

REQUIRED MATERIALS:

iClicker Cloud Subscription Quizzes and/or Polls will be taken using the *iClicker Reef* (formerly Reef Polling) app. It costs approximately **\$15 for the semester**. Instructions on how to set this up are on Blackboard Learn. Your account should be registered by **Friday, January 12**.

Attendance Policy

(COLFA example)

This course uses instructor-initiated drops for students who exceed the absence limit. Therefore, up to the last day for students to withdraw from an individual course, *Tuesday March 20th*, you will be dropped for exceeding five (5) absences and/or one (1) exam. Attendance in the course will be taken and recorded by the **iClicker Reef (a/k/a iClicker Cloud) system**. *It is the student's responsibility to document their attendance* in this course by participating in the class using iClicker technology. There will be multiple opportunities to participate in each class day, and to be counted as present, you must participate in at least %% of these activities.

Students will receive at least one courtesy warning when approaching the absence/missed assignment limit. Notification will be sent via ASAP to the student's preferred email address. A subsequent absence or missed assignment will result in being dropped from the course. Notification of being dropped will also be sent via ASAP to the student's preferred email address. *This drop does not affect enrollment in other courses*

After consultation with the instructor, you may appeal the drop to the Associate Dean, College of Liberal and Fine Arts, MH 4.01.23 using the Course Reinstatement Petition available at the College office, Department offices, and on the Registrar's website utsa.edu/registrar/forms.html. You must appeal the drop **within 3 business days** from the date the notification was sent. *An appeal will be upheld and the student reinstated into the course only when the student provides compelling evidence that the instructor's attendance or missed assignment record is in error.* Once an appeal is filed the student will be allowed to attend the course and maintain Blackboard Learn access until the appeal is adjudicated. The Associate Dean must inform the student of his or her decision within three business days of receiving the appeal. Students will be sent email notice to their preferred email address informing them of the decision.