points for any class absences. Unfortunately, TAMS cannot predict how UNT's future year's academic calendars might be structured, while the academic calendar for the following year is usually published in late Spring each year.

Communication Etiquette in Higher Education (See Appendix)

University Education is NOT a Negotiation: Advocate Wisely (See Appendix)

Succeeding and Classroom Decorum at TAMS-UNT (See Appendix)

Student Employment

An Academy student's first priority is their academic career, and TAMS strongly discourages students from holding any job that jeopardizes both academic and extracurricular responsibilities of the program. All student employment must be reported and students MUST submit employment information to the Assistant Dean of Student Life to ensure that students' responsibilities and locations are known.

Students who gain employment on campus are permitted to work up to 19.5 hours per week; students who work off campus are encouraged to work no more than 19.5 hours weekly. Students may not work any shifts that will make them late to, or absent from, mandatory meetings, classes, curfew, or other required Academy events. Students are prohibited from working in any establishment that promotes alcohol and illegal drugs or activities.

Students with Disabilities in Need of 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 must register with the University's Office of Disability Access (ODA) in order to apply for and receive accommodations. A TAMS student who received accommodations at a previous high school MUST complete the ODA process in order to receive accommodations at UNT https://studentaffairs.unt.edu/office-disability-access/students/register-for-services. As the ODA website indicates, the application and confirmation process may take 2-4 weeks, so TAMS encourages students to begin the application process no later than mid-July for accommodations to be in place for the Fall semester. A student should contact his/her/their Academic Counselor with questions or clarifications.

UNT faculty are required to include the following paragraph in their course syllabus.

> "The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website. You may also contact ODA by phone at (940) 565-4323."

Accommodations are not applied retroactively, so it is important to begin the process as soon as possible. In order to register for services at the ODA, please complete the following steps.

1. Complete a Registration Form. https://studentaffairs.unt.edu/office-disability-access/students/aim-student-login Use your UNT email address.

2. Submit documentation. Provide documentation of disability or medical condition that supports each accommodation request. For documentation requirements by disability, see those pages on this website.
   a. Upload documentation via AIM, or
   b. Email documentation to Apply.ODA@unt.edu, or
   c. Fax to 940-369-7969.

3. Attend a Registration Meeting. After your documentation and Registration Form is reviewed, the ODA will contact you to set up a Registration Meeting with your ODA Coordinator which can occur either in our office or on the phone if you are a distance learner. At this meeting, you will discuss the registration process, accommodations requested, services available, and how accommodations are provided. If more information is required, you will be informed how to go about acquiring the additional information. You must resubmit your documentation with this updated information in order to proceed. **You must attend this meeting in order to complete the registration process. If you are more than 10 minutes late, you may be asked to reschedule.**

4. Once your registration is complete, you will receive an email from your coordinator with instructions about how to request Letters of Accommodation.

5. The ODA Test Center is located in Chestnut Hall #115.

TAMS Academic Program, Policies, and Procedures

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. Approximately 5-10% of students in any given TAMS class leaves the program for a variety of reasons, including students' unwillingness to change and/or learn new study habits, students' behavioral violations, and/or external factors (e.g., health, family dynamics). Based on TAMS admission numbers (185-200) and student attrition, the average TAMS graduating class consists of approximately 165-180 students.

TAMS students take full-fledged UNT 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. Not surprisingly, TAMS students take courses with traditional UNT students, although most first-semester courses are designated for TAMS students only, specifically courses in BIOL, CHEM, ENGL, and MATH. TAMS students who conduct research often work alongside UNT graduate students who assist research faculty supervise experiments and teach TAMS students various research methodologies. Additionally, TAMS students can participate in UNT's Student Government Association and other UNT student organizations.

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 later, 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 of the first semester. Students MUST talk to their academic counselor before enrolling in courses for a new track/pathway 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. Below are special exceptions to students changing their track/pathway:

1. As indicated on the TAMS website, a student must qualify to take MATH 1710 Calculus 1 in order to pursue the Health Professions pathways. In other words, a student who begins in MATH 1650 Precalculus should pursue the General Science and Math track and use elective options to take some of the courses listed in the desired Health Professions pathways.

2. No student can change to the Music track after TAMS Summer Orientation even if the UNT's College of Music approved the student's audition. UNT's College of Music is highly competitive and enrollment space is limited, so a TAMS student must commit to the Music track once the College of Music approves the student's audition.

Finally, each year at least a half dozen students request to enroll in **"non-credit courses"**—typically *"continuing education"* at other institutions, mostly two-year colleges because the students want to earn some sort of credential or certificate, from a Certified Nurse's Aide (CNA) to an Emergency Medical Technician (EMT) to even a low-level pharmacy technician. TAMS appreciates students' initiative to gain education and work experience in specific fields, but these "non-credit" courses ultimately impact your TAMS-UNT courses and **are, in effect, elective courses, and students can take elective courses only at UNT.** Thus, regardless of the scheduling of these "non-credit courses," TAMS students are prohibited from taking ADDITIONAL courses above and beyond their UNT course load at another institution.

TAMS's Recognition of Academic Credit (See Appendix)

Reading and Reviewing Your Class Schedule (See Appendix)

Course Materials (See Appendix)

Fall Convocation

The Fall Convocation, typically conducted during the first week or two of the Fall semester, provides a kick-off for the new academic year, and attendance is mandatory unless a student has a scheduled class, lab, and/or recitation. Students will receive Academic points for non-attendance.

PSAT, SAT, and ACT (see Appendix)

Academic Resources

UNT Libraries

A wide range of student- and faculty-centered services are the cornerstone of the Libraries' integral role in the UNT community. As an essential component of education and research at UNT, the Libraries offer access to more than six million print and digital items, along with expert personnel to assist patrons in achieving their academic and scholarly goals. Visit us online at library.unt.edu.

UNT Libraries' services include:
--Willis Library open 24/7 during long semesters
--Mac and PC laptop checkout
--Free video games, movies, music and more
--Electronic resources, including journals, books and other research materials
--Library instruction, subject guides and tutorials
--Research assistance from subject experts
--The Spark Makerspace in Willis Library, a service promoting the creative use of technology
Accessible tables, study carrels, and computers in Willis, Sycamore, Media and Discovery Park libraries

Writing Center

The UNT Writing Center offers free tutoring to all UNT students in all disciplines and at all stages of their academic careers—from English composition students to graduate students writing theses and dissertations. Hours vary semester to semester, so students should stop by the Writing Center to verify hours. Appointments are usually required, but walk-ins are welcome if a tutor is available. Students may have up to 1 hour of

instruction total per day. Graduate students working with our graduate tutors can schedule 1 hour of instruction per week, either online or in-person. Online appointments may be available depending on the Writing Center's staffing. Students will need to email the Center to schedule online appointments. To learn more, visit our website writingcenter.unt.edu.

TAMS Academic Counselors

Each class of TAMS students has a dedicated Academic Counselor, equivalent to the rank and with the same privileges of UNT Academic Counselors. TAMS Academic Counselors monitor students' class attendance and grades (including homework and exams); provide students with strategies related to note-taking, study skills, and time management (including creating electronic calendars); create exam calendars; advise students to use UNT resources, including the Math Lab, Writing Center, and the various science resource centers for biology, chemistry, and physics; communicate with parents about student difficulties; and, present weekly and end-of-semester reports to the Associate Dean of TAMS and the TAMS Student Concerns committee.

TAMS Academic Counselors also advise students regarding registration each semester based on students' required academic curriculum in TAMS and their educational goals post-TAMS; write letters of recommendation as students apply for admission to their next educational institution; read and offer suggestions about students' college application essays; and most importantly, listen to students' concerns and offer any advice relative to students' academic progress and success.

Academic Points

TAMS Academics uses a point system to encourage students to adhere to academic policies and procedures, including but not limited to: (a) completing required TAMS-imposed tasks before deadlines; (b) attending all classes, labs, and recitations "on time" (which means "early"); (c) maintaining the highest standards of academic integrity; and, (d) following all policies and instructions contained in this Handbook as well as any directives announced via email or during in-person gatherings. The sections on "Class Attendance" and "Academic Integrity" below mention TAMS's use of Academic points and a student's status in the Academy. In the case of academic integrity violations, a student may receive as many as 60 Academic points depending on the egregiousness of the student's actions AND the consequence(s) imposed by a professor. The cause of students being assigned Academic points notwithstanding, TAMS reserves the right to place a student on Academic Alert—explained later—while imposing additional consequences.

The accumulation of Academic points will trigger consequences, some of which are described below.

(**NOTE:** *A second-year student is bound by the policies that existed during her/his/their first year in the Academy and cannot benefit from but will not be penalized due to new or revised policies.*)

1. A student who accumulates 20+ Academic points for any reason is prohibited from participating in competitions/events that require students to miss classes, labs, and/or recitations during their remaining time in TAMS.

2. A student who accumulates 30+ Academic points for any reason is subject to the consequences described in item #1, but is also required to (a) meet with the Associate Dean of TAMS and (b) check out at the front desk of McConnell Hall each day at least thirty minutes before their first class. TAMS may also institute an early curfew for the student.

3. A students who accumulates 40+ Academic points during her/his/their 1st year is subject to the consequences described in #1 and 2, but is also prohibited from seeking, accepting, and holding **any** leadership position during the second year in TAMS. This includes but is not limited to club executive positions or committee heads—regardless of the status of the organization—and/or becoming a senior mentor.

4. A second-year student who holds leadership positions but subsequently accumulates 50+ Academic points MUST resign their position(s) and is subject to any and/or all of the consequences described in items #1, 2, and 3.

Although students who accumulate 100 Academic points will be dismissed from TAMS, a student who willfully and habitually ignores, disobeys, defies, and/or circumvents TAMS Academics policies and processes may be dismissed from TAMS at any point.

TAMS Class Attendance Policy

University courses and a university schedule are far more rigorous and different from anything available at a traditional high school…even if a student enrolled in multiple AP courses. A student in a traditional high school can miss several days of classes for a variety of reasons—athletics, music activities, competitions, and/or illness—and still complete assignments because traditional schools have generous make-up policies, but HIGH SCHOOL IS OVER. University professors establish their own attendance policies and determine what absences they will "excuse" relative to deciding to allow make-up work or offer make-up exams. Thus, university students have little leeway for missing classes 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 two weeks of class during a 15-week semester. Most importantly, regardless of a professor's policy, TAMS students are NOT permitted to miss an exam or ask a professor for a make-up exam for non-medical reasons, especially NOT due to a student's desire to participate in a competition.

Students are **REQUIRED** 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 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 students MUST be active participants in their learning**, from taking notes while reading and during class, asking questions in class and during a professor's office hours, and remaining attentive to anything a professor and/or other students are discussing. Students who create or participate in class disruptions—including but not limited to sleeping in class; whispering, talking, or messaging students unrelated to class information; surfing the Internet; and/or, working on assignments for another class—show a blatant disrespect for their professors and classmates and 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—defined as one second after the time a class is scheduled to begin—will be counted absent.

Students MUST not miss classes/labs/etc for "routine" or "non-emergency" appointments!!

Students who are absent from any class, lab, recitation, or other required activity **MUST**:

1. Notify their professor(s) and lab instructor(s) via email as soon as the student knows s/he/they will miss class or has missed class
   a. Include the course information in the "Subject" line (e.g., ENGL 1315.006)
   b. Explain what you will do to "make up" the missed class (e.g., get a copy of a classmate's notes, attend office hours, etc)

2. Submit a class absence form as soon as the student knows s/he/they will miss or has missed class(-es);

3. Follow-up the class absence form with an email to the Academic Counselor as soon as the student knows s/he/they will miss or has missed class;

4. Consult the TAMS Academic Counselor BEFORE communicating with a professor regarding missed assignments, quizzes, exams, etc.

Any attempt to deceive TAMS or my professors regarding my class attendance, including "lying by omission," will be considered an act of dishonesty under UNT's Code of Student Conduct, Student Academic Integrity, Policy 06.003: "falsification of any information (including attendance) for the purpose of receiving points in a course."

TAMS grants ONE (1) "free" absence per semester, which applies to a student who misses a SINGLE class, lab, or recitation due to oversleeping or "not feeling well enough" but attends the other classes/labs/recitations that day. In order to use the "free" absence allowance, a student MUST submit a class absence form as required any time a student misses a class, lab, or recitation. This provision does NOT apply to a student

who misses a full day of classes/labs/recitations; in that case, a student must have a medical excuse (described below) to avoid earning Academic points for each class/lab/recitation absence.

TAMS will also "forgive" THREE (3) absences per school year (August to May) for students participating in a competition; this may be a single class or an entire day of class but these CANNOT be combined. In other words, missing a single class—after a student uses the "FREE" absence—represents ONE of the THREE "days" even though a student only missed one class. TAMS envisions students using the THREE absences for competitions or other off-campus events, not single-class or half-day absences, BUT even missing a single class counts as a "DAY" once the student uses the "free" absence. For example, a student who attends the Texas Junior Academy of Sciences (TJAS) for one day and then the Fort Worth Regional Engineering and Science Fair (FWRESF) for one day can miss ONE additional class or class day to attend another competition or off-campus activity that requires a student to miss classes, labs, and/or recitations. Thus, students should NOT think that they can miss THREE "full" days AND have multiple single-class absences separate from the THREE.

A student who has: earned a GPA of 3.75 or higher, maintained an exceptional (i.e., near-perfect) attendance record, exhibited a positive attitude toward the Academic Counselor, adhered to TAMS Academics policies, AND made positive contributions to the TAMS community MAY petition to have up to but no more than FIVE (5) absences forgiven during the school year.

Finally, to reiterate, regardless of a professor's policy, **TAMS students are NOT permitted to miss an exam or ask a professor for a make-up exam for non-medical reasons, especially NOT due to a student's desire to participate in a competition.**

Consequences for Absenteeism

TAMS will never interfere in a professor's decision regarding a student's consequences for absenteeism; thus, when TAMS Academics "forgives" a student's absence(s), this applies to Academic points ONLY and does NOT overrule a professor's decision. Students should NEVER tell a professor that "TAMS excused me to miss class(-es)," and students who deceive their professor(s) will incur severe consequences.

Students receive Academic points for each class absence that is not covered by a written note from a non-family-member medical doctor that describes the student's illness and the required treatment (e.g., prescription, etc). A phone call from a parent/guardian is insufficient as an "excuse" for a student's absence(s). Additionally, regardless of a professor's policy or determination of a student's class absence(s), TAMS reserves the right to assign Academic points if a student's absence(s) does not meet TAMS's criteria.

1. FIVE (5) Academic points for each class absence, and

2. An additional FIVE (5) Academic points for failure to submit a detailed Class Absence Form within 8 hours of the class absence (or the first class absence of the day).

A student who accumulates 10+ Academic points in a single semester due to absenteeism is prohibited from enrolling in an elective course during the next semester, including Summer. This "elective" provision begins anew each semester—although a student's Academic points do not decrease—so a student who improves her/his/their attendance record the next semester may earn the opportunity to enroll in an elective course during the next semester.

A. 25+ Academic points due to absenteeism disqualifies a student from receiving:
   1. TAMS Summer Research scholarship
   2. TAMS Academics' endorsement for Goldwater/other external scholarship competitions

B. 30+ Academic points during Fall/Spring semesters (and Summer Research, if applicable) = Student ineligible for any type or level of TAMS-UNT leadership position and/or responsibilities

C. 40+ Academic points
   1. College Counselor letter will include reference to the student's lack of responsibility
   2. TAMS will not support a student's National Merit application
   3. Regardless of GPA, TAMS will not recognize a student's level of "Academic Distinction" at Commencement or on the student's diploma

D. Revised administrative procedures
   1. No appeal process for Academic points
   2. Academic Counselors will email parents/guardians each time a student earns Academic points
   3. Students "checking in" at McConnell front desk
      a. This process will cease.
      b. Students will "check in" 30 minutes prior to their first class via iClicker

Finally, a student who fails to comply with TAMS's class attendance policy will be dismissed from TAMS even before the student accumulates 100 Academic points for two reasons: (1) the student's unwillingness to adhere to TAMS policy and (2) Texas truancy laws that require a student to attend school and classes.

A Helpful Hint from Senior Academic Counselor Sydney McKinnis

(sent to a student October 13, 2023)

"I understand the challenges of managing allergy symptoms. As someone with seasonal allergies and experience taking Benadryl, I consider the time that I take the medication and the time that I'll need to sleep it off. If there's not enough time to take Benadryl and

still tend to my commitments and responsibilities, I take a non-drowsy medication instead. Further, since you know Benadryl causes drowsiness, a responsible action should have included proactive communication with me or another academic counselor— before the scheduled class and regardless of TAMS staff performing an attendance check—if you believed you would have difficulty attending class on time."

Academic Conferences and Competitions

An "academic conference" is sponsored by a professional organization with a membership of experts in that organization's specific field (e.g., American Chemical Society, American Physical Society, American Society for Cell Biologists, and Society for Neuroscience). In order to present at one of these conferences, association members and experts in affiliated fields submit proposals to present a poster or a paper, or to conduct a roundtable discussion with other colleagues. Members of an association review proposals and then issue invitations to presenters. Although some associations may recognize a "best paper," academic conferences are venues for sharing research and are NOT competitions. A student who, with assistance from a faculty mentor, submits a proposal to present a poster or paper at an academic conference and ultimately receives an invitation to present at the conference will **NOT** be penalized by TAMS Academics for missing classes/labs/recitations while attending the conference. Having said that, the student MUST (a) submit a Class Absence Form with the conference invitation letter or email attached, (b) meet with the Academic Counselor to discuss the absences and strategies for contacting the student's professors, and (c) follow all TAMS Student Life policies regarding travel.

On the other hand, students' participation in competitions and extracurricular activities is NOT automatic. Before registering and/or paying for any competition that will require a student to miss class/lab/rectiation, a student **MUST** meet with the Academic Counselor to discuss the student's eligibility. The Academic Counselor will review the student's (1) class attendance record and accumulation of Academic points; (2) academic progress based on cumulative GPA and grades in the current semester's courses; and/or, (3) class absences due to participation in other events. The Academic Counselor will then report the student's status to Student Life. As mentioned above, **a student cannot miss an exam or major assignment in order to participate in the competition.** A student who defies or attempts to circumvent this policy in any manner will incur severe consequences, including dismissal from the Academy even if the act occurs during the week of final exams.) ***A student who circumvents any part of this process will NOT be approved to attend the competition and will receive 25 Academic points for non-compliance.***

TAMS Academics recognizes that TJAS, AJAS, TJSHS, FWRSEF, TXSEF, and ISEF are based on students' research, but these events are competitions, **NOT** academic conferences. Thus, regardless of any internal student-led evaluations of student posters/presentations (aka TAMS Research Organization) or the financial sponsor of students' travel, TAMS Academics regulates and/or restricts a student's participation in these events, especially ones that have advancing levels of competition (e.g., regional,

state, national, and/or international). Similarly, although Olympiad, AIME/AMC, and HOSA competitions have tangential connections to topics included in TAMS curricula, students will NOT be allowed to miss class, labs, and/or recitations or any event to which a student has previously committed to participate in these events. Thus, students must examine their schedules in order to avoid receiving Academic points.

DECA (and subsequently ICDC), however, is unrelated to TAMS—TAMS does not have a business curriculum—and TAMS does not provide financial or personnel resources to students who advance to ICDC. Thus, TAMS Academics considers DECA/ICDC as a non-TAMS-sponsored event and will restrict students' participation based on a student's: (1) class attendance record and accumulation of Academic points; (2) academic progress based on cumulative GPA and grades in the current semester's courses; and/or, (3) class absences due to participation in other events. TAMS Academics may approve eligible students to participate in the DECA competition, but TAMS Academics will **NOT** approve any student to participate in ICDC because the event occurs on multiple class days that exceeds the total number of allowable absences. Students should **NOT** contact their Academic Counselor or any other TAMS staff member or administrator to beg to attend ICDC, and students who defy or attempt to circumvent the DECA/ICDC policies face stiff sanctions, including prohibition from all future competitions, receiving a TAMS Summer research scholarship, and/or enrolling in elective courses. Students with a record of ignoring TAMS policies face immediate dismissal from the Academy.

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*)"

Other Absences Recognized and/or Permitted by TAMS

A student who advances to the highest level of a STEM competition MAY BE "forgiven" for missing classes, labs, and/or recitations in excess of the aforementioned numbers of allowable days **IF AND ONLY IF** a student (a) is eligible according to the Academic Counselor **AND** (b) has NOT missed class days for other competitions and/or activities. For example, a student(s) who competes in Robotics and advances from the regional competition to the world competition MAY petition to have the class absences "forgiven." Another example is a student(s) who advances to the national level of the Regeneron Science Talent Search competition.

Second-year TAMS students who receive **an invitation to interview** with a university to which they applied for admission are "forgiven" for missing classes/labs/recitations to attend the interview. Even with an invitation, though, students should minimize the number of class days they miss because professors can institute penalties according to their attendance policies. Students must inform their Academic Counselor as soon as they receive the invitation, and students MUST submit a class absence form accompanied by a copy of the invitation. TAMS Academics does not "forgive" students' absences for simple campus visits or tours for first- or second-year students.

The U.S. government, the state of Texas, and/or UNT permit students to observe certain religious holidays as outlined in UNT Policy 06.039, and students can view a non-exhaustive list of days on UNT's website https://idea.unt.edu/religious-observances. TAMS students observing a religious holiday MUST submit a class absence form as usual, although a student can simply enter "Religious Holiday Observation" and does not need to identify a specific religion, denomination, or sect.

Course Enrollment (See Appendix)

Academic Integrity

TAMS CITI Training

(first-year students must complete and submit before the fourth Friday of the Fall semester)

First-year students MUST complete CITI training that includes modules on conducting ethical research as well as maintaining academic integrity as a student and a researcher. Follow the instructions below to set up a CITI account at https://about.citiprogram.org/ and then complete the training. Submit the completion report—NOT the certificate of

completion—to your Academic Counselor by the due date listed above. This training is free, so students who are prompted for payment 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—NOT the certificate of completion—and email the report to your Academic Counselor

A student who submits the CITI documentation late will receive FIVE (5) Academic points and then TWO (2) points per day until the student submits the documentation.

TAMS and UNT Academic Integrity Standards and Consequences

From the time of admission until graduating from the TAMS program, students are expected to maintain the highest levels of honesty and integrity in academic and non-academic pursuits on and off campus. Additionally, UNT, academic departments, and individual faculty have specific policies regarding academic integrity standards which are described in university publications and course syllabi. Any violation of such policies within a course, lab, recitation, research environment, and/or any competition will be reported to and acted upon by Academy officials.

UNT policy 07.012 regarding the Code of Student Conduct https://policy.unt.edu/policy/07-012 includes the following language: "Matters of academic integrity are resolved in the Office of the Provost and Vice President for Academic Affairs. Students engaged in conduct that may constitute a violation of the Academic Integrity policy and the Code are subject to processes and sanctions under both policies (pg. 7)." Language on page 10 defines "Dishonest conduct, including but not

limited to intentionally furnishing false or misleading information to the University or a University official," while page 11 contains another definition of academic dishonesty: "Conduct affecting intellectual property, including but not limited to the use or distribution of the original work of another (whether copyrighted or not copyrighted) without the express consent of the owner."

UNT's Honor Code appears below and can be found at https://vpaa.unt.edu/ss/integrity.

> **"I commit myself to honor, integrity, and responsibility as a student representing the University of North Texas community. I understand and pledge to uphold academic integrity as set forth by UNT Student Academic Integrity Policy, 06.003. I affirm that the work I submit will always be my own, and the support I provide and receive will always be honorable."**

TAMS students MUST read UNT's Academic Integrity policy https://policy.unt.edu/policy/06-003 in its entirety; this is not a suggestion. Claiming ignorance after committing academic dishonesty is akin to closing the barn door after the animals have escaped. In other words, a student who argues that "I didn't know that what I did was academic dishonesty" has admitted to not following a TAMS directive—that is, reading the Academic Integrity policy. The following definitions and examples appear in the Academic Integrity Policy beginning on pages 2-3:

> "'**Cheating**' in this policy means 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. Dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor;
> 5. Any other act designed to give a student an unfair advantage on an academic assignment."
>
> "'**Fabrication**' in this policy means falsifying or inventing any information, data, or research outside of a defined academic exercise."
>
> "'**Facilitating academic dishonesty**' in this policy, means helping or assisting another in the commission of academic dishonesty."
>
> "'**Forgery**' in this policy means intentionally falsifying or altering a score, grade, or official academic University record or the signature of another."
>
> "'**Plagiarism**' in this policy 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, or
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 Rise of AI and the Decline of Academic Integrity

With the development and mostly misuse of artificial intelligence (AI) in academia, TAMS beseeches students to manage their time and do their own work without attempting to find shortcuts. The article below regarding ChatGPT published by the Associated Press online on June 8, 2023, at https://apnews.com/article/artificial-intelligence-chatgpt-courts-e15023d7e6fdf4f099aa122437dbb59b should be enlightening to students regarding the use of anything AI, especially since the attorneys described in the article ultimately received hefty fines and temporary, partial suspension of their ability to practice law.

Lawyers blame ChatGPT for tricking them into citing bogus case law
By Larry Neumeister June 8, 2023

New York (AP) — Two apologetic lawyers responding to an angry judge in Manhattan federal court blamed ChatGPT Thursday for tricking them into including fictitious legal research in a court filing. Attorneys Steven A. Schwartz and Peter LoDuca are facing possible punishment over a filing in a lawsuit against an airline that included references to past court cases that Schwartz thought were real, but were actually invented by the artificial intelligence-powered chatbot. Schwartz explained that he used the groundbreaking program as he hunted for legal precedents supporting a client's case against the Colombian airline Avianca for an injury incurred on a 2019 flight.

The chatbot, which has fascinated the world with its production of essay-like answers to prompts from users, suggested several cases involving aviation mishaps that Schwartz hadn't been able to find through usual methods used at his law firm. The problem was, several of those cases weren't real or involved airlines that didn't exist. Schwartz told U.S. District Judge P. Kevin Castel he was "operating under a misconception ... that this website was obtaining these cases from some source I did not have access to." He said he "failed miserably" at doing follow-up research to ensure the citations were correct. "I did not comprehend that ChatGPT could fabricate cases," Schwartz said.

Microsoft has invested some $1 billion in OpenAI, the company behind ChatGPT. Its success, demonstrating how artificial intelligence could change the way humans work and learn, has generated fears from some. Hundreds of industry leaders signed a letter in May that warns "mitigating the risk of extinction from AI should be a

global priority alongside other societal-scale risks such as pandemics and nuclear war."

Judge Castel seemed both baffled and disturbed at the unusual occurrence and disappointed the lawyers did not act quickly to correct the bogus legal citations when they were first alerted to the problem by Avianca's lawyers and the court. Avianca pointed out the bogus case law in a March filing. The judge confronted Schwartz with one legal case invented by the computer program. It was initially described as a wrongful death case brought by a woman against an airline only to morph into a legal claim about a man who missed a flight to New York and was forced to incur additional expenses. "Can we agree that's legal gibberish?" Castel asked. Schwartz said he erroneously thought that the confusing presentation resulted from excerpts being drawn from different parts of the case.

When Castel finished his questioning, he asked Schwartz if he had anything else to say. "I would like to sincerely apologize," Schwartz said. He added that he had suffered personally and professionally as a result of the blunder and felt "embarrassed, humiliated and extremely remorseful." He said that he and the firm where he worked — Levidow, Levidow & Oberman — had put safeguards in place to ensure nothing similar happens again. LoDuca, another lawyer who worked on the case, said he trusted Schwartz and didn't adequately review what he had compiled.

After the judge read aloud portions of one cited case to show how easily it was to discern that it was "gibberish," LoDuca said: "It never dawned on me that this was a bogus case." He said the outcome "pains me to no end." Ronald Minkoff, an attorney for the law firm, told the judge that the submission "resulted from carelessness, not bad faith" and should not result in sanctions. He said lawyers have historically had a hard time with technology, particularly new technology, "and it's not getting easier." "Mr. Schwartz, someone who barely does federal research, chose to use this new technology. He thought he was dealing with a standard search engine," Minkoff said. "What he was doing was playing with live ammo."

Daniel Shin, an adjunct professor and assistant director of research at the Center for Legal and Court Technology at William & Mary Law School, said he introduced the Avianca case during a conference last week that attracted dozens of participants in person and online from state and federal courts in the U.S., including Manhattan federal court. He said the subject drew shock and befuddlement at the conference. "We're talking about the Southern District of New York, the federal district that handles big cases, 9/11 to all the big financial crimes," Shin said. "This was the first documented instance of potential professional misconduct by an attorney using generative AI." He said the case demonstrated how the lawyers might not have understood how ChatGPT works because it tends to hallucinate, talking about fictional things in a manner that sounds realistic but is not. "It highlights the dangers of using promising AI technologies without knowing the risks," Shin said.

The judge said he'll rule on sanctions at a later date.

Academic integrity also includes "**sabotage**," which includes but is not limited to a student providing false or misleading information about another TAMS/UNT student(s) to TAMS, UNT, and/or another educational institution(s) for the purpose of gaining personal advantage and/or harming the other student(s). Whenever a concern exists about a student's actions, a TAMS student MUST file a complaint with the Associate Dean of TAMS who will conduct an investigation.

Finally, although mentioned in subsequent sections as "behavioral" violations in relation to UNT and/or TAMS regulations OR any local, state, or federal law, the following actions by a student in academic situations will be grounds for immediate dismissal from the Academy.

1. Failure to report violations of UNT and/or TAMS academic, behavioral, and/or legal policies;
2. Falsifying documents; and/or,
3. Providing false information to employees and/or staff member of UNT, TAMS, or other entities (including educational and commercial officials off or away from the UNT campus).

Consequences of Academic Integrity Violations

TAMS Academics make every effort to arrange a meeting with a professor and a student who is suspected of violating academic integrity standards. Typically, the student's TAMS Academic Counselor serves as a witness to ensure that a student has an opportunity to answer a professor's questions and to explain the student's actions. In the case when a faculty member does not notify TAMS regarding a student's actions and/or schedules a meeting with a student, a student should ask the Academic Counselor to attend the meeting if a professor arranges such a meeting. If a professor concludes that a violation of academic integrity occurred, UNT policy requires faculty to submit a written report to UNT's Office of Academic Integrity (OAI) describing the student's actions based on a preponderance of evidence—not necessarily based on any eyewitness account—and the penalty imposed by the professor; OAI then sends the student a copy of the report. Although the report does not attach to the student's transcript, OAI stores the information in perpetuity and discloses the information when asked about a student's status by another educational institution or agency (i.e., government, financial, credentialing).

A student who violates UNT's and/or TAMS's academic integrity policies whether in a course, lab, recitation, or competition—on or off campus—may be: (a) assigned a SIXTY (60) Academic points **AND** placed on "Academic Alert" for the remainder of the student's time at TAMS/UNT; (b) not invited to return to TAMS for the next semester and school year regardless of other sanctions imposed by a professor or competition director; or, (c) dismissed from the Academy when a professor assigns a grade of "F" in the course/lab/recitation and/or a competition director disqualifies a student. Likewise,

students who knowingly and willfully do not report cases of academic dishonesty and/or behavioral policy violations are subject to the same sanctions as a student who commits an overt act. A student allowed to remain in the Academy but placed on "Academic Alert" status for academic misconduct **CANNOT**:

1. Hold leadership positions of any kind in TAMS/UNT organizations;

2. Participate in any competitions (e.g., Regeneron, Science Fairs, Olympiads, etc);

3. Receive TAMS's endorsement for the National Merit Scholarship Competition (PSAT) or the Goldwater Scholarship or other competitions requiring an endorsement; and/or

4. Receive "academic distinction" honors at graduation, regardless of the student's GPA.

TAMS officials are often asked by external entities—including but not limited to universities, National Merit Scholarship Corporation, organizations awarding scholarship, and/or security firms doing background checks for government agencies—to verify that a student is (or was) "in good standing" with the Academy. For a student who violates academic integrity standards, laws, and/or codes of ethics, TAMS officials are obligated to report that the student "is on probation and not in good standing" or "was dismissed from the Academy not in good standing," but TAMS does not disclose the student's action. Lastly, a TAMS official is obligated to mention a student's status—but not the student's action—in any letter of reference or recommendation.

University Grading Systems, Grades, and GPA (See Appendix)

TAMS GPA Policy

A TAMS student must be enrolled in and complete 12 credit hours each semester with grades of "D" or higher in each course or lab, although a student must earn minimum semester AND cumulative GPAs in order to be eligible to be invited to return to TAMS the next semester.

First-semester students are considered "Not in Good Standing" (NGS) until they:

1. Receive a "B" on an exam/major assignment in at least 70% (or 75%) of courses of 3 credit hours or more, OR
2. Have a "B" average in 70% (or 75%) of courses, AND
3. Do not have a "D" or "F" average in any course.

First-semester students:

1. SHOULD earn a 2.7 GPA with no grade of "F" in order to be eligible to be invited to return. A student who earns less than a 2.7 GPA during the first semester should not expect to return for a second semester. (NOTE: "First semester" refers to a student's first Fall semester, and the 2.7 GPA applies only to Fall semester courses.)

2. Who earn a GPA of 2.7-2.99 will be placed on "Academic Alert" and cannot (a) enroll in an elective course and/or a research course, and/or (b) participate in competitions or events that require missing classes. "Academic Alert" is for 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 may include but are not limited to mandatory weekly meetings with the Academic Counselor; mandatory tutoring sessions; inability to hold leadership positions in UNT and/or TAMS organizations; loss of privileges to participate in competitions or other events on or off campus; and/or, regular meetings with the Associate Dean of TAMS and/or other TAMS personnel.
3. MUST earn and maintain a 3.25 cumulative GPA (cGPA) in order to remain eligible to enroll in elective and/or research courses, although a student may lose the ability to enroll in such courses for other reasons unrelated to GPA.

During each of the second and third semesters, a student **MUST** earn a semester GPA of at least 2.7 AND maintain a cGPA of 3.0 or higher in order to be eligible to be invited to return. Regardless of a student's cGPA, a student who earns a semester GPA below 3.0 will be on Academic Alert for the subsequent semester. A student who earns a GPA less than 3.0 in two consecutive semesters—regardless of the student's cumulative GPA—is subject to a mandatory meeting with her/his/their parent(s)/guardian(s), the Academic Counselor, and the Associate Dean of TAMS to discuss the student's future in TAMS.

A second-semester student on Academic Alert may apply for leadership positions in TAMS-UNT student organizations, but the student cannot accept or hold any leadership positions if the student remains on Academic Alert when second semester grades are released.

A student who earns a grade of "F" in a course MAY be eligible to be invited to return to the Academy for the next semester if the student's cGPA is 3.0 or higher, but students need to be mindful of the word "MAY" and its definition.

A student who violates academic integrity standards should not expect to be invited to return to TAMS, but TAMS **MAY** evaluate the egregiousness of a student's first offense before determining a student's status. A student who is invited to return will incur a variety of consequences, including but not limited to being assigned Academic points and being placed on Academic Alert status for at least one semester. A student who commits a second act of academic dishonesty will be dismissed from the Academy.

In order to graduate from the Academy, fourth-semester students MUST earn a grade of "D" or better in the required TAMS courses and maintain a cumulative GPA of 3.0 or higher. Students who do not earn the required grades and/or the requisite cumulative GPA **MUST** take summer courses at UNT at their own expense in order to raise their GPA and graduate from TAMS.

Grade Appeals

Traditional

The University of North Texas allows students to appeal a final course grade as described in https://policy.unt.edu/policy/06-040, with THREE grounds for appeal:

1. The student believes the grade was based on unfair treatment;

2. The instructor departed from standards set out in the course syllabus without a rational academic reason; or,

3. An error was made in calculating the grade, including failure to factor an assignment, project, quiz, or examination.

Grade appeals should be rare and do **NOT** exist for students who are simply unhappy with the grade they earned. TAMS students who think one of the aforementioned reasons for a grade appeal applies to them **MUST follow the procedures listed below**.

First, a student **MUST **contact the TAMS Academic Counselor** as soon as grades become official. Do **NOT** contact the professor or submit a grade appeal until meeting with the Academic Counselor.

Second, a student **MUST **present credible evidence that a grade appeal is warranted** (e.g., copies of graded assignments, emails from a professor regarding assignment or grading changes that were unfavorable to students, or evidence of unfair treatment). Changes to the syllabus and assignments are **NOT** automatic grounds for appeal if students were **NOT** negatively impacted.

Third, **the Academic Counselor and the TAMS Associate Dean for Academics will determine the legitimacy of a student's claim, and then advise the student. If appropriate, the Academic Counselor will assist the student in contacting the professor as well as writing the official grade appeal.

A student who defies or circumvents these procedures faces immediate dismissal from TAMS.

Special Notes and Provisions Related to TAMS Students' Grade Appeals

1. A student who experiences a grade-related problem during the semester and waits weeks to report the incident **CANNOT** use the situation as grounds for a grade appeal at the end of a semester.

2. A student **CANNOT** appeal a grade because a professor did not "curve grades" or "round up grades" unless these are guaranteed in the professor's course syllabus.

3. A student whose GPA is below TAMS requirements will be allowed to re-enroll in TAMS **if and only if** a grade appeal decision increases the student's GPA to meet TAMS requirements.

4. TAMS reserves the right "not to invite a student to return to TAMS" if a grade appeal is not resolved within a satisfactory time period. Grade appeals for Fall courses must be resolved before the first class day of the Spring semester, while grade appeals for Spring courses must be resolved before a student can take additional courses. Due to time constraints, TAMS cannot wait for the resolution of Summer grade appeals.

5. If a student's grade appeal results in a lower grade that reduces a student's GPA below TAMS requirements, the student will "not be invited to return to TAMS." (**NOTE:** A grade appeal is not limited to awarding a student a higher grade.)

Academic Integrity Grade Appeals

UNT's academic integrity grade appeal process https://policy.unt.edu/policy/06-003 differs from the general grade appeal process described above. A student who receives a final course grade due to academic integrity violations may appeal the grade, but the student must wait to submit an appeal until the Office of Academic Integrity sends the professor's report to the student. Then, a student submits the appeal directly to the Office of Academic Integrity (OAI), which then forwards the professor's report and the student's appeal to the appropriate academic department where the department chair will either rule on the appeal or allow a departmental committee to recommend a ruling to the department chair. **A student should NOT expect to meet with the department chair (or the committee if one is formed), and students should inform their parents that they likely will not be involved in a meeting if one occurs.**

Based on TAMS policies outlined in this *Handbook*, a student who receives a final course grade of "F" should NOT expect to be invited to return to TAMS, and TAMS will meet with the student and family to discuss the "what if's" before a student submits an appeal. Although TAMS MAY wait on the resolution of the appeal process to determine a student's final status, a student CANNOT enroll in additional courses and/or receive a Summer research scholarship if the incident occurred during a Spring semester. Having said that, TAMS will allow a student to remain in the program IF (a) a student's appeal is granted **AND** (b) the student's GPA meets TAMS's standards. In the unique situation when a student's grade is changed but the appeal ruling affirms that the student engaged in academic dishonesty, TAMS may allow the student to remain enrolled but with severe consequences, including but not limited to:

1. Receiving SIXTY (60) Academic points (added to any Academic points the student had accrued);

2. Losing TAMS's endorsement for National Merit and/or Goldwater awards;

3. Becoming ineligible to apply for TAMS-UNT research scholarships and grants; and/or,

4. Being on "Academic Alert" with specific provisions outlined.

If the student's Academic points total exceeds 100, then TAMS will not invite the student to return.

Invitation to Return to TAMS

Maintaining a satisfactory GPA does NOT guarantee that TAMS will invite a student to return for the following semester. At the end of each semester, the TAMS Administration and the TAMS Academics team reviews each student's academic and disciplinary record and then decides whether or not a student deserves to be invited to return to the Academy. A student dismissed from or not invited to return to the Academy cannot enroll as a traditional student at UNT until their TAMS class graduates, unless the Dean of TAMS/Honors College approves otherwise.

College Advising (See Appendix)

TAMS Commencement (See Appendix)

Post-TAMS Graduation Summer Enrollment at UNT (See Appendix)

Future Leaders are Innovators in Many Ways (See Appendix)

Conducting Research at TAMS-UNT

During Summer 2022, students in the Class of 2024 read the story of Henrietta Lacks and how medical doctors and researchers at Johns Hopkins University committed egregious acts of misconduct, dishonesty, and identity (and financial) theft toward Henrietta and her family for half a century. To make matters worse, her children grew up in poverty and without any information regarding the tremendous benefits their mother contributed to medical science. The Lacks' family episode is only one of untold, unknown cases where researchers violated the basic human rights and privacy of "victims" who had no knowledge they had been taken advantage of and/or used as profit-making "tools" instead of human beings. Thus, in order to protect human participants (and now animals used in studies), as well as researchers, during any type of research study, the U.S. government and various federal agencies established mechanisms that all entities, researchers and students—educational, medical, corporate—must follow while setting up, conducting, and then securing the results of any research study.

Most students lack a genuine understanding of the meaning of "academic research," especially the difference between a "research paper" that students wrote in their traditional high schools and an "original research project" that they engage in while working with a UNT research mentor. In the world of academia—university and

professional research—a student MUST have a research mentor to supervise the student's research methodology, analysis of findings, and conclusions. The concept "independent research" applies to scholars in the field wo are trained how to conduct research and follow federal, state, and institutional research guidelines; "independent research" does **NOT** apply to students, especially not undergraduate students.

How do students get involved with research? What competitions are available to TAMS students?

Approximately 70% of TAMS students conduct some type of research during their time at TAMS, and most students connect with professors they have in class to request research opportunities or to get recommendations for opportunities with other faculty. TAMS also requires students to attend a weekly Seminar during which professors from a variety of STEM and health profession fields describe their research and invite students to contact them if students are interested in conducting research in those fields. All in all, UNT professors love working with TAMS students.

TAMS students have a tremendous advantage because they can compete in traditional high school competitions—regional, state, national, and international science fairs, as well as the Regeneron Science Talent Search—and in nationally competitive scholarship programs, including the Goldwater and Gates competitions.

IRB, IACUC Prep: TAMS Research, Science Fair, or Poster Presentations

Portions of the aforementioned CITI Research Training that TAMS requires first-year students to complete during the first month of each Fall semester contains references to the protection of human subjects and the responsible conduct of research (RCR). Thus, students cannot claim that they are ignorant of the need to protect humans and/or animals if used as a part of a research study. Students MUST read and adhere to the policies included in the relevant sections of the UNT website.

No UNT-TAMS student may independently conduct research without guidance from a trained PI, while ALL students conducting research that involves human subjects or animals must be working under the direction of a PI who has received IRB or IACUC approval and who certifies that his/her student researchers have received appropriate training to meet IRB and IACUC standards. **Any student engaged in research where neither the PI nor the student obtained IRB/IACUC approval before data collection is considered noncompliant and is subject to various sanctions, including but not limited to cessation of research activities, destruction of data obtained, prohibition of conducting further research approval, and/or dismissal from TAMS.**

https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb
"The **Institutional Review Board (IRB)** at UNT is charged to oversee the safety and protection of human subjects in research conducted or supported by UNT faculty, staff and students."

https://research.unt.edu/research-services/research-integrity-and-compliance/human-subjects-irb/irb-protocol-submission
"Please plan ahead to allow a sufficient amount of time for submission, review, and approval of your study. The current review timeline is posted in a message in the Cayuse system and will depend on the volume of submissions received by the IRB office. The turnaround time for IRB protocol approvals can be impacted by many variables and will vary throughout the year. Protocols are reviewed on a rolling basis, in the order that they are received. Protocols of greater complexity or risk will take more time to review."

https://research.unt.edu/research-services/research-integrity-and-compliance/animal-subjects-iacuc
"The **IACUC** assures that animal research conducted at the University of North Texas is in compliance with federal, state, and local regulations and institutional policies. IACUC committee members are appointed by UNT's institutional officials and fulfill specific roles, including veterinarian, practicing scientist experienced in research involving animals, non-scientist, and at least one member who is not affiliated with the University. Responsibilities of the IACUC are federally mandated and include (but are not limited to): protocol review, semi-annual review of facilities and the overall animal care and use program, ensuring all research personnel are appropriately trained, and investigating noncompliance."

Fort Worth Regional Science and Engineering Fair (FWRSEF)

TAMS students are allowed to compete in the Fort Worth Regional Science and Engineering Fair (FWRSEF), and all students MUST work with a primary investigator (PI) at UNT or another university. Because TAMS students are minors—or are considered minors until they graduate—TAMS requires that each PI submit a form that ensures (a) a student's adherence to safety protocols relative to IRB, IACUC, and IBSC compliance and (b) the PI's approval of a student's research plan/project. This form, which may be in addition to any paper work required by FWRSEF processes, confirms for TAMS and FWRSEF officials that students have adhered to IRB, IACUC, and IBSC standards, and that a student's PI has read and approved the student's research plan and the research the student has conducted thus far and may conduct up to the start of the FWRSEF. The PI will complete and sign the form and submit it digitally, while the student must complete and submit a separate form with the research plan attached by the second Friday in November. The Associate Dean of TAMS and the TAMS Associate Dean for Research will then jointly review the forms and the student's research plan before approving the student's FWRSEF entry form as "TAMS School Principal." In other words, students are prohibited from receiving project approval and/or submitting project approval forms signed by a TAMS representative in isolation from the aforementioned process.

Goldwater or Regeneron Competition: Different Research Projects

Any TAMS student conducting research, especially students who have received funding from TAMS, UNT, and/or an individual professor or grant, should consider applying for a Goldwater award and/or participating in the now-Regeneron (formerly Siemens and

Intel) Science Talent Search competition as a sort of "re-payment to" and "recognition of" the funds and time invested in you by TAMS, UNT, and your research mentors.

Having said that, however, students may apply for **both** Goldwater **and** the Regeneron competition **if and only if** their research essays for Regeneron are different from those for the Goldwater competition. In other words, you must submit essays about a different research topic because, while the Goldwater competition allows for faculty and nominating-committee "writing" feedback, Regeneron does not (much like the difference in Rhodes and Marshall Scholarship competition). To avoid having the feedback for Goldwater applications (due, in first draft, by the end of the ten-week summer session—and then to the faculty nominating committee by October 6) "bleed into" Regeneron applications, the research topics must be different if students plan to apply in both venues.

Regeneron is **THE** research competition for high school seniors, and several TAMS students have become Regeneron finalists, resulting in their receipt of thousands of dollars of "portable" award monies. Moreover, the TAMS Academics team will be delighted to forgive students' class absences if and when they travel to Washington, DC, as a Regeneron finalist.

TAMS Early Research Program

The TAMS Early Research program allows a limited number of incoming students to arrive 9-10 weeks prior to the beginning of the Fall semester to engage in an entirely residential Summer of research with eminent professors, post-docs, and advanced undergraduates, several of whom may be other TAMS students. After gaining admission to TAMS, students apply separately for an Early Research Scholarship, which pays $4000 toward room, board, and out-of-pocket expenses. The Associate Dean for Research judges the suitability of the students by reviewing their original application to TAMS and subsequent Early Research application and then by inviting a small number of those students for interviews. Separate Early Research application essays—along with past research, perceived maturity, and rationales for their wishing to enter the Early Research program—figure in admission criteria. If the student seems a good fit for the program, the Associate Dean urges faculty Principal Investigators (PI's) to interview the student to determine suitability for lab placement; the final decision is that of the PI. Early Researchers must devote 40 hours per week to inquiry and experimentation. If the Early Researcher is on the TAMS Visual Arts or Music Tracks, opportunities for suitable placement will likewise occur.

Early Researchers attend weekend lectures and, on a weekly basis, meet for dinner with the Associate Dean and Dean to discuss their research and professional ethics and, in the process, enhance their etiquette and communication skills. Such tutelage has evolved into a valuable secondary benefit of the summer learning. Indeed, Early Researchers frequently emerge as Research Organization leaders and as more socially advanced young adults, while the continuity of research they establish stands to have an immense impact on national-scholarship outcomes.

TAMS Summer Research Scholarship Program (returning students)

TAMS awards a limited number of residential Summer Research scholarships to returning TAMS students, who are responsible for locating a professor who is willing to supervise either ongoing or new research during the 10-week summer session (mid-May to late July). TAMS Summer Research Scholars must devote 40 hours of research during the summer, with at least 30 of those hours consisting of direct-contact time with either a PI, a post-doc, or graduate assistants. Summer Research students will also attend periodic luncheons with the Associate Dean for Research and the Dean of TAMS. Topics of discussion will range from professional ethics, to lab endeavors, to communication skills.
Such factors as GPA, intensity and length of past research, existing outcomes—for example, co-authorship or manuscripts under submission or preparation—will figure in the selection process. A student looking for her/his/their first research experience should apply. In either case, TAMS disciplinary reports and other indicators of social maturity will figure in the selection process.

Details for All TAMS Summer Research Students

A recipient of a TAMS Summer Research Scholarship will not receive additional "pay" for working with a research scientist on a project. The experience and privilege of interacting closely with a professional will be invaluable, and students should be mindful that they are learning the methodology that your mentor uses to advance "enquiry" in the course of creating new knowledge. Those benefits, along with acquiring knowledge of "the discipline of the discipline" will serve students well in later intellectual and professional challenges.

- Students will receive a $4000 scholarship, spread over three payments, to help meet Summer expenses.

- A student who receives funding for research from a mentor's grants or other sources cannot receive in excess of $5,000; in this situation, TAMS will adjust a student's Summer Research scholarship amount accordingly.

- Accepting a TAMS Summer Research Scholarship requires full-time participation in the Summer session (mid-May to late July). Exceptions will be rare and will **NOT** include a student's wish to travel with family, or other commitments falling short of documented illness or absence related to bereavement. That said, part of the application form will include a petition to be absent for a maximum of up to five consecutive days solely for the purpose of attending an educational venue that stands to enhance your future studies, such as an academic panel to which you have been invited at the time you apply for the Summer Research scholarship. There will be no allowance, after the application period, for leave time and opportunities that simply "spring up." Both the PI and Associate Dean for Research must approve the leave of absence, but the mentor's approval does not override the disposition of the scholarship sponsor.

- UNT-based Summer Research scholarship holders will be enrolled in and pay for a one-semester-credit-hour (e.g., HNRS 2900 or 3996) that reflects guided study or research within the department sponsoring your research. In rare instances, a research mentor may require a student to enroll in a 3-credit hour section within the mentor's academic department. Enrollment will be "Pass/No Pass" (P/NP) as the Summer research experience is not about increasing GPA. At stake, rather, are the enchantment, discipline, and outcomes accompanying the adventure of research.

- A Summer Research scholarship recipient must adhere to TAMS guidelines, while non-adherence to any portion of the signed program agreement can result in a full or partial removal of the scholarship. A few reminder highlights and additional information on how the Scholarship works are provided below along with important financial statements:

    1. The scholarship will release in three parts based on progressive participation and the required benchmarks described in the signed agreement.
        a. $2,000 at beginning of semester once attendance is established
        b. $1,500 mid-Summer according to required benchmark
        c. $500 at end of Summer if all research criteria met

    2. All three parts should show in pending aid at the beginning of the semester.

    3. The pending aid should exceed the charges on a student's account, allowing for no financial obligation from the student during the Summer unless a part is cancelled due to non-participation in required program.

    4. The $4,000 scholarship should be sufficient to cover the required 1-hour course, room and board, and may exceed the semester charges by a small amount and provide the student with a small stipend at the end of the summer with the final release of scholarship.

Financial Statements Concerning Your Award

TAMS requires all students to complete the Free Application for Federal Student Aid (FAFSA) annually at https://studentaid.gov/ to ensure all available financial resources may be utilized. Early application ensures the best opportunity to compete for available funding. If citizenship status prevents a student from completing the FAFSA, then complete the Texas Application for State Financial Aid (TASFA) available through College for All Texans http://www.collegeforalltexans.com or the Texas Public Education Grant for International Students (TPEG-I) Application available through the UNT International Office.

By accepting this award, a student:

1. Agrees to abide by the policies, rules, and regulations governing UNT;

2. Authorizes UNT to verify the information provided and utilize the information, including data from the Free Application for Federal Student Aid (FAFSA), as needed to assist with applicable program administration;

3. Understands that recipient information may be provided to donor(s) and/or UNT department(s) funding any award received, released to high schools, and that notice of this award may be publicized in university materials;

4. Authorizes UNT to share, as needed, all required and requested information with applicable selection committee(s), including members of organizations or foundations overseeing donor interests (i.e., foundations, trust administrators, etc). For students on externally-funded, sponsored projects, funding and selection processes are mandated/overseen by the sponsor/PI and a student's participation with related reporting requirements is expected; and,

5. Understands that the submission of false information is grounds for rejection and/or withdrawal of any offer extended. Please note that this award information will be sent to UNT's Student Financial Aid & Scholarships (SFAS) so that it may be coordinated with other awards received for the Summer award period.

Once posted to a student's account, receipt of late awards may cause other scholarships (awarded by UNT or outside agencies) and other resources (federal, state and institutional financial aid) to be adjusted if the total exceeds the current cost of attendance at UNT, or exceeds a student's "need" for assistance as calculated by the FAFSA. As always, a student's myUNT student account is **THE** resource for viewing student award information. For any additional financial questions or concerns, please contact Cortney.Watson@unt.edu.

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 three PhD. candidates 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. The Resident Assistant On Call and possibly the Hall Director on Call will meet with the student and a potential phone conversation will occur with Dr. Turnock.

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. During the Summer term, points accumulated at a Level 1-3 will be reset to zero at the end of the summer term, but points accrued at Level 4 or 5 will be rolled over into the Fall semester.

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," and "Trash.") 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.
- Open window if the resident room is on the 2nd or 3rd floor of McConnell Hall.

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.")
- Open window on 1st floor rooms or 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 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*.)

Closed Weekends
Approximately one weekend per month is designated as a Closed Weekend. (See "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 "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 systems, 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.

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, however the lab is usually opened by 10:00 am. 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.

The UNT campus has several 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 UNT Computer 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. Hosted internet student services (Apogee in the residence halls) are subject to the policies established by the Internet Service Provider..

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.

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 or computer lab staff. 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, a variety of board games, puzzles and playing cards, craft supplies like tape, 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 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, 2025** 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 Health 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.

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 Drafthouse, 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.

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. 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 outside of Service Animals which require multiple offices approval (ODA, Housing, TAMS). (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 of 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 - Four full time staff serve at the front desk in two distinct shifts – during the day Monday – Friday from 7a.m.- 5 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. 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 second floor).

- Male students are prohibited from pausing on the 2nd floor landing at all times (when females are housed on the 2nd 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 on 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 **(Levels 3- 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 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). Males need to be in those rooms and not loiter since these rooms exist on a female 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 data, 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 or Raupe Travel Grant 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 – Typically the Thursday evening of Finals Week
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 2026 is Thursday, August 15, 2024.
- **Plan to move in between 10 a.m. and 2 p.m. that day.**
- Move-in day for the Class of 2025 is Sunday, August 18, 2024.
- **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 19, 2024.

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
- 2 desks
- 2 chairs
- Closets
- Sink
- Trash Can
- Smoke detector
- 2 Ethernet connections*
- 1 Television cable jack

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 form 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.
- Trash bags are available at the front desk, free of charge. 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 board games
    - Some office supplies (scissors, tape, etc.)
    - 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.

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.

Appendices for First Year Students

- Recognition of Academic Credit
- Reviewing Your Class Schedule
- Course materials
- PSAT
- Course Enrollment

Appendices for Second Year Students

- College Advising
- TAMS Commencement
- Post-TAMS Graduation Summer Enrollment

Appendices for All Students

- Communication Etiquette
- University Education
- Succeeding and Decorum
- University Grading Systems
- Future Leaders

Appendices for First Year Students

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TAMS's Recognition of Academic Credit

Courses Completed Pre-TAMS

TAMS does NOT recognize credit for TAMS-required courses via credit earned at other institutions, such as dual credit courses, online courses taken via special talent programs offered by certain universities, and/or credit-by-exam. A student's math enrollment is determined by UNT-evaluated math tests and possibly an AP exam described below.

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 AP exams in biology, computer science, calculus, and physics, and ONLY a score of "5" on an AP exam for a student to be eligible to use AP credit within their TAMS curriculum. AP scores and credit, however, do not exempt a TAMS student from completing STEM requirements—that is, a student who accepts 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 will no longer consider AP scores/credit relative to TAMS's requirements. Thus, students should not plan to take AP exams in May of their first year in TAMS because 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 a student to miss UNT classes, exams, and/or final exams in order for the student to take an AP exam(s). 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, 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 allow students to use AP scores/credit—or any other credit-by-exam—to satisfy TAMS requirements 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 takes precedent over AP scores, but an AP score of 5 may be considered in conjunction with placement test score(s) when determining a student's enrollment. Depending on a student's math placement test score(s), a student who receives a score of 5 on AP Calculus AB may be enrolled in MATH 1710 Calculus 1 (but no higher), while a student who receives a score of 5 on AP Calculus BC may be enrolled in MATH 1720 Calculus 2 (but no higher).

AP Computer Science

Students who receive a score of 5 on the AP Computer Science A and/or AP Computer Science Principles exam will be allowed to "skip" CSCE 1010 and/or 1015 and/or 1030. Students on any track/pathway that requires CSCE must complete an additional CSCE course(s) 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. Students who earned an AP 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.

Reading and Reviewing Your Class Schedule

UNT's scheduling platform is a bit quirky, so students need to be mindful of two key issues. First, the Visual Schedule Builder (VSB) does NOT display all of the details relative to a course, specifically information that an academic department enters into the "Notes" section of the official schedule of classes for courses that are broadly titled or are special topics courses. For example, a student may be interested in an English literature course titled "20th Century U.S.," but a professor can choose from thousands of topics and sub-topics to teach something about the literature of 20th Century U.S., not all of which a student may be interested in studying. Thus, VSB is a great organizer for registering for classes, but students need to read the "Class Notes" section of the official schedule of classes to be sure that the topic(s) of the course is interesting to them.

Students also need to be aware of how myUNT displays their course enrollment. Depending on which tab within myUNT a student selects, myUNT may appear to display incorrect information, especially relative to the "waitlist" function. Once a course fills up, certain tabs display the course status (ex: closed/waitlist) rather than an individual student's status regarding that particular course (ex: enrolled). If you view your weekly schedule in myUNT, however, then your courses should appear exactly as you expect.

Finally, after registering for classes, students should periodically check their enrollment for the next semester to ensure that an academic department has not (a) changed the days and times of a course that may have caused a time conflict with another course, (b) dropped a student from a course for some reason, and/or (c) cancelled a course completely, all of which will require a student to choose another course. Remember, the schedule of classes and course offerings are not permanent and official until the fourth day of the semester, so protect yourself by checking your schedule.

Course Materials

The Texas Academy of Mathematics and Science provides "required"—not "recommended"—books/lab manuals for Fall and Spring semesters, and whenever possible, the Academy procures digital access codes or digital versions of books/manuals. TAMS provides an access code that can be used for several math courses, depending on a student's initial math placement, and other courses in other academic departments. In order to use the access code to its fullest, a student who wishes to take a math course(s) beyond MATH 1720 MUST take MATH 2730 or 3680 before or while taking another math course. Students who "skip" these courses to take other math courses MAY be responsible for those books/materials.

Upon receipt of a digital access code(s), a student should activate the assigned code by logging in and creating an account. Then, save a digital image of all access codes in a cloud account; this allows a student to ensure access to each account and all courses regardless of the student's location. Saving digital images of access codes also protects against computer crashes and/or when a student must use a different machine. On the other hand, some students may need to pick up an electronic access code from Ms. Hoffman in Sage Hall #310; Ms. Hoffman will notify students if and when this is necessary as well as when students can pick up their code(s).

When books are unavailable in digital format, students will obtain physical copies of the books at Voertman's bookstore, located at 1314 West Hickory Street, Denton, Texas 76201 https://voertmans.textbooktech.com/, immediately adjacent to the UNT campus. (Type the address into your cell phone's GPS, and walk with at least one or more of your classmates. DO NOT walk to Voertman's alone!!!!) Students MUST have their UNT ID when picking up books/materials at Voertman's, and a student CANNOT pick up another student's books/materials.

Most students will need course materials from Voertman's

Walking directions to Voertman's:

2. Exiting the front door of McConnell Hall, students should:
   b. Turn right and walk to the corner of Sycamore Street and Avenue C.
   c. Turn left and walk until Avenue C intersects with Mulberry Street.
   d. Turn right and follow Mulberry Street until it curves to the left becoming Avenue B.
   e. When Avenue B intersects with Hickory Street, cross Hickory Street and then turn right to walk on the sidewalk along Hickory Street.
   f. Voertman's is on the left.
3. From the University Union, students should:
   a. Walk north past Sage Hall, then walk so that the Physics building is on the right and the General Academic Building (GAB) is on the left.
   b. Approaching the Auditorium building, take the sidewalk to the right and then walk around and past the Auditorium.
   c. As the sidewalk intersects with Hickory Street, turn right to walk on the sidewalk to the corner of Hickory and Fry Streets in order to cross at an intersection with a crosswalk. Do NOT cross Hickory Street by jaywalking.
   d. Once across Hickory Street, turn left to walk on the sidewalk along Hickory Street.
   e. Voertman's is on the right.

When entering Voertman's, approach the appropriate counter and (1) state your name and inform the clerk you are a TAMS student, and (2) show your UNT ID. Students must sign or initial paper work affirming receipt of the books/materials, and a *student is responsible for ensuring that s/he/they receives ALL and the CORRECT books/materials for the student's specific course(s) because students are financially responsible for the book(s)/materials once the student leaves the store.* In the rare scenario when a student claims to need a different book(s) than what Voertman's has on record, a student should contact Ms. Hoffman to verify the information; in this instance, the student will likely need to return to Voertman's when Ms. Hoffman arranges for the book(s)/materials to be ready. (If a student goes to Voertman's after 5:00 pm on Friday afternoon, a student should **NOT** expect to pick up anything on Monday since TAMS offices are closed on Saturday and Sunday.)

Students have until 5:00 pm on the second Friday of a semester to pick up book(s)/materials from Voertman's. After this deadline, students are responsible for obtaining (buying) the necessary book(s)/materials. (**NOTE**: Voertman's will provide Ms. Hoffman with the names of students who have not picked up books by the end of business on the second Friday. Please ensure that your name is NOT on this list.)

TAMS does NOT provide manuals, software programs, and/or other sources that are available via UNT's computer labs and/or libraries. For example, students can access graphic design programs in

multiple computer labs on campus, so TAMS will not purchase licenses for individual students. Likewise, TAMS does not provide materials that are considered "consumable"—that is, any source or supply that is "used up" in the production of homework and/or projects (e.g., art supplies, lab manuals used for homework pages).

At the end of Fall and Spring semesters, students **MUST** return the books in re-sale condition to the book store before leaving campus. A student who does NOT return a book(s) to the book store or returns a book(s) no longer in good condition will be charged the price of a new copy of the book(s) and must pay the balance in order to (a) receive books and course materials for the following semester and/or (b) obtain an official UNT transcript. The student is responsible for informing Ms. Hoffman, the TAMS Student and Program Coordinator, when the balance is paid.

SPECIAL NOTES and CONSIDERATIONS

1. Inevitably, a faculty member will change her/his/their mind at the eleventh hour about which books to use and/or an academic department assigns a new faculty member to teach a course just days before the start of a semester. If you discover that TAMS and/or Voertman's has not provided everything you need for the course or the incorrect materials, DO NOT PANIC and notify Ms. Hoffman immediately so that she can communicate with the professor and then order what is required. Do NOT fret if the professor assigns something before you receive the required material; Dr. Gruver will intervene if necessary. Students who wait until after the second week of a semester to inform Ms. Hoffman that they need a different book or manual will NOT be accommodated and will be required to buy the materials themselves.

2. Historically, students' Cengage access code is effective for 24 months and allows a student to access book(s)/materials for a variety of UNT courses, from math to languages to business to science. The Cengage code allows access to at least five math courses, depending on a student's initial math placement and enrollment: MATH 1650, 1710, 1720, 2730, and 3680. **TAMS will NOT provide a new code for second-year students who did not preserve their access code during their first year.**

3. Students can purchase a one-year subscription to Adobe's Creative Cloud at a tremendously discounted rate. Given the number of Adobe documents I receive—especially those requiring digital signatures—I encourage students to consider buying a subscription by visiting the URL https://unt.onthehub.com/WebStore/Welcome.aspx

PSAT, SAT, and ACT

College Board now administers the PSAT/NMSQT digitally, and first-semester TAMS students who want to participate in the National Merit Scholarship Competition must take the PSAT on a Saturday in October as described below. A student who does not take the PSAT during their first semester in TAMS is ineligible for recognition and/or scholarships awarded by the NMSC.

During the TAMS Seminar on the Monday immediately preceding PSAT Saturday in October, TAMS will provide instructions and a preview of the test-day schedule. (Students who have a class/lab that conflicts with Seminar MUST arrange a meeting with the TAMS Student and Program Coordinator before noon on the Thursday preceding PSAT Saturday to receive information and instructions. Do

NOT skip class to attend Seminar!) The following tips will allow students to have a successful and efficient Seminar and PSAT.

1. Be respectful to anyone speaking during Seminar by NOT engaging in private conversations while someone is speaking. In previous years, the TAMS Academics staff has assigned Academic points to students who engage in disrespectful behavior.
2. Students who have questions need to raise a hand and speak clearly and loudly so that everyone can hear the question.
3. Students must pay for the cost of the PSAT; TAMS does not generate a profit from the PSAT fee because TAMS must pay College Board for each student who takes the PSAT. TAMS will announce the test fee, the method of payment required, and the payment deadline as soon as possible each Fall semester. Students **MUST NOT** submit a payment until TAMS provides specific information.
4. Students will receive a digital code to use to log in to the PSAT testing site on PSAT Saturday, and TAMS will tell students how they will receive their code. Students who lose or do not have their log in code on PSAT Saturday will NOT be able to take the PSAT.
5. Students must have their UNT ID to enter the testing room on PSAT Saturday.
6. After entering the testing room but BEFORE starting the PSAT, TAMS staff is required to read certain information and instructions. Students who "work ahead" of the staff instructions **WILL BE DISMISSED** from the testing room and WILL NOT be allowed to take the PSAT at another time. This is College Board's policy and TAMS will enforce the policy without exception.
7. **NO electronic devices are allowed in the testing room**, including but not limited to (a) watches, (b) **calculators**, (c) cell phones, (d) tablets, (e) head phones and/or ear buds, (f) media- or music-playing devices, and/or (g) all other electronic devices. Students who bring any device into the testing room **WILL BE DISMISSED** from the testing room and WILL NOT be allowed to take the PSAT at another time. This is College Board's policy and TAMS will enforce the policy without exception. Please understand that turning a device "off" or setting a device to "silent" does not exempt students from the College Board policy.
8. Students ARE allowed to bring a writing instrument(s) and TAMS WILL provide scratch paper for students to use during the PSAT. Students MUST leave all paper in the testing room at the end of the PSAT.
9. **No food or drink is allowed in the testing room**.
10. Students requiring special accommodations must register with College Board and notify the TAMS Academic office by August 1.

Although students may decide to take the SAT and/or ACT prior to the college applications cycle, students CANNOT miss required TAMS events, including but not limited to Fall Orientation, the PSAT, final examinations during Fall and Spring semesters. Students who live beyond the DFW Metroplex are not allowed to miss classes on Friday in order to travel home to take an SAT or ACT at or near their previous high school, so they should register at Denton-area high schools that offer the tests. Students planning to conduct Summer research who are also planning to take a test during the Summer need to be mindful of TAMS Summer Research rules and policies.

More often than not, parents of TAMS students place an inordinate and unjustifiable significance on SAT and/or ACT scores, which then causes students to focus too much attention on a single quantitative measure rather than focusing on their overall application that includes: the chosen courses and grades on transcripts; co-curricular and extracurricular activities, and community-oriented work;

resume or expanded resume (UT Austin); written responses (the main essay and any required supplemental written responses); letters of recommendation; and, standardized test score(s). Admissions committees analyze as many as 15-20 variables when reviewing a college application, so one or even two of the aforementioned variables—unless, of course, something is terribly amiss in one of the submitted requirements—will NOT determine a student's fate. Students (and parents) should not and cannot focus too much attention on one or two elements at the expense of the other criteria. The TAMS College Advisor communicates this understanding in education sessions, individual meetings, and on the College Advising Canvas page.

Thus, students who are pleased with their SAT and/or ACT score should do nothing; a student who scored 1300+ on the SAT and/or a 32+ on the ACT and has reasonably balanced sub-scores on each test should NOT spend time preparing to re-take the tests. Put another way, what happens when a student registers for a standardized test weeks or months in advance, becomes ill days before the test or has multiple assignments and exams due in the week leading up to the standardized test, and then scores worse on the standardized test? Money, time, stress…all for naught.

Although many institutions have publicly declared being "test-optional," studies in 2021-2022 showed some interesting, discouraging, but not unexpected trends. First, researchers found that more than 75% of applicants from affluent backgrounds but less than 30% of applicants from lower-middle class and working-class backgrounds submitted a standardized test score with their college applications to "test-optional" institutions. Second, admissions representatives from several institutions disclosed that their admissions committees would review applicants' standardized test scores even if their institution had announced a "test-optional" policy, but they did not explain what "review" means. Still, a test score will NOT assure or sink a student's chance of receiving an offer of admission.

Course Enrollment

The state of Texas and UNT require students to submit a current meningitis vaccination record to the UNT Student Health and Wellness Center before TAMS can enroll students; neither TAMS nor UNT can suspend or waive this policy. Academy students must enroll in and successfully complete—a grade of "D" or higher—at least 12 hours each semester because TAMS students must be enrolled as "full-time" students in order to receive scholarship monies from TAMS. 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.

Except for the TAMS Early Summer researchers, incoming students CANNOT enroll in Summer courses at UNT or any other school. (By the way, all TAMS-funded Summer researchers enroll in a one-hour course that is graded "Pass/No Pass" to prevent students from using the course to bolster their cumulative GPA.) The TAMS Academic Counselors enroll 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 Counselor(s) and enroll themselves in courses, but TAMS reserves the right to adjust a student's enrollment for a variety of reasons. Students have a limited time to set their course schedules for the following semester, and deadlines are strictly enforced. The outline below provides information regarding student registration.

NOTE: *TAMS-UNT do not allow students to enroll in a course that solely corresponds to an internship program. In other words, TAMS-UNT do not provide academic credit for internships*

students complete off-campus. Thus, students should refrain from applying for programs that require a school official to attest that the applicant will earn academic credit if selected to participate in the program.

First-Semester Students Changing Their Track/Pathway

A student who decides to adjust her/his/their curricular track/pathway must adhere to the processes and procedures outlined below, and ignoring or deviating from any or all of these instructions will have unpleasant consequences.

1. A student MUST meet with the Academic Counselor to discuss the student's thoughts, sentiments, and ideas about switching curricula. The Academic Counselor will not attempt to dissuade you from changing your trajectory, but please understand that they know more than students about reaching academic and professional objectives so they may tell you that changing track/pathway is ill-advised. This does NOT mean TAMS will not allow you to change, but you should re-consider your decision if you ultimately want to pursue a certain field AND want to receive your undergraduate degree early BUT ultimately tell the Academic Counselor that you want to shift from the track that best matches your desired major. Students who do NOT meet with the Academic Counselor before enrolling in courses for a different track/pathway will have their courses dropped until they have the required meeting, which will likely result in a fairly unpleasant class schedule for the Spring semester.

2. Students who change their track/pathway MUST complete all courses listed in the FOUR-semester curriculum of the new track/pathway. This may result in a student taking required courses to "catch up" and not being able to take elective courses (e.g., a student switching to computer science may need to take TWO CSCE courses during their last TAMS semester, while a student switching to General Science and Math may have three lab science courses during the third semester—BIOL, CHEM, and PHYS—which will make college applications season more stressful).

Second-semester and Second-year Students

Each semester, a student MUST update the following addresses before registering for classes:
1. Mailing (usually permanent home address)
2. Current/Local address of where you will live during the semester enrolled
3. Enrollment = the site of the "address at which I am residing while enrolled" (McConnell Hall)

Students cannot have a past-due balance of $1,000 or more in order to register for classes each semester. UNT sends students regular communications (email, text message, etc.) regarding their account, as well as steps students can take to become eligible to enroll. Log in to myUNT to view the "Tasks" tile which will indicate if a student has a "Past Due Balance" and how a student can complete their payment online. 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.

General TAMS Registration Guidelines = Fall and Spring Semesters

TAMS Academic Counselors will send detailed information and instructions to guide students as they register for classes for the next semester, but the following policies are permanent for Fall and Spring registration.

**Students must be enrolled in at least one course, lab, and/or recitation each day, Monday through Friday.

**Students cannot enroll in more than THREE courses that meet back-to-back-to-back on the same day(s) of the week. "Back-to-back-to-back" means that courses are scheduled within 10-30 minutes of each other. Additionally, students cannot enroll in a lab course on a day that already has THREE back-to-back courses.

**Depending on a department's course offerings, students are prohibited from enrolling in marathon courses—non-lab courses that meet once per week for two hours or longer—online courses, and/or courses offered during 8-week semesters. Students who encounter a TAMS-required course offered in any of the aforementioned formats MUST contact the Academic Counselor before enrolling.

**Students cannot enroll in a zero-credit course or in a course that is graded using "Pass/No Pass."

**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 MUST.) Students who discover that they cannot avoid taking a course during Seminar MUST contact their academic counselor before enrolling in courses.

**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).

**Students who must travel to and from Discovery Park should allow at least 40 minutes for transit.

TAMS **does NOT (a) waive prerequisites for courses or (b) honor "consent of department" or "consent of instructor," although TWO exceptions exist. First, students who performed well in MATH 1710 Calculus 1 may co-enroll in MATH 1720 Calculus 2 and MATH 2700 Linear Algebra. Second, students who have conducted research with a professor for at least one semester or a majority of a semester (e.g., neuroscience).

**TAMS students possess substantial freedom when choosing electives, but a student must have a cumulative GPA of 3.25 to be eligible to enroll in an elective course. Additionally, students cannot enroll in a course that requires prerequisite courses as outlined in UNT's university catalog http://catalog.unt.edu/. Thus…

1. A student can enroll in undergraduate courses numbered "1xxx-4xxx" if no prerequisite courses exist.

2. A student cannot enroll in graduate courses numbered "5xxx-7xxx."

3. TAMS will not permit a student to enroll in ana elective course based on "faculty approval."

4. TAMS CANNOT override academic department policies that require a student to be a "major" in the department in order to enroll in a course(s), typically "3xxx-4xxx" courses.

Students are NOT permitted to be on the "waitlist" for a course, and students will NOT be allowed to change their schedules after the published TAMS deadline 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 Programs

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 second Friday in August—between their first and second years in TAMS. Many Summer programs have application deadlines in December and January, which requires students to plan ahead to obtain a transcript, a counselor form, a letter of recommendation, and/or a verification of enrollment. Please review and follow the bulleted items and timeline below to avoid unpleasant and/or disappointing experiences when attempting to a Summer program.

**Counselor recommendation form

^^If the application deadline precedes the end of final exam week, a student MUST submit the form to the Academic Counselor at least 14 calendar days before the deadline.
^^If the deadline occurs after final exam week, please reach out to the College Advisor with the form and at least 14 calendar days before the deadline.
^^If the form needs to be completed by a school administrator, advising staff will coordinate with the Associate Dean of TAMS on a student's behalf.
^^No forms or counselor recommendations will done at the last minute.

**High school transcript

^^If required, a student must request a transcript directly from their pre-TAMS high school(s) AND a transcript from the UNT Registrar https://registrar.unt.edu/transcripts-and-records/order-transcript.html?mn=2a
^^TAMS cannot provide these documents because they do not originate from TAMS.

**Winter Break Holiday

^^UNT and TAMS offices close the Thursday preceding December 25th (or Friday if the 25th occurs on or just after a weekend).
^^Offices re-open the first business day following January 1st, which can be as late as the 4th if New Years Day occurs on Friday.
^^Many UNT and TAMS staff officials take additional days off to spend with their families.
^^Thus, a student who discovers a Summer program on December 30th and must submit the application and required materials on or before January 10th will likely miss the deadline.

Each 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 should inquire with program directors because a student does not want to be accepted by a

Summer program only to be denied access upon arrival when the program director(s) discover that the student is under 18 years of age and/or is not a traditional undergraduate student.

Summer UNT Enrollment and/or Research

With permission from the Academic Counselor AND the Associate Dean of TAMS, rising first-year students may enroll in Summer courses offered during the 5-week, 8-week, or 10-week terms. Students are prohibited from enrolling in (a) 3-week semesters, (b) two courses during the same 5-week semester, and/or (c) online courses. Additionally, 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—a C or D, not a B. Summer enrollment is NOT automatic, and a student must earn the opportunity by demonstrating academic progress via grades. Regardless of students' objectives, students who wish to enroll in Summer courses MUST (a) enroll ONLY in face-to-face courses offered at the UNT Denton campus, and (b) live in McConnell Hall while enrolled in Summer courses. In other words, students cannot live at home and take online courses and they cannot commute to in-person courses on campus. Most importantly, students' Summer grades ARE included in their cumulative GPA, and students must meet TAMS requirements in order to remain in the Academy. Finally, a student's family is responsible for ALL costs associated with taking Summer course(s), including but not limited to tuition and fees, books and supplies, housing, and a meal plan.

To enroll in Summer courses, then, students must adhere to the following policies.

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. 8W (eight-week Summer semester) and 5W2
   d. Two courses during the 10W semester

2. Students cannot enroll in:
   a. TAMS "core courses"—the specific courses listed in a student's track/pathway curriculum on the TAMS website are considered "core courses"—unless extraordinary circumstances exist and the Academic Counselor and Associate Dean approve. [NOTE: PSCI 2305 or 2306 are an exception to "2.a."]
   b. Courses offered during three-week semesters (e.g., Winter-mester and May-mester)
   c. Online courses even if the student chooses to live in McConnell Hall.
   d. Courses at another higher education institution.

3. TAMS grade and GPA policies remain in effect for Summer courses

4. Students/families are responsible for paying for tuition, fees, and course materials (books) for Summer courses.

Finally, discussed in more detail later in the Handbook, **students are prohibited from taking Summer courses AND conducting research**, which means students must decide what they wish to do during the Summer months as early as January of their first year in case they need to submit the application for the TAMS Summer Research scholarship on time.

Summer "Concurrent" Enrollment and/or Research

Rising 2nd-year students may take **non-TAMS-required courses** at other institutions during Summer, but please note the following policies. **First**, students should focus on courses required by other universities' admissions committees, such as economics, health, speech, and/or languages other than English. **Second**, students CANNOT transfer these non-UNT courses to UNT, and TAMS will not include these courses when calculating a student's cumulative GPA, either during the college application process or after graduation. **Third**, a student CANNOT enroll in Summer course(s) simultaneously at UNT and another institution. **Fourth**, a student enrolled at another institution CANNOT live in McConnell Hall. **Fifth**, a student who takes non-UNT courses is responsible for sending the official transcript(s) to any and all schools to which they apply for post-TAMS admission; in other words, TAMS will NOT include any non-UNT courses or materials in any correspondence with other institutions. (HINT: This may result in a student/family spending a significant amount of money to send the non-UNT transcripts to other institutions.)

Finally, like students taking Summer UNT courses, **students are prohibited from taking Summer courses at another institution AND conducting research at UNT**, so students must decide what they wish to do during the Summer months as early as January of their first year in case they need to submit the application for the TAMS Summer Research scholarship on time.

Appendices for Second Year Students

- College Advising
- TAMS Commencement
- Post-TAMS Graduation Summer Enrollment

College Advising

Every year, TAMS students tell us, "I have to get in a top-tier school." The sentence that typically follows is equally troublesome: "I want to feel accomplished." What is "a top-tier school" and what does it mean to be "accomplished"? Since TAMS students are adept at mathematics, I present the following questions: (1) Are big-name schools "real"? (2) Can accomplishments be "proven" (proof)? Fortunately—yes, fortunately—"absolute" answers to these questions do not exist, which means that students should investigate schools that do not appear on a media source's top 100 list of "good" schools.

Regardless of size and location, every college and university has several programs and/or degrees that are considered world-class by other universities and businesses. World-renown faculty lead those programs/degrees, which means a student can receive a more intimate learning experience at a small university than a student who attends an institution with tens of thousands of students who may not meet a research professor until (or if) the student begins graduate school.

Let's examine Austin College, an undergraduate-only, liberal arts college located in Sherman, Texas, just 50 minutes northeast of Denton. AC has an enrollment of less than 1,400 students, is a minority-majority institution (51% of students are non-white), and maintains a 12:1 student-faculty ratio. Students on average receive about $30,000 in financial aid, and students can choose from more than 50 majors, including biology, biochemistry, chemistry, engineering physics, environmental science, and physics. But, AC also offers majors in business, data analytics, public health, and a variety of traditional liberal arts fields. Students can also design their own degree plan in the "Health Sciences" major, and 90% of Austin College graduates who apply are admitted to health science graduate/professional programs. AC also has an early acceptance program with the Texas Tech School of Medicine, which exempts students from taking the MCAT. Finally, Austin College boasts a 97% acceptance rate for its graduates who apply to graduate school.

TAMS imagines most students have no knowledge about Austin College, and if not, how many other colleges and universities are you "missing" that might be ideal settings for you to complete a baccalaureate degree? A "good" school is a canard…a myth…a unicorn. Name recognition does not imply "good" depending on how a student defines that term. Another example will suffice to explain how "good" is an unreliable and undefinable term. A student interested in a career in business—management, marketing, business analytics, finance, economics—who ultimately plans to live and work in Texas should examine the hiring preferences of businesses in Texas. Business executives in Texas are more likely to hire a graduate from the Cox School of Business at Southern Methodist University (SMU) or the McCombs School of Business at the University of Texas than a graduate of a university from the northeastern U.S. Why? Regional bias is real; academic specialty differences exist among institutions often based on location (e.g., petroleum engineering in Texas); and, loyalty to members of certain organizations frequently occurs (i.e., Greek organizations, etc.).

Students, likewise, cannot allow external forces—specifically familial and/or social constructs that diverge from a student's values—to dictate which institution they attend and/or determine students' perception of "success" or "accomplished." No college or university will make a student "successful" if a student is passive. In other words, where a person goes to school matters much less than what the person does while at that school. This is the same advice students have heard from TAMS officials; simply attending and completing the TAMS curriculum with good grades will not enable the student to gain admission to any institution the student applies. Moreover, students should ask themselves if the

folks attempting to exert influence on students' decision-making are going to (a) go to class for the students, (b) do the required reading for class, and then (c) go to work for the student after graduation. Obviously, these are ridiculous questions, and students must select a school that offers an environment and opportunities that fit the student's needs and goals.

Since most students will attend some sort of graduate or professional school, which do not award full-ride or even substantial scholarships, students must determine how much money will be owed at the end of the educational journey. Depending on a student's family's income and the competitive nature of a school or a program, a student might have to "fund" anywhere from $20,000 per year (UT Austin or Texas A&M) up to $80,000 per year (Ivy League and peers). For example, a student admitted to the computer science program at UT will likely receive no scholarships from the institution because UT does not have to entice students to apply to that program. In other words, thousands of students apply to the CS program each year, so UT does not have to offer scholarships to attract good students. Likewise, Ivy League schools and their peers do not accept much if any credit via Advanced Placement exams and/or dual credit courses, which means a student will likely be responsible for a hefty bill for as many as three or four years. Corporate executives and economists have warned against this idea for years.

Colleges and universities also make decisions and often an institution's goals and needs diverge from those of applicants. Operating on the national and international level, the pool of applicants institutions evaluate is diverse, powerful, broad, and deep. TAMS students must consider that thousands—perhaps tens of thousands—of students seek admission to the same schools, so a student and family must maintain perspective. Unfortunately, the importance and impact of the college admissions process has been over-stressed and greatly magnified, and inequality of opportunity in the process remains. For example, a student from a lower socioeconomic family in Texas's Rio Grande Valley does not face the same pressure from family and friends to "get into a good school" as a student from an affluent family living in Frisco or Plano or Highland Park. Perhaps not surprisingly, universities have done nothing to dissuade students and parents from having a "consumer mind-set"—and the media has contributed its own poison—so that the entire process has become toxic and unnaturally stressful because everyone wants to get into a "good school"…whatever that means and to whom.

While the college application season is important, be sure to retain your independence from the process—that is, do not let the process take over life and do not wallow in self-pity that sometimes strikes in the middle of a challenge. Many paths to success exist. Failure in one effort does not dictate the future; seize the opportunity to learn about yourself and how the world works, and then "crack on" as the British say. Research the thousands of options and find a variety of institutions that offer environments and opportunities that align with your goals and priorities. A student is the principal player in this process and holds the most important pieces and controls decision-making. Maintain optimism and energy, because along with hard work and self-discipline, those traits will carry a student far beyond the process of applying to colleges.

Please keep in mind that TAMS is a university program—that is, an early entrance, residential university program for advanced high school-aged students. Parents and students should not view TAMS as merely an "advanced high school." Students must score well on the SAT or ACT just to be considered for a spot in the TAMS program—the TAMS average SAT score is approximately 1350, while the average ACT score is 31—so TAMS students usually do not need SAT preparation. And,

because TAMS students are UNT students, students should consider UNT as a destination institution and not simply a "springboard" to other institutions.

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 and in the College Advising Canvas course, provide all the information students need to successfully apply for admission and matriculate to the institution of their choice.

The TAMS College Advisor

The TAMS College Advisor supports students through the college admissions process. However, you are in charge of this process and thus responsible for keeping up with deadlines, understanding the various processes and requirements of universities, and producing a high-quality application. The College Advisor's support comes in guiding you on creating your list of schools, working with you on the written components of your application, and giving you advice on navigating the application process.

The College Advisor also maintains the College Advising Canvas Page which includes click sheets, instructional videos, and a FAQ to answer the vast majority of questions. If you cannot find the answer to your question on Canvas, likely the question needs to be answered by the specific college you are dealing with.

The College Advisor will do their best to make themselves available for meetings; however, they are usually unavailable for long appointments between October 1 and November 1. During this time, office hours are extremely limited and students using these hours must have "quickly answerable" questions. A student who waits until this time of the college application process to have serious conversations should seek advice and information from the Academic Counselor or TAMS's Associate Dean for Academics because we designed the Summer boot camp sessions to avoid this "sense of urgency."

Finally, do NOT check with the College Advisor about every item required in the application process; learn to have faith in yourself. Also, questions about specific university applications are best answered by that university. They are the experts on their system and what they want, and they have teams of people standing by the phones to answer your questions.

The TAMS College Advisor is the designated school counselor and will write the "School Counselor" letter. Students who obtain a "counselor letter" from someone other than the TAMS College Advisor

will have a follow up letter sent to their "apply to" institutions explaining that the letter they received is "unofficial and may not be an accurate reflection of the student's academic and extracurricular record."

The TAMS College Advisor will make available several forms that students MUST submit by June 1 of the student's first year in TAMS. The Student Profile, Peer Evaluation (optional), and Parent Evaluation must be filled out complete with a focus on detailed information and well thought out answers.

Please note the following regarding Counselor Letters:

1. Counselor letters are generally not a strictly required element for the application. Counselors can choose not to do one. Failure to complete required forms will mean you may not receive one for your applications.

2. The counselor letter for UTD and TAMU are optional. In other words, an applicant's file is complete when all other materials are submitted.

3. The counselor letter for UT Austin is optional, although some of the Honors programs may require a counselor letter.

4. Although a school counselor MAY be influential, the most meaningful letters of recommendation are from a student's research mentor and a professor with whom a student has built a good rapport.

TAMS Curriculum vs High Schools and University Requirements

Students who graduate from the Texas Academy of Mathematics and Science (TAMS) are exempt from miscellaneous classes that the State of Texas requires of students in traditional high schools, including economics, fine art, foreign language, and PE. Students do not need to take these classes at TAMS-UNT to earn a TAMS high school diploma, BUT students may need the courses for admission to a college or university. The University of Texas at Austin and Texas A&M University use a Uniform Admissions Policy that requires courses required by the state in order to make sure that students coming from home school or private school have similar requirements. This primarily affects foreign language credits.

Students who do not complete two years of the same foreign language (Spanish I and Spanish II) may not meet the minimum requirements for admission to UT and Texas A&M. Unfortunately, one year of Spanish and one year of French will not meet the requirements either. Most schools will accept American Sign Language as a foreign language, and some will accept Computer Science (programming languages) as a foreign language for admission purposes, but students will have to check with the particular school to see if they accept these options and what paperwork they may require in that case. Students who do not currently have two consecutive years of the same foreign language have some options for the next year.

1. Take the placement test at UNT for the language studied. (With the placement test, students can take it for free for placement only, or pay a fee to have credit put on the transcript for the courses "place out of.")

    a. If students do well enough on this test to be exempt from two or more semesters, then they have the equivalent of two years at high school. Keep the documentation for this result and send it to the TAMS College Advisor to include with a student's transcript.
    b. If a student places out of only one semester, then s/he/they can sign up for the second semester for a Fall elective or take it during the summer. The schools are reluctant to accept this as a Spring elective for senior year because it is too easy to change a class schedule and not actually complete the course after having been offered admission.
2. Students can take the course(s) via correspondence or online through programs like TTU High School Courses.
3. Students can take the course(s) during the summer at a community college. (This may negatively impact a student's ability to participate in the TAMS Summer Research Scholarship.)
4. Students can ask if the school will accept proof of fluency in another language with additional requirements if a student enrolls there.

Most schools will be satisfied with two years of the language, but some will recommend or require three years. Students will have to look at the specific requirements for each of the schools to which they are applying. Most will understand if a student's high school does not offer three years or a student was unable to fit three years into their class schedule, but a couple of the University of California schools (UC Santa Barbara is one) do not make any exceptions.

This is the type of question students should ask the college reps when they do a school visit or if students attend a virtual or in-person college fair. Check the school's website first and see what the written policy is, then ask for clarification or if exceptions can be made.

A few schools will still require a Fine Arts credit, but most will waive that and the PE credits. Again, check with the individual school for specifics.

Access to TAMS Application Materials

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.

Transcripts

TAMS does NOT create a transcript; TAMS students take UNT courses, so UNT generates a student's official transcript available for students to order online at https://registrar.unt.edu/transcripts-and-records/order-transcript.

At high school, one class of one year is one credit. When calculating GPA, TAMS counts each one unit at "high school" as a three-hour credit. By extension, one university course of three hours credit counts as one unit of a course. HIST 2610 and HIST 2620 make two units of US History. Summer classes at a university are still three hours of credit, so they still count the same as a course taken over a long semester.

Do not worry if course titles differ from those listed in the state requirements for graduation. As mentioned, if you meet the TAMS requirements for graduation, you get a TAMS Diploma accredited by the state. Do not waste time configuring a one-to-one correlation. The GPA the TAMS College Advisor reports to universities is the one admissions offices review. Any GPA that appears on individual transcripts is incomplete and not helpful for admissions officers. Students' reported GPA will be sent to them in September to include on college applications, and the reported GPA will be updated after grades post for the fall semester and sent again (usually at the end of January) to use as students finalize their applications.

Students' reported GPA is the higher number between:

1. The GPA they have earned at only UNT between enrolling and the end of the summer before their second year at TAMS, OR
2. A combination of their UNT grades and credits and the grades and credits students earned at their previous high school.

Since the reported GPA can be based on students' previous high school's transcript, it is students' responsibility to review and fix any errors on that prior high school transcript before September 1 of the second year at TAMS. Students should then send a new, corrected, transcript from their previous high school to the TAMS College Advisor before September 1. After September 1, the reported GPA will not be updated with the corrections until the January release of updated GPAs.

The TAMS College Advisor will use a student's transcripts—previous high school and UNT—to calculate a student's cumulative GPA (4.0 scale) necessary for college applications and send that GPA to students. The TAMS College Advisor will also combine a student's transcripts with the TAMS School Profile into a single document to 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, but only after grades for a student's last 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. The TAMS College Advisor will send an official verification of graduation letter to a student's next college/university based on the information a student included on the graduating student form.

UNT Courses as Transfer Credit

A student's next institution will determine which course(s) are accepted toward a student's degree requirements, and a university or academic department can "accept" course credits without "applying" a specific course as a substitute for their course requirements. For example, M&M University "accepts" MATH 1710 (Cal 1) from UNT and counts the course for M&M's Cal 1 requirement, BUT

M&M does not accept MATH 1720 (Cal 2) from UNT unless a student takes M&M's Calculus 3 course because UNT and M&M do not divide Cal 2 and Cal 3 in the same place. So, a student might have to take M&M's Cal 3 course for M&M to "accept" UNT's Cal 2 course AND THEN M&M will also count the Cal 3 course.

Likewise, a student majoring in a non-STEM field should be aware that M&M University may or may not "count" a UNT course. Most finance degrees require a "business calculus" course which is different from UNT's MATH 1710 Cal 1 and MATH 1720 Cal 2 courses, so the business school at M&M University can require a student to take its "Business Cal" course and perhaps an advanced statistics course. Moreover, non-STEM degrees usually require only two lab science courses—any lab science courses—so M&M University would label any UNT lab science courses in excess of two as "electives." Although electives count as "semester credit hours," these electives DO NOT satisfy degree requirements.

Many students apply to Honors programs at other institutions, but students need to be cognizant of the impact an Honors program may have on a student's progress toward a degree. For example, most Honors programs at larger universities require students to complete a minimum number of courses or credit hours designated as "Honors," or an Honors program may be a four-year program. Since a large majority of students who complete graduate and professional degrees DO NOT complete an Honors program as an undergraduate, a student should weigh the impact—time and money—of completing an Honors program. By the way, despite some TAMS students completing Honors Biology and Honors Chemistry, University Honors programs rarely apply courses from other schools toward their Honors requirements.

Most private universities in Texas and out-of-state do NOT award transfer credit for courses completed to satisfy high school requirements. Students should remember that TAMS is a high school program and that the TAMS curricula are specific regarding required courses, including a minimum of two (2) mathematics courses—three (3) if a student begins in MATH 1650 Precalculus—and at least five (5) but most likely six (6) lab science courses depending on a student's track/pathway. These courses, along with others, are required for a student to complete the TAMS program and receive their high school diploma, so they are ineligible for transfer credit at most private universities. Thus, the ONLY courses eligible for transfer credit are elective courses taken at UNT. For example, a student who takes Linear Algebra after taking Calculus 1 and 2 can ask a private university to award transfer credit for LinAlg; this same concept applies to Anatomy & Physiology and/or Organic Chemistry courses depending on a student's use of AP credit.

Two examples of private universities' transfer credit policies appear below. Washington University in St. Louis's transfer credit form states the following:

> "The academic policy of the College of Arts & Sciences permits the transfer of credit earned at other colleges and universities while in high school if the course meets all of the following standards:
>
> 1. The course is an actual college/university course for which college/university credit would normally be awarded;
> 2. The course was taken after the sophomore year in high school;
> 3. The course was taken at a fully accredited college/university;
> 4. The course was taught on a college/university campus;
> 5. The course was taught by a college/university faculty member;

6. The course was enrolled primarily by matriculated college/university students (i.e., high school graduates); AND,
7. The course was not listed on the high school transcript, did not count toward the high school diploma/graduation requirement, and was not part of a high school/college dual credit program."

Likewise, Cornell University's transfer credit form states: "In order to submit this form, the course(s) listed must not have been used to fulfill high school graduation requirements, must have been taken on a college campus, must have been taught by college faculty, and enrollment in the class(es) was not limited to high school students. If any of the criteria listed above are not met, please do not complete this form."

Finally, under no circumstance will TAMS officials sign a form attesting to a falsehood just so a student can receive transfer credit for a course(s) taken at UNT. This constitutes fraud, which is a serious criminal act.

UT Austin

First, UT announced in September 2022 that the high school rank needed for automatic admission to for "first time in college" (FTIC) applicants remains at the top 6% for Summer/Fall 2024 and Spring 2025 applicants.

Second, the first point needs clarification to correct myths and misunderstandings believed by many students and parents—that is, automatic admission to UT does NOT guarantee a student admission to their declared major(s) or program. In fact, UT often does not admit students in the top 1-2% of their graduating class because (a) those students lack "something" that UT wants or needs or (b) those students apply to programs that can accept 1-2% of the total number of applicants. No student in a Texas high school—public or private—is guaranteed admission into their first-choice major program at UT Austin or any other institution except UNT. UT Austin proclaims that the top 6% of students in their high school class are automatically admitted to UT Austin in general, but automatic admission does NOT guarantee that the student is admitted to their first-choice major. In our three decades-plus existence, TAMS students are admitted to UT Austin and their first-choice major at a higher rate than students from any other high school in Texas, sometimes as high as 88% depending on the major but typically ~40% overall. Thus, please understand that the popular phrase "automatic admission" does NOT mean a student is automatically admitted to the first-choice major at UT or anywhere else.

Third, every admissions office at every college and university must address the needs of various campus constituencies, from the 17 teams housed in the athletic department to the 200+ academic departments to the university itself. For example, if the women's volleyball team graduates eight (8) seniors this year—instead of the normal three or four in previous years—then UT's admissions office must remember to admit eight (8) volleyball players recruited by the volleyball team's coaching staff. Then, if an academic department lacks adequate faculty to teach more courses for its majors, then that department tells UT admissions not to admit ANY (0) new students this year, instead of the usual 30-50. UT then decides it wants to increase diversity among its engineering students, so now UT admissions folks work with engineering departments to admit more female, Black, and/or Latinx students, which means fewer white males and other populations of students receive admission offers. Examples are endless, so students must remember that not being admitted to UT or other institutions sometimes has little to do with your qualifications.

Fourth, during the 2020-2021 college application cycle, more than 130 second-year TAMS students applied for admission to UT, with 70% of them receiving admission offers. During the 2021-2022 application cycle, some 120 second-year TAMS students applied to UT but less than 50% earned admission. Although some students and parents were unhappy with their result, 70% of 130 and 50% of 120 turns the "top 6%" perception inside out and upside down.

Fifth, students interested in applying to UT's Canfield Business Honors Program (CBHP) or any special honors program at a college must be aware of some important facts. A UT official familiar with CBHP provided the following insight.

A. A program showing interest in you during the application/admission process does NOT suggest or imply that you are on the cusp of being admitted, either into the university generally or into the program/major specifically. In other words, advancing through the Canfield application process does not mean you are likely to earn admission to UT. This is true at most universities and special programs, not just UT Austin.
B. Canfield receives many applications from TAMS students, but students rarely tailor their essay and supplemental responses to the business program and to Canfield specifically. CBHP is a business honors program, and the faculty and staff must be able to detect a special interest in business and the opportunities they offer. Again, this is true of any university, major, or honors programs, so please remember that generic and/or vague, non-specific responses will NOT result in your desired goal.
C. CBHP looks for students with a high EQ as well as IQ. Do your essay and short answer responses and/or your extended resume demonstrate that you know how to work as a team? Have you demonstrated leadership? Can officials determine if you have the maturity and drive to add value to their program? Again, this is true across the board in the college application/admissions process.
D. Programs like Canfield receive loads of applications but accept few students, so students who do not put serious work into their application components should not be surprised if UT CBHP indicates "thanks but no thanks."

Additionally, students interested in software who have a good deal of experience with programming can apply to the honors programs in Computer Science and Business (CSB), which focuses on business and technology. Students who have little experience programming and/but are interested in hardware and software should focus on the Electrical and Computer Engineering and Business (ECB) program.

Finally, the UT official acknowledged that many students who intend to pursue a medical education feign an interest in business by writing essays or supplemental responses in which they describe a need to understand business before starting their private medical practice. This is NOT the focus of Canfield and UT's School of Business, and these students should pursue a business minor as a complement to their science-focused major. Having said that and/or on the other hand, a student who wants to pursue business studies and medical school but with the intent to research and write and advocate for policy changes based on the "economics of medical care" or "medical care and cost reform" might be a good applicant for CPHB.

University of California

The UC system has very specific requirements for admission, and while these are specifically for California students, UC schools expect all applicants to meet the requirements or provide explanation of why they did not meet the minimums. These are laid out in the A-G course subject requirements.

A. History = 2 years required, including one of world history and one of U.S. history. TAMS students complete U.S. history, but students who did not take a world history class in their previous high school may want to note that (1) they normally would have taken the course during the last two years of high school and that (2) TAMS curricula do not have room for that course.
B. English = 4 years required including composition and literature. TAMS students meet all of these requirements.
C. Mathematics = 3 years required INCLUDING one in 2-dimensional and 3-dimensional Geometry. Your classes at TAMS may be far beyond the algebra requirements, but they are very specific about Geometry. Students who did not take a Geometry class before coming to TAMS should provide an explanation.
D. Laboratory Science = 2 years required. TAMS students exceed these requirements.
E. Language Other Than English = 2 years or equivalent. This is tricky; UC schools require two years at the high school level, but say that one semester at university level is equivalent. Students who have taken the placement exam at UNT and placed into the second semester or beyond in a language should explain this in the additional information session.
F. Visual and Performing Arts = 1 year required in music, dance, theater, visual arts, or interdisciplinary arts. Two semesters in high school count, but again, students who do not have these courses must explain.
G. Additional College Preparatory Elective = 1 year required. Any courses above the requirements listed (i.e., Calculus II, additional lab science classes, etc.).

GPA Requirement = When calculating your UC GPA, specific limitations exist for what can be considered "honors."

1. NO 9th-grade courses may be considered as Honors
2. Only AP or IB or transferrable college courses may be counted for the other years. This means that courses at UNT count as "honors" in calculating the GPA, but should be noted as "college credit" or "dual enrollment" in the course listing.
3. Non-California residents are required to have a minimum 3.4 GPA to be considered for admission. You may add a MAXIMUM of 8 points for "honors" in the weighted GPA, and TAMS students should be able to add all 8 points.
4. The GPA is not calculated based on hours, but on courses, so each year at your high school will count as one course and each semester at TAMS/UNT will count as one course. The specific details of calculating the GPA are in the instructions for the application.

Other Factors: Special talents or academic accomplishments and completion of special projects ARE considered, so research, significant community service, or other experiences that "demonstrate the student's promise for contributing to the intellectual vitality of a campus" should be included in the application.

TAMS Students Remaining at UNT to Complete Baccalaureate Degree

A TAMS student who completes the program is considered a high school graduate and receives a TAMS diploma that is certified by the Texas Education Agency. During a student's fourth and final

semester in TAMS, students contemplating staying at UNT should meet with an advisor in the college of their prospective major. (Ask your Academic Counselor if you are unsure which college supervises your major.) This meeting is designed to ensure that the student enrolls in the appropriate courses in the subsequent Summer and/or Fall semesters, but the student's TAMS code in UNT's student information system will not change until the student completes the program. After TAMS Commencement, a student must meet with a college advisor to request a formal change of major; once processed, the student automatically becomes a traditional UNT student. A TAMS graduate does not have to re-apply for admission to UNT because they remained enrolled in UNT for 4+ consecutive semesters.

TAMS 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, students must meet with the Academic Counselor to confirm that all TAMS curriculum requirements will be met by the end of a student's fourth semester. During February or March of a student's fourth semester, students must order a UNT-green cap and gown and a tassel via the URL on the TAMS Commencement webpage. Students who do NOT have the required cap, gown, and tassel will NOT be allowed to participate in the ceremony. (**NOTE**: Students should remove the gown from the package a couple of weeks prior to Commencement to help the wrinkles relax. Hanging the gown in a steamy environment also helps eliminate wrinkles.)

Although TAMS will disseminate information about Commencement during TAMS Seminars and emails to students, **the TAMS Commencement webpage is the official mode of communication for students and families** regarding information and updates. Students and families should check the webpage periodically in case of changes in time, location, or ticket availability if seating is limited.

TAMS Diploma, Graduating with Academic Distinction, and UNT Transcript

TAMS Commencement typically occurs prior to the submission of official grades for the Spring semester, so TAMS does NOT present diplomas to students during the Commencement ceremony. In order to recognize students' academic achievement based on their cumulative GPA while at TAMS-UNT, TAMS designates three levels of "Academic Distinction" and a student's status is printed on the diploma. The levels of Academic Distinction are listed below.

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

After verifying students' final grades—including waiting on grade changes due to incorrect grades and/or incomplete courses—cumulative GPA, and graduation status, TAMS will order diplomas and diploma covers in mid-to-late July, and the printing company will ship diplomas directly to students. Students are responsible for ensuring that their mailing address is updated in their myUNT account, and TAMS will notify graduates when diplomas/covers are due to be shipped. Graduates will have approximately three weeks following the projected shipping date to inform TAMS of any errors or flaws on or with their diploma and/or cover, which the shipping company will cover as a part of

shipping liability. Graduates who notify TAMS after this period of time that their diploma and/or cover is incorrect or damaged must send TAMS a check for $25.00 payable to TAMS-UNT to cover the cost of a replacement diploma.

Finally, 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.

Post-TAMS Graduation Summer Enrollment at UNT

In recent years, more and more TAMS graduates have requested to enroll in Summer UNT courses following May commencement, and various UNT offices and colleges have provided conflicting information to TAMS and to individual students. Thus, TAMS has developed a policy with the following provisions.

First, TAMS graduates who wish to enroll in Summer UNT courses cannot enroll until after final Spring grades are posted and TAMS verifies a student's cumulative GPA. Only then will TAMS remove the enrollment hold.

Second, TAMS graduates *CANNOT live in McConnell Hall***.**

Third, TAMS strongly encourages a TAMS graduate to consult with an academic advisor at their next institution to ask questions about transfer courses; because each institution/program has unique policies relative to transfer courses, TAMS staff cannot answer questions about UNT courses "transferring" to other schools.

Finally, recent TAMS graduates discovered the term "core complete" which requires all state universities in Texas to recognize a student as "core complete" if another state university granted that designation to the student…even if a student's new state university has different and perhaps additional "core" requirements. UNT awards the "core complete" designation during the semester FOLLOWING a student's completion of the final "core requirements"; in other words, a student who graduates from TAMS in May and then completes outstanding "core" courses required by UNT during June and July will be declared "core complete" in September **IF** the student is enrolled at UNT on the 12th class day of the Fall semester. Another complicating variable for students attending Texas state universities is the impact of earning "core complete" status on a student's classification as a first-year college student and any financial awards connected to that status. In the final analysis, forget about the "core complete" issue if you plan to attend another Texas public institution after TAMS.

Appendices for All Students

- Communication Etiquette
- University Education
- Succeeding and Decorum
- University Grading Systems
- Future Leaders

Communication Etiquette in Higher Education

Titles and Interactions with Faculty & Administrators

Living and taking courses on the campus of a tier 1 research university presents a plethora of opportunities, and students should embrace everything that is "new" even though students might not recognize "the moment." Students may wonder, "How do I recognize an opportunity if I don't know something is an opportunity?" The answer is simple: "Everything and everyone presents an opportunity!" An "easy" opportunity students have is building relationships with peers, professors, and administrators, but students must know HOW to communicate in the world of academia and higher education. The information below is your guide to forming and refining your communication etiquette as you adjust to life at TAMS-UNT (and future institutions).

First, **always use a title when initiating contact with a person**. Most university academic administrators are ALSO faculty members, and universities rarely hire people to be academic deans or department chairs who do not know about academia and higher education. Although many student life and/or student affairs administrators do not hold a doctoral degree, some do, so always be sure to know an administrator's credentials before engaging the person in conversation. For example, the dean of a college typically is a tenured professor who holds a doctorate in a specific field; a student should address the person as "Dean _____" or "Dr. _____." Likewise, most faculty hold a doctoral or terminal degree in their field—PhD, EdD, DM, MFA, etc—so **students should ALWAYS address the person with the level of respect the faculty member deserves**: "Dr. _____" or "Professor _____" or "Mr./Ms./Miss _____." When unsure, conduct a search of UNT's directory and review the person's faculty or personnel profile to view the person's highest degree earned. If you cannot locate information or if you simply want to be safe, address the person as "Professor _____." For administrators, conduct the same type of search and then address an email using "Dear Director _____" or "Hello, Dean _____."

Second, when sending an email, always include a greeting and always close the message with some sort of expression of appreciation. Then, include a legitimate email "signature": (1) your first and last names (and the name you go by if different from your first name); (2) your UNT ID# if the message is to a UNT official; and, (3) your cell phone number (be sure your voice mail account is set up). Additionally, use a spell-check device BEFORE sending a message, and be certain to spell correctly the name(s) of the person(s) being contacted. Misspelling someone's name suggests sloppiness and laziness as well as a lack of respect for the person. Already this Summer, TAMS students have addressed emails to me using "Mr. Gruver," "Mr. Gruber," "Mr. Grover," "Dr. Groover," "Dr. Gruvner," "Dr. Goover," and "Dr. Grover." As groovy as I am and as much as I liked Sesame Street as a kid, I have an earned doctoral degree and my name is spelled in my email address which appears in every email I send students.

Third, in polite and professional society, do not address anyone in a position of authority by their first name until and unless s/he/they explicitly state you can call them by their first name. Even then, students should maintain a professional relationship by using "Ms." or "Mr." or "Dr." Please re-read and review this information as you prepare to enter the world of academia and ask questions of those people who can answer accurately.

Finally, adapting to the world of university and academia—not to mention becoming a mature adult—regularly requires students to ask questions in order to learn and learn to succeed. **Asking the same**

question(s) to multiple people in search of the answer you want, however, demonstrates a lack of trust, faith, and respect of every person you asked. This behavior may work (or may have worked) with your parents or high school teachers, but engaging in this level of disrespect will catch up with students and create serious problems with faculty and administrators. A student's Academic Counselor and/or professors are the best sources of information—not other students and certainly not TAMS alums who do not know how policies and procedures may have changed since they attended—so students **SHOULD NOT** "fish" for the information they want.

Faculty and Staff Do NOT Work 24/7/365

The COVID pandemic introduced new interpretations of "the workplace" and "flexible work arrangements," but TAMS students often act as if TAMS-UNT officials are always available. Lesson #1, then, is that *a student's lack of planning—or accidental discovery of something—does not constitute an emergency for TAMS and/or UNT officials*. Everyone wants to help students succeed, but a message of panic that includes begging someone to do something implies that imposing on faculty-staff time is somehow acceptable and "will guilt" a person into doing whatever the student needs. Oftentimes, the opposite is true—that is, the faculty-staff member does not do what the student requests AND does not inform the student that nothing was done.

Lesson #2 is that *neither TAMS staff and administrators nor UNT faculty, their teaching assistants, or staff work 24/7/365*. Traditional work hours remain Monday-Friday 8:00am to 5:00pm, and neither administrators nor faculty earn "comp time" or "overtime pay" for work done after hours or on the weekend. Thus, a student who sends an urgent email on Friday at 6:00pm should not expect a reply until the following Monday morning, although a student may be lucky if a staff member or faculty checks email during the weekend. Each year, students send emails during a weekend and expect an answer within minutes or hours, which is unreasonable and leads to the next issue.

Students, moreover, must learn and adapt to the world of university faculty because students have not encountered anything resembling this "world" prior to coming to TAMS-UNT. Faculty do NOT work anything similar to the aforementioned "traditional" work week, but they often work more than 40 hours per week. Preparing lectures and other classroom or online activities may take more than a few hours per day, and then faculty may teach classes up to 12 hours per week depending on their rank and teaching load—that is, a professor may teach 1-2 courses per Fall and Spring, while a lecturer may teach 4-5 courses per Fall and Spring. Grading may consume 4-6 hours per week depending on the type of exams and assignments, and then faculty engaging in research or scholarly activities will spend several hours each week researching, reading, writing, or other creative work. Faculty also have "service" obligations that include committee work of various types. During the Summer, most faculty do not teach classes and are often unavailable from May to August.

Finally, lesson #3 is that *TAMS students must apply their advanced knowledge and understanding of mathematics to their understanding of time, calendars, and schedules*. Below is an email exchange between a TAMS student—the first two emails—and a TAMS administrator in January 2023. Pay particular attention to the dates and times of the emails, especially when reading the third email.

> **Sent: Thursday, January 26, 2023 9:49 PM**
> Subject: Recommendation Letter from Academic Counselor
> Hello _____,

I hope this email finds you well! I have been applying to various research programs and the current one, _____, is a STEM based summer program where I need multiple recommendation letters including one from an Academic Counselor. I wanted to check with you who the best person for that may be. Please let me know!
Thank You
(Student name)

Sent: Sunday, January 29, 2023 6:09 PM
Subject: Re: Recommendation Letter from Academic Counselor
Hello _____, please let me know about this as the deadline is approaching in the next 2 days! I emailed you 4 days ago hoping I would get a response in time but I just wanted to check if this is still possible.
(Student did not include "thank you" or the student's name in closing)

Sent: Sunday, January 29, 2023 9:35 PM
Subject: Re: Recommendation Letter from Academic Counselor
(Student name),
You did **NOT** email me four days ago. You emailed me Thursday **NIGHT at 9:49pm**, which means (a) you actually emailed me Friday morning, and then (b) you obviously expected me to re-arrange everything I already needed to do Friday so that I gave you priority. Does this mean you expected me to do your stuff instead of helping other students who already had appointments on Friday? Do you think that's fair?

To make matters worse, you expected me to work on a weekend. How do I know? You included Saturday and today in your total number of days since you emailed me, a total number that I have now demonstrated is wrong. In reality, you gave me ONE day to reply to your email and obviously you expected me to get this done for you regardless of my plans on Friday or this weekend.

Finally, you had the temerity to use **exclamation punctuation marks** regarding the deadline AND your extremely flawed timeline of "four days," as if to communicate that YOUR failure to plan for this Summer program is somehow MY emergency. Trust me, it is NOT!!!! You obviously did **NOT** read the email from November 30, 2022, and the re-send from January 11, 2023, about Summer programs, so you will **NOT** be able to obtain a recommendation **from TAMS** for this program. A recommender needs at least **ONE week—five business days, not the weekend**—to craft a proper recommendation, so I hope you apply what you have learned from this situation.
(Administrator name)

University Education is NOT a Negotiation: Advocate Wisely

TAMS administrators and staff often comment that "TAMS students are brilliant and talented and creative, but unfortunately, they think being in TAMS entitles them to do whatever they want." Regrettably, dozens of students have risked their own credibility and future in TAMS arguing that they are more qualified than TAMS officials and UNT professors to evaluate their classmates' performance in class or suitability as a leader in a student organization, all the while lacking information known only by TAMS and UNT officials. The crux of my message is that supporting a friend and classmate

is commendable, but risking one's reputation without knowing all the facts and/or what is in a friend's heart and mind is dangerous.

Finally, even after learning TAMS's rationale for policy or procedure—and shown the error of their thinking—few students apologize for their attitude and behavior. In life, however, students must learn that "falling on one's sword"—that is, admitting to being wrong or admitting to handling something inappropriately—is a courageous and respected act. The following is an email from a TAMS student to Dr. Gruver, and I hope students read the email and learn from the student's behavior as well as the student's reflection and apology.

> "I've been contemplating what happened during our meeting. I was asking myself, "What could I have done differently, to lighten my punishment?" And I realized that was a bad question. I came into that meeting with the wrong mindset, thinking I would debate you and win. No. I was there to shut up and listen.
>
> Like every other kid that walks into your office, I believed that I was in the right…that I would somehow beat the odds and prove my case. But I knew, and more importantly, you knew exactly what transpired. And you humbled me. There was nothing I could do or say because you explained why I was wrong. Thank you for taking the time to do that.
>
> And after that realization, I simply sat there, awaiting my punishment. I realized that I should apologize because I was arrogant and deceptive, and I need to take responsibility.
>
> I would like one thing, Dr. Gruver: the opportunity to regain your trust. Of course, as you said in our meeting, my words mean nothing, but hopefully, my actions will. I hope that in the future, we can talk about my progress, not about my misdeeds."

Succeeding and Classroom Decorum at TAMS-UNT

TAMS is a public high school program, 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 at traditional high schools, and some professors assume students have prior knowledge of math, science, and writing concepts. **A student's Academic Counselor is the best source for help and advice, and students ignore their Academic Counselor at their peril.** Academic Counselors 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, class absences, and Academic points. Academic Counselors 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. Having said that, students must take to heart the following guidance, admonitions, and encouragements…and then review them from time to time.

1. Students MUST set aside their feelings of invincibility and mistrust of adults in order to believe and apply information taught and shared by their professors, TAMS academic counselors, and TAMS-UNT school administrators. Additionally, students MUST accept new definitions of the words "should" or "could," "may" or "might," and "recommended" to mean "must," "required," and/or "imperative." For example, an academic counselor who tells students they **SHOULD** read

every assignment before attending class AND take notes while they read is describing a tried-and-true method that will help students learn and retain information. Thus, a student who wants to be successful in class **WILL** follow this advice.

2. University faculty possess advanced degrees and are experts in their fields of study, but they also want students to learn. Search the UNT website before classes begin to review each professor's title and degrees earned, and then visit each professor's office during the first week of office hours to introduce yourself. **Visit a professor regularly to make conversation in order to get to know and learn more about the professor.**

3. 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 taught. No standard curriculum exists for any course taught in higher education, unlike in high school where teachers must follow state-mandated curricula. Thus, do **NOT** compare faculty members because no two faculty teach the same course in the same manner. Professors do **NOT** use the same lectures, quizzes, exams, grading rubric, grading scale.

4. **TAMS policy requires students to attend every class, lab, recitation, and review session regardless of a professor's attendance policy. TAMS officials will take class attendance and assign Academic points to students not in class.**

5. Read all assignments **BEFORE** each class/lecture—despite any "advice" shared by other students—and **take notes while reading**. **DURING** class, lab, and/or recitation, **listen attentively and take notes.** No one knows what a professor might say that revolutionizes a student's attitude or philosophy about a topic or idea. **AFTER** class, lab, recitation, **combine reading and lecture notes** into a single, organized document.

6. University faculty will NOT tolerate "high school"-like, immature behavior. A faculty member can dismiss a student from a class meeting and then require the student to visit with the faculty member before allowing the student to return to class. Students must change their expectations to fit a learning environment, not just now but any time. The following is a partial message from a professor describing TAMS students' behavior regarding faculty expectations and requirements:

   "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."

7. A student who disrupts the learning environment—a lecture, lab, or recitation—via distracting classmates or via ignoring what is happening at any moment is guilty of utter disrespect for the professor, other students, TAMS, UNT, and the taxpayers of Texas as well as TAMS alumni who fund scholarships. Upon notification of the behavior to a TAMS Academic Counselor and/or a TAMS administrator, a student will be subject to disciplinary action, including but not limited to receiving Academic points, prohibition from enrolling in elective courses, suspension or prohibition from participating in competitions, loss of TAMS's endorsement relative to external

scholarships (e.g., Regeneron, Goldwater, National Merit), and/or dismissal from the Academy. (**NOTE:** TAMS reserves the right to apply multiple consequences even for a student's first offense.)

8. Most courses meet 2-3 times per week—math courses often meet 3-4 days per week—while science labs and recitations 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, including maintaining an electronic calendar with reminders set for class times, assignment and exam dates, study breaks, eating times, sleeping, laundry, social activities, and exercise. Keeping a list of "to-do" items in a cell phone, laptop, or on a sheet of paper is insufficient!

9. Begin working on an assignment the day it's assigned, whether an essay or problems/equations in math, chemistry, or physics. Start studying for an exam at least one week prior to the exam date; do NOT attempt to "cram" for a quiz or test. Chances are high that (a) the brain will not have time to process the information and (b) a student will stay awake too late the night before a quiz/test, fall asleep in the early morning hours, and then sleep through an alarm meant to wake up the student for class.

10. **Study smart!** Use a timer when studying, and take a 10-minute break after 45 minutes of studying or reading. Take a walk outside or go to a public place; never take a break without leaving the room/area in which you are studying. The brain must "catch up" processing the information studied.

11. In many courses, grades are based only on exams and/or papers. Homework may be assigned, but professors do not necessarily collect and grade work. The concept of "assigning" is to encourage "practice," so students should focus on acquiring knowledge and skills, not on grades. 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.

12. During exams, students should **NOT** leave the classroom unless they have talked to the professor BEFORE the exam about a current medical condition. If a student must leave the classroom, do **NOT** take anything out of the room (e.g., backpack, purse, and/or electronic device). This behavior raises the specter of cheating, and a faculty member retains authority when handling the specter of academic dishonesty. Students must learn good time management to avoid temptations to take shortcuts; more is at stake than a grade on an exam and/or a course grade.

13. **Feed your brain!** Food and sleep deprivation prevent optimal learning.

14. **Ask for help!**
    A. Professors keep office hours.
    B. Your Academic Counselor(s) has an office where you live.
    C. The TAMS Academic Society can facilitate tutoring.
    D. UNT has a Math Lab, Writing Center, and various instructional centers for biology, chemistry, and physics.

Perhaps the most significant challenge for most TAMS students is the last item: ***Ask for help.*** For the first time in life, students are now in charge of taking ownership for learning, and they 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. **Additionally, a student in crisis—for any reason—must inform the Academic Counselor BEFORE taking an exam or submitting a major assignment rather than asking for a second chance AFTER doing something.** In this case, the axiom "Better to ask for forgiveness than permission" does NOT apply. A student who does not seek help or inform the Academic Counselor must accept the consequences of poor decision-making and learn to make better decisions in order to succeed. Unlike in high school, parents cannot "fix" or "repair" a student's mistake if a student does not communicate or, worse, takes a shortcut (i.e., academic dishonesty). Finally, a student's lack of success in a class is not attributable to the professor, so please follow all of the advice mentioned above.

An Email from A Professor to TAMS Students (October 13, 2022)
(emphases added)

> "You've had a few days to think about your performance on the first exam. There is an Exam 1 Reflection assignment on Canvas that will help you think about how you might adjust your approach to the course and/or test preparation if your current performance is not where you want it to be.
>
> The other thing you need to do right now if you want to improve your grade is convince yourself that you can. If your final exam score is higher than one or more of your unit exam scores, I will replace the unit exam(s) with a weighted average of the unit exam and the final exam. Suppose you scored a 30% on Exam 1 but you score an 80% on all the rest of the course; you would finish the semester with a grade somewhere around 75%. So, the math works out, but you also need to convince yourself that you are capable of succeeding. I have many former students who failed an exam in my class and went on to graduate and work at NASA or go to graduate school or get hired as very well-paid engineers. The key is that these students decided to turn things around. They started participating and asking questions in class, coming to office hours when they had questions, and joining study groups with classmates. For many of these students, I ended up writing them very strong letters of recommendation talking about their motivation, how they learn from mistakes, and their ability to persevere after encountering failure.
>
> Everyone right now has the ability to succeed in this class, but you need to make a deliberate decision to do so. I leave you with my favorite line from *Hamilton* spoken by character Hercules Mulligan: 'I need no introduction. When you knock me down, I get [redacted] back up again.'"

University Grading Systems, Grades, and GPA

TAMS students continue to "believe as fact" and therefore perpetuate two myths regarding "curving grades" and "rounding grades." Universities do not recognize either of these practices as standard operating procedure relative to grades, and **professors have no obligation to implement or offer either practice**. Thus, faculty members who implement one or both of these practices are not governed by a common or expected standard. Additionally, the terms in question are distinct from

each other, and faculty who implement one or both typically apply one at a specific time and the other at the end of the semester. For example, 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 to "round grades" at the end of the semester. 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 "mercy" or "sympathy" or "Pass/Fail" rates is borderline unethical and perpetuates the belief that a student will receive something unearned.

Additionally, TAMS students often want to meet with a professor to "discuss" their grade, but the word "discuss" is a not-so-subtle euphemism for begging the professor to "bump" their grade or manipulate how grades are calculated. In other words, students are asking for something they did not earn. Since everyone knows what the "M" means in "TAMS," please consider the following examples.

Example A = Student X hires Student P to build a fence, and Student P builds one 8-foot panel of a fence and then demands payment. Must Student X pay Student P for building the fence? Student X did not specify the length of the fence to be built, but anyone should understand that a fence is longer than eight feet, so Student P should NOT expect or ask for payment for building a fence.

Example B = The number "89.6" is less than "90," so a student who earned less than "90" did not EARN an "A" in the course if the grading scale in the course syllabus indicating that "90-100 = A." Do students really expect to receive 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 but requires a student to earn at least "70"?

Grades of Incomplete ("I")

On rare occasions, an illness or other extraordinary factor may threaten a student's chance to complete a course. In this instance, UNT permits a faculty member to assign a grade of "I"—Incomplete—to a student who has completed most of the work in a course, often with only the final paper or exam remaining, so that a student can demonstrate a genuine understanding of the subject matter. A TAMS student who encounters difficulty at semester's end MUST meet with the Academic Counselor to discuss if her/his/their situation warrants consideration of a grade of "I"; the Academic Counselor will consult with the Associate Dean of TAMS to determine if a request should be submitted to the professor.

A professor who grants an "I" grade can set a deadline for a student to submit the remaining assignment and/or to take the final exam, or the professor can follow UNT policy that allows a student one calendar year to complete remaining course work. When a student completes the required course work, the professor will submit a grade change form to assign the student an actual grade in the course. If a student does not complete the remaining course work, the "I" grade automatically converts to an "F" and the student cannot submit a grade appeal.

A TAMS student, however, does not enjoy the luxury of a calendar year to replace a grade of "I" if the course in question is a prerequisite for a required TAMS course. For example, a student who receives an "Incomplete" in a math course MUST complete the course before the next semester begins in order to be able to enroll in the next math course. Similarly, this policy applies to chemistry, computer science, engineering, and physics, all of which jeopardize a student's eligibility to return to TAMS the next semester and, more importantly, to graduate on time.

On the other hand, a first-year student who receives an "Incomplete" in an elective course at the end of the Spring semester has until July 15th to complete the course in order to be eligible to return to TAMS for the second year (provided the student's GPA and conduct warrant an invitation to return). A second-year student who receives an "Incomplete" in an elective course during the Fall or Spring semester must complete the course before TAMS will declare the student a graduate or send a verification of graduation letter to the student's next institution. Additionally, a student will not be able to obtain an official transcript from UNT until their "Incomplete" is completed.

Grades of P/NP

Although UNT allows traditional undergraduate students to select the option to receive a "grade" of "Pass/No Pass" (P/NP) in nearly every course, **TAMS students are prohibited from taking typical 3-hour and 4-hour credit courses on a P/NP basis**. In fact, 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. In this case, TAMS regards a grade of "NP" equal to an "F," which means a student who receives a grade of "NP" may be dismissed from TAMS.

Dropping a Course or Withdrawing From TAMS

University students have the ability to drop a course prior to the deadline each semester, but this provision applies to TAMS students ONLY in the case of elective and/or research courses because TAMS student are prohibited from dropping a "core" course—that is, any course listed in the student's curricular track/pathway. In order to drop an elective or research course, a student must have permission from the student's (a) parent(s)/guardian(s), (b) the TAMS Academic Counselor, and (c) the Associate Dean of TAMS. A student who drops a course without receiving these permissions will incur stiff consequences, from a substantial number of Academic points up to being dismissed from the Academy. In the event that a student drops a TAMS core course, TAMS will remove the TAMS scholarship(s) from the student's myUNT account, which means the student and family will owe UNT the full cost of tuition, fees, housing, and meal plan for that semester. The student and family will also need to reimburse TAMS for the cost of books and other course materials related to the dropped course.

A course dropped prior to the official census date of a semester will NOT appear on a student's UNT transcript, while a course that is dropped after census date will appear on the transcript in perpetuity. A dropped course has 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 entire undergraduate career. After the sixth drop, the state of Texas and/or the institution can impose tuition "penalties" in order to motivate a student to graduate as quickly as possible.

Financial Impacts

1. As mentioned earlier in this document, a TAMS student must enroll in and successfully complete TWELVE (12) credit hours during a semester. (NOTE: "Successful completion" means receiving a grade of "D" or higher in each course, lab, etc, although grades of "D" likely place a student in jeopardy of remaining in TAMS.)

2. A student must earn and maintain the minimum GPAs for UNT **AND** TAMS.

3. Similarly to a student who drops a TAMS core course, when a student withdraws from TAMS for a non-urgent reason or is dismissed from TAMS due to egregious behavior—academic or otherwise—TAMS will withdraw the scholarship(s) from the student's UNT account. At that point, the student/family are responsible for paying the full balance of tuition, fees, housing, and meal plan, as well as any money due to TAMS specifically the books and course materials.

What happens if a student in good standing decides to leave TAMS?
The TAMS Academics team works with any student and their parent/guardian to ensure a smooth transition to the student's next (or previous) school (or other institution). Although the student is responsible for obtaining an official copy of his/her UNT transcript for their high school/other institution to evaluate, TAMS provides an explanation of the student's courses and how they count in the TAMS program. Ultimately, the student's next educational institution determines what a student will need to complete in order to graduate or finish their program.

Pre-Finals Days and Reading Day

So that students can adequately prepare for their final examinations, the University of North Texas (UNT) sets aside "Pre-Finals Days"—Wednesday and Thursday preceding final examinations—during which no new material may be disseminated, and extracurricular and organizational activities are suspended. Any deviation from these requirements must be approved in advance by the appropriate dean or director.

On "Reading Day," the Friday preceding final exams, no classes are held.

Students who have more than two final examinations scheduled on one day may request to reschedule one of the examinations on another day during the final examination period.

Final Exams, Final Grades, and Contacting Professors

Beginning the last Saturday of the Fall and Spring semesters and running through the following Thursday, students take final exams and/or submit final projects and/or papers, and students MUST NOT make plans for any other activities during final exam week, particularly on Saturday when a student may be tempted to register for an SAT or ACT test. Under no circumstances are students permitted to request a make-up final exam from a professor.

For some reason, TAMS students who do not earn the grade they want think that talking to their professors will somehow facilitate a grade change. **NO!!!!!!!!!** A student has sixteen (16) weeks—four months—to demonstrate what s/he/they learned in the course AND to ask professors questions about course content. 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) after not wanting to "discuss" their grades during the semester. Unfortunately, TAMS students are not dissimilar from traditional university students who worry about their grade in a course at the end of a semester. **The most hated questions a professor hears are derivatives of "Is there anything I can do to raise my grade in the class?" or "What can I do that would enable you to bump my grade?"**

What students in general do not understand is that a professor can adjust a grade based on several factors, including but not limited to a student's: (a) effort and improvement during the semester; (b) attendance record; (c) behavior in class, including asking and answering questions; (d) visits during a professor's office hours; and/or, (e) attitude demonstrating a sense of entitlement—that is, expecting something for nothing. In other words, **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.**

Thus, TAMS students are NOT permitted to communicate with professors about their final exam grade and/or their final course grade once final exam week begins. Please notice that this limitation has no "end date." **Students who have a question about their grades are REQUIRED to contact the Academic Counselor to "discuss" the student's concern,** and a student who ignores, disobeys, circumvents, or otherwise fails to adhere to this policy risks severe and perhaps catastrophic consequences, including immediate dismissal from the Academy.

The emails below are actual emails students sent to a UNT professor and the student's TAMS Academic Counselor, and they are excellent examples of what a student should NOT DO based on TAMS's policy and instructions. The student who wrote the first email DID NOT contact the 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. The emails need no explanation, but certain parts have been italicized, underlined, and/or highlighted to emphasize the problems within the emails.

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 final exam, it is not possible for me to finish with [enough] 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 quizzes, I have not been able to improve this average.* I really would like my past two exam 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 final exam. If you are able to weigh the earlier exams less than originally intended and weigh the later exams 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 entire course assignments.* 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 score 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

Finally, students should consider the following. First, 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 via "guilt." Second, a student who asks what else can be done to raise a grade lacks an understanding of the word "irony" because the student is asking for more work when the student did not spend enough time learning the material during the semester.

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

As mentioned in association with Summer enrollment, a student may request to re-take a course in order to replace the first grade. Re-taking a course, however, is **NOT** automatic or a **RIGHT**, so a student must earn the opportunity to be able to re-take a course. For example, a student who earns a "C" in MATH 1710 Calculus 1 during the first Fall semester and then earns a "C" in MATH 1720 Calculus 2 during the Spring semester did not demonstrate a renewed commitment to adjusting class attendance, study habits, or visiting the professor's office hours in order to earn a higher grade in MATH 1720. Thus, TAMS Academics is less apt to allow a student to re-take either course; in the rare case that TAMS permits a student to re-take one of the courses, the student is required to re-take MATH 1710.

In order to replace a grade in 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. Students need to understand the following facts and procedures.

**All courses completed at a higher education institution—technical college, community or junior college, college or university—appear on a student's transcript in perpetuity.

**Re-taking a course does NOT remove the original course from a student's transcript. See the first note.

**A student has TWO types of GPA.

1. "Native" = includes all courses completed at a specific institution.
2. "Cumulative" = includes the combination and calculation of all courses completed in higher education up to the completion of a baccalaureate degree.

**Upon re-taking a course, TAMS will submit a request to the UNT Registrar to re-calculate the student's GPA using the second grade.

**Consequences of NOT re-taking a course at the original institution

1. "ABCD 1234" at UNT is the same title of and/or is the equivalent of "PRST 1111" at a different school
2. A student who takes ABCD 1234 and then PRST 1111 now has two native GPAs with the "same" course, but the second school will not replace the grade from the first school
3. Thus, a student will experience an "averaging" of the two grades, which will have no effect on the "native GPA" at the first school and will have little effect on a student's cumulative GPA because both grades will be included in GPA calculation

Calculating GPA

At the end of each semester, the University will post students' course grades online, along with the student's semester and cumulative GPAs based on 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 points: A = 4; B = 3; C = 2; D = 1; F = 0.

Grade	Course	Credit hours	Grade points
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

Future Leaders are Innovators in Many Ways

Register to Vote

Regardless of students' attitudes about politics and/or perception of "government," individuals who are eligible to register to vote have a responsibility to be active citizens and vote in every election. Many people complain about "government," specifically griping about "corrupt politicians" and the like, but a well-known axiom exists: "Democracy is the worst form of government…except for all the others." No, the U.S. as a nation is not a direct democracy, but local and state governments are, including city councils, mayors, state legislators, governor, judges, state education officials, and nearly all major state offices (Railroad Commissioner, Agriculture Commissioner, Secretary of State, etc). Moreover, local and state laws impact people more directly and more frequently than any federal laws, so voting in local and state elections MATTERS despite anything students have read or heard people say.

Now, students may think that government and laws do not really impact them because they are too young. From health care to tax laws to the mechanism of the Federal Reserve Board setting interest rates, students MUST care about who is establishing laws and policies in the town in which they live, in Austin and in Washington, DC. To this end, many students are 18 years of age or will be 18 years of age on or before election day this November, and the deadline to register to vote is in mid-October. As an eligible voter living away from a student's permanent residence, a student can register to vote in Denton County. If a student needs transportation to a polling place—where to vote—on election day, TAMS can arrange it. The message from the Texas Secretary of State below provides instructions and information about becoming a registered voter, and let the TAMS Academics team know if you have any questions.

A student who is currently 17 years and 10 months of age can register to vote, while a student who is or will be 18 years of age on or before November 8, 2022, will be able to vote in the 2022 midterm elections if registered to vote. Simply go to http://www.sos.state.tx.us/elections/voter/reqvr.shtml to complete the "Informal Online Application." Then, print the form, sign it, and then bring it to my office to mail for you. (If you need help printing, let me know. We will take care of you.)

Academic Success, Mental Health, and Behavior Toward Others

(copied and pasted directly from https://tea.texas.gov/texas-schools/health-safety-discipline/coordinated-school-health/coordinated-school-health-bullying-and-cyberbullying)

Bullying

Texas Education Code (TEC) §37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;

2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school, or infringes on the rights of the victim at school.

Cyberbullying

Cyberbullying is bullying that involves the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Texas Laws Related to Bullying and Cyberbullying

- Texas Education Code Chapter 37 Section 37.001 Student Code of Conduct
- Texas Education Code Chapter 37, Section 37.0832 (David's Law) Bullying prevention policies and procedures
- Texas Education Code Chapter 37, Section 37.217 Community education relating Internet safety
- Texas Education Code Chapter 37, Section 37.218 Programs on dangers of students sharing visual material depicting minor engaged in sexual conduct
- Texas Education Code Chapter 25, Section 25.0342 Transfer of students who are victims of or have engaged depicting minor engaged in sexual conduct

It is important for each student to report any bullying or threats to the campus principal as soon as possible so school officials may take appropriate action. If you have concerns about bullying, contact the campus principal to express your concerns.

Related Links (The following links provide information about bullying and cyberbullying)

- Connect Safely (outside source)
- Cyberbullying Research Center (outside source)
- CyberWise (outside source)
- David's Legacy Foundation (outside source)
- National School Climate Center's Community Champion (outside source)
- Pacer Center's Kids Against Bullying (outside source)
- Pacer Center's Teens Against Bullying (outside source)
- The Texas Attorney General's Office (outside source)
- U.S. Department of Health and Human Services, Health Resources and Services Administration web site (outside source)

Support Organizations and Hotlines (The following links provide support services to students)

- American Foundation for Suicide Prevention (outside source) (888) 333-2377
- Mental Health America (outside source) (800) 969-6642
- National Domestic Violence (outside source) Hotline (800) 799-7233, (800) 787-3224 (TTY)
- National Runaway Safeline (outside source) (800) 786-2929
- National Center for Victims of Crime (outside source) (202) 467-8700

- Trevor Helpline for Gay, Lesbian and Bisexual Youth (outside source) (866) 488-7386
- U.S. Department of Health and Human Services Child Welfare Information Gateway (outside source)

Texas Curriculum Standards and Student Support Division
(512) 463-9581
healthandsafety@tea.texas.gov