UNIVERSITY OF KENTUCKY

New Course Report

12/22/2015 12:00:51 PM

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1. General Information

1a. Submitted by the College of: ENGINEERING

Date Submitted: 10/5/2015

1b. Department/Division: Biosystems &Agr Engineering

1c. Contact Person

Name: Czarena Crofcheck

Email: crofcheck@uky.edu

Phone: 859 218-4349

Responsible Faculty ID (if different from Contact)

Name: Carmen Agouridis

Email: carmen.agouridis@uky.edu

Phone: 859 218-4344

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course

2a. Will this course also be offered through Distance Learning?: No

2b. Prefix and Number: BAE 535

2c. Full Title: ENVIRONMENTAL CONTROL SYSTEM DESIGN AND RECLAMATION

2d. Transcript Title: ENV CNTRL SYS DES &RECLAM

2e. Cross-listing: MNG 564

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Introduction to the principles of sustainable mine planning with a focus on environmental control system design, reclamation and restoration design, and environmental monitoring systems. Topics will include culvert and diversion design, hydrologic inputs, catchment delineation and routing, sedimentologic inputs, erosion control and best management practice selection, sediment pond design, design of silt fences, grass filters, and sediment ditches, weep berm and vegetated filter strip design, reforestation, grassland/wildlife establishment, stream restoration, wetlands/vernal ponds, environmental monitoring system design, and community integration.

2k. Prerequisites, if any: MNG 291, MNG 463, and engineering standing or consent of instructor.

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Fall,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 40

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: No

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: This class will be requirement for the mining engineering program. It could also be a technical elective for the civil engineering program.

8. Check the category most applicable to this course: Traditional – Offered in Corresponding Departments at Universities Elsewhere,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: Yes

If YES, list affected programs: Mining Engineering

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: Yes

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name:

Instructor Email:

Internet/Web-based: No

Interactive Video: No

Hybrid: No

1.How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

2.How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.

3.How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

4.Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?

If yes, which percentage, and which program(s)?

5.How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

6.How do course requirements ensure that students make appropriate use of learning resources?

7.Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

8.How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?

9.Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? NO

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

10.Does the syllabus contain all the required components? NO

11.I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

SIGNATURE|SNOKES|Sue E Nokes|BAE 535 NEW Dept Review|20140924

SIGNATURE|BJSTOK0|Barbara J Brandenburg|BAE 535 NEW College Review|20141001

SIGNATURE|SNOKES|Sue E Nokes|BAE 535 NEW Dept Review|20140930

SIGNATURE|BJSTOK0|Barbara J Brandenburg|BAE 535 NEW College Review|20150313

SIGNATURE|JMETT2|Joanie Ett-Mims|BAE 535 NEW Undergrad Council Review|20151012

SIGNATURE|ZNNIKO0|Roshan Nikou|BAE 535 NEW Graduate Council Review|20151210

SIGNATURE|JEL224|Janie S Ellis|BAE 535 NEW Senate Council Review|20151214

SIGNATURE|SNOKES|Sue E Nokes|BAE 535 NEW Approval Returned to Dept|20151218

New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save Generate R

Attachments:

Browse... Upload File

	ID	Attachment
Delete	3888	BAE_535-MNG_563 CrossListing Memo.pdf
Delete	5448	Need to change to MNG 564.msg
Delete	5989	BAE535_Syllabus_Fall 2015 Revised 20151006.docx

First 1 Last

(*denotes required fields)

1. General Information

a. * Submitted by the College of: ENGINEERING Submission Date: 10/5/2015

b. * Department/Division: Biosystems & Agr Engineering

c.

* Contact Person Name: Czarena Crofcheck Email: crofcheck@uky.edu Phone: 859 218-4349

* Responsible Faculty ID (if different from Contact) Carmen Agouridis Email: carmen.agouridis@uky.e Phone: 859 218-4344

d. * Requested Effective Date: ◉ Semester following approval OR ○ Specific Term/Year [1]

e.

Should this course be a UK Core Course? ○ Yes ◉ No

If YES, check the areas that apply:

☐ Inquiry - Arts & Creativity	☐ Composition & Communications - II
☐ Inquiry - Humanities	☐ Quantitative Foundations
☐ Inquiry - Nat/Math/Phys Sci	☐ Statistical Inferential Reasoning
☐ Inquiry - Social Sciences	☐ U.S. Citizenship, Community, Diversity
☐ Composition & Communications - I	☐ Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? ○ Yes [4] ◉ No

b. * Prefix and Number: BAE 535

c. * Full Title: ENVIRONMENTAL CONTROL SYSTEM DESIGN AND RECLAMATION

d. Transcript Title (if full title is more than 40 characters): ENV CNTRL SYS DES & RECLAM

e. To be Cross-Listed [2] with (Prefix and Number): MNG 564

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours[3] for each meeting pattern type.

3	Lecture		Laboratory[1]		Recitation		Discussion
	Indep. Study		Clinical		Colloquium		Practicum
	Research		Residency		Seminar		Studio
	Other	If Other, Please explain:					

g. * Identify a grading system:

◉ Letter (A, B, C, etc.)
○ Pass/Fail
○ Medicine Numeric Grade (Non-medical students will receive a letter grade)
○ Graduate School Grade Scale

h. * Number of credits: 3

i. * Is this course repeatable for additional credit? ○ Yes ◉ No

If YES: Maximum number of credit hours:

If YES: Will this course allow multiple registrations during the same semester? ○ Yes ○ No

j. * Course Description for Bulletin:

Introduction to the principles of sustainable mine planning with a focus on environmental control system design, reclamation and restoration design, and environmental monitoring systems. Topics will include culvert and diversion design, hydrologic inputs, catchment delineation and routing, sedimentologic inputs, erosion control and best management practice selection, sediment pond design, design of silt fences, grass filters, and sediment ditches, weep berm and vegetated filter strip design, reforestation, grassland/wildlife establishment, stream restoration, wetlands/vernal ponds, environmental monitoring system design, and community integration.

k. Prerequisites, if any:

MNG 291, MNG 463, and engineering standing or consent of instructor.

l. Supplementary teaching component, if any: ○ Community-Based Experience ○ Service Learning ○ Both

3. *** Will this course be taught off campus?** ○ Yes ◉ No

If YES, enter the off campus address:

4. **Frequency of Course Offering.**

a. * Course will be offered (check all that apply): ☑ Fall ☐ Spring ☐ Summer ☐ Winter

b. * Will the course be offered every year? ◉ Yes ○ No

If No, explain:

5. *** Are facilities and personnel necessary for the proposed new course available?** ◉ Yes ○ No

If No, explain:

6. *** What enrollment (per section per semester) may reasonably be expected?** 40

7. **Anticipated Student Demand.**

a. * Will this course serve students primarily within the degree program? ○ Yes ◉ No

b. * Will it be of interest to a significant number of students outside the degree pgm? ◉ Yes ○ No

If YES, explain:

This class will be requirement for the mining engineering program. It could also be a technical elective for the civil engineering program.

8. *** Check the category most applicable to this course:**

☑ Traditional -- Offered in Corresponding Departments at Universities Elsewhere
☐ Relatively New -- Now Being Widely Established
☐ Not Yet Found in Many (or Any) Other Universities

9. **Course Relationship to Program(s).**

a. * Is this course part of a proposed new program? ○ Yes ◉ No

If YES, name the proposed new program:

b. * Will this course be a new requirement [5] for ANY program? ◉ Yes ○ No

If YES [5], list affected programs::

Mining Engineering

10. **Information to be Placed on Syllabus.**

a. * Is the course 400G or 500? ◉ Yes ○ No
If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in **10.b**. You must include: (i) ident additional assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR

b. ☑ * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if appl **10.a** above) are attached.

[4] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
[5] The chair of the cross-listing department must sign off on the Signature Routing Log.

[1] In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. Laboratory meeting, generally, re two hours per week for a semester for one credit hour. (from SR 5.2.1)
[2] You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.
[3] In order to change a program, a program change form must also be submitted.

Rev 8/09

UNIVERSITY OF KENTUCKY

Mining Engineering Foundation
College of Engineering
230 Mining and Mineral Resources Bldg.
Lexington, KY 40506-0107
859 257-8026
fax 859 323-1962
www.uky.edu/dept/mining

Date: October 17, 2014

To: Dr. Kim Anderson
Associate Dean, College of Engineering

From: Dr. Rick Honaker
Chair, Department of Mining Engineering

RE: BAE 535/MNG 563

The faculty members in the Department of Mining Engineering met on August 21, 2014 to discuss the content of BAE 535: Environmental Control System Design and Reclamation. The faculty approved the content and the cross-listing of the course as MNG 563.

If you have any questions, please feel free to contact me at any time.

Ellis, Janie

From: Sottile, Joseph
Sent: Tuesday, September 29, 2015 8:59 AM
To: Crofcheck, Czarena L
Subject: IMPORTANT - MNG 563

Czar,

I just discovered that MNG 563 is a course number that is still in the books. Can you change MNG 563 to MNG 564 as the cross-listed course in Carmen's BAE 535 course application?

Thanks.

- Joe

BAE 535/MNG 564 ENVIRONMENTAL CONTROL SYSTEM DESIGN AND RECLAMATION
SPRING 2015
3 CREDIT HOURS
MINING AND MINERALS RESOURCES BUILDING ROOM 112
TUESDAY AND THURSDAY 3:30 – 4:45 PM (3 HRS OF LECTURE)

INSTRUCTORS

Richard Warner, Ph.D.
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Office Phone: (859) 218-4344
Mobile Phone: (859) 533-4373
Email: carmen.agouridis@uky.edu

Office Hours

There are no set office hours. However, feel free to contact us any time by email or between the hours of 9:00 AM and 5:00 PM (EST) Monday through Friday via phone. Since we are out of the office frequently conducting applied research and technology transfer activities, it recommended that you use email or cell phones first. We will make every effort to respond to your inquiries within 24 hours.

COURSE DESCRIPTION

Introduction to the principles of sustainable mine planning with a focus on environmental control system design, reclamation and restoration design, and environmental monitoring systems. Topics will include culvert and diversion design, hydrologic inputs, catchment delineation and routing, sedimentologic inputs, erosion control and best management practice selection, sediment pond design, design of silt fences, grass filters, and sediment ditches, weep berm and vegetated filter strip design, reforestation, grassland/wildlife establishment, stream restoration, wetlands/vernal ponds, environmental monitoring system design, and community integration. (3 credit hours)

PREREQUISITES

MNG 291, MNG 463, and engineering standing or consent of instructor.

STUDENT LEARNING OUTCOMES

Students completing this course should be able to:

1. Use SEDCAD and EarthWorks to design environmental control systems as part of a sustainable mine design.
2. Understand stream processes (hydrology/hydraulics) related to channel formation as well as the linkage between geology, water quality, and aquatic life.
3. Develop a reclamation/restoration plan for a mine with the goal of restoring habitat functions.
4. Design a monitoring program to evaluate the performance of sediment and erosion control structures and to access reclamation/restoration success.

REQUIRED MATERIALS

No text is required. Course notes are available on Blackboard

COURSE SCHEDULE

Below is the expected course schedule for the spring 2015 semester.

Date	Topic	Assignment[1]
Jan. 15	Introduction; Overview of SEDCAD and EarthWorks	
Jan. 20	Culvert and diversion design	
Jan. 22	Applications to haul and access roads	HW 1
Jan. 27	Hydrologic inputs and EarthWorks catchment delineation	
Jan. 29	Multiple catchments and routing	HW 2
Feb. 3	Hydrology and hydraulics of retention ponds	
Feb. 5	EarthWorks embankments, ponds and diversions	HW 3
Feb. 10	Networking and multiple structure applications	
Feb. 12	Applications to a large international hard rock mining operation (water management)	Project 1
Feb. 17	Sedimentologic inputs	
Feb. 19	Erosion control and best management practices	
Feb. 24	Sediment pond design	HW 4
Feb. 26	Silt fence, grass filter, and sediment ditch design	
Mar. 3	Contour weep berm and vegetated filter design	HW 5
Mar. 5	Applications to large Appalachian and Illinois Coal Basin mining operations	Project 2
Mar. 10	Midterm Review	
Mar. 12	Midterm	Midterm
Mar. 17	No Class - Spring Break	
Mar. 19	No Class - Spring Break	
Mar. 24	Reforestation (FRA)	
Mar. 26	Grassland/wildlife establishment	HW 6
Mar. 31	Stream restoration overview	
Apr. 2	Fluvial geomorphology	HW 7
Apr. 7	Geology, water quality, and aquatic life linkages	
Apr. 9	Wetlands/vernal ponds	HW 8
Apr. 14	Monitoring: Planning	
Apr. 16	Monitoring: Equipment	
Apr. 21	Monitoring: Analysis	HW 9
Apr. 23	Final Project Presentation – Mini Conference	
Apr. 28	Community integration	
Apr. 30	Final Review	
TBD	Final	

[1]Indicates date assigned. Homework assignments are due 1 week from the date assigned. Projects 1 and 2 are due 2 weeks from the date assigned.

COURSE ASSIGNMENTS

You can plan on spending 10-12 hours a week on this course, including attending class, reading the course notes, watching videos, and completing the assignments.

The course assignments are as follows:

Homework

Homework assignment will be given as noted in the course schedule. The purpose of the homework assignments is to provide you with the opportunity to further study the assigned materials and apply your new knowledge. Homework assignments are due **one week from the date of assignment**, unless otherwise noted by the Instructors. With the exception of excused absences (refer to page 5 of the syllabus), homework assignments are due at the beginning of class. **Homework assignments less than 24 hours late will be assessed a penalty of 25%. Homework assignments between 24 and 48 hours late will be assessed a penalty of 50%. Homework assignments more than 48 hours late will not be accepted.**

Projects

Two projects will be assigned as noted in the course schedule. Project 1 will focus on applying environmental controls for the purpose of managing water at a mine. Project 2 will focus on applying environmental controls for the purpose of managing sediment and erosion at a mine. Projects 1 and 2 are due **two weeks from the date of assignment**, unless other noted by the Instructors. With the exception of excused absences (refer to page 5 of the syllabus), Projects 1 and 2 are due at the beginning of class. **Projects assignments less than 24 hours late will be assessed a penalty of 25%. Projects assignments between 24 and 48 hours late will be assessed a penalty of 50%. Projects assignments more than 48 hours late will not be accepted.**

Final Project with Poster Presentation

The class will be divided into teams to develop a sustainable mine, reclamation/restoration, and monitoring plan. Each team will present their design to the Instructors as well as outside judges. The purposes of the final project and poster presentations are:

1. To enable you to build a strong team and develop project management skills.
2. To gain experience in using SEDCAD and EarthWorks to design environmental control systems, design reclamation/restoration plan, and to design a detailed monitoring plan including data analysis components.
3. To develop skills necessary for the development of professional quality reports and presentations.

See the **Final Project with Poster Presentation and Video** handout for additional information.

Midterm and Final Exams

The purpose of the exams is to provide students with an incentive to study the course materials. Thus, the exam will ask fairly direct questions related to the course material. As such, it should be fairly easy for those who have studied the materials and difficult for those who have not.

The midterm exam is scheduled for **March 12, 2015**. The final exam is scheduled for **May #, 2015 from #:## am to ##:## pm.**

Make-up exams will only be given only for excused absences (refer to page 5 of the syllabus) such as University approved activities. Contact the Instructors at least two-weeks ahead of the scheduled exam date to discuss a make-up exam.

Midterm grades will be posted in myUK by the deadline established in the Academic Calendar (http://www.uky.edu/Registrar/AcademicCalendar.htm).

GRADUATE STUDENTS

Graduate students are required to do extra work, above that required by undergraduate students in the course. The extra work will be an Individual Project.

Individual Video Project

The individual project will consist of making a 3-5 minute video for the final project. The video will be presented during the final project presentation. Video will be graded on technical and creative content. The College of Engineering offers assistance for students producing videos through the Elbert C. Ray eStudio. See http://www.engr.uky.edu/estudio/ for additional information.

GRADES

Undergraduate Students

For undergraduate students, your grade will be comprised of the following:

- 9 Homework Assignments (50 points each | 450 points total)
- Projects 1 and 2 (100 points each | 200 points total)
- Final Project Report and Poster Presentation (150 points total)
- 2 Exams (100 points each | 200 points total)

Total Possible Points for the Course: 1000 points

Letter grades will be assigned strictly by percentage:

A = 90.0-100%; B = 80.0-89.9%; C = 70.0-79.9%; D = 60.0-69.9%; E < 60.0%

Graduate Students

For graduate students, your grade will be comprised of the following:

- 9 Homework Assignments (50 points each | 450 points total)
- Projects 1 and 2 (100 points each | 200 points total)
- Final Project Report and Poster Presentation (150 points total)
- 2 Exams (100 points each | 200 points total)
- Individual Video Project (100 points total)

Total Possible Points for the Course: 1100 points

Letter grades will be assigned strictly by percentage:

A = 90.0-100%; B = 80.0-89.9%; C = 70.0-79.9%; E < 70.0%

Undergraduate and Graduate Students

Extra credit assignments are **not** given in the course. Grades of "I" (incomplete) are not given in the course, except in extraordinary cases. Contact the Instructors to discuss an "incomplete."

ATTENDANCE

We are under no obligation to instruct students who do not attend class. If you miss class for any other reason than the following, you are not entitled to make-up sessions or any other special treatment. The following are acceptable reasons for excused absences: serious illness, illness or death

of a family member, University related trips, major religious holidays, and other circumstances that we deem reasonable. It is our preference that you inform us of the absence in advance, if possible. The burden of proof is on you to provide sufficient documentation regarding the nature of an absence. For example, a note from the University Clinic is acceptable for an illness while a note from your roommate or parent is not.

EXCUSED ABSENCES

Students need to notify the professor of absences prior to class when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

Students missing any graded work due to excused absences are responsible for notifying the Instructor of their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work.

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

ACADEMIC HONESTY

The purpose of the Student Code of Conduct is to provide guidelines for the educational environment at the University of Kentucky. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the University are set forth in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion. You can find this Code of Conduct available at http://www.uky.edu/StudentAffairs/Code/index.html.

VERIFICATION OF ABSENCES

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

ACADEMIC INTEGRITY

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.
Part II of *Student Rights and Responsibilities* (available online http://www.uky.edu/StudentAffairs/Code/part2.html) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

WITHDRAWAL POLICY
It is your responsibility to drop a course or withdraw from the college. Failure to do so will result in receiving an "E." Check with the Registrar at http://www.uky.edu/Registrar/ to find out how to withdraw and the last day to drop/withdraw.

ACCOMMODATIONS DUE TO DISABILITY
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

CELL PHONES

Please place all cell phones in vibrate or off modes during class. We understand the need to be reachable; however, please do not disturb the rest of the class with your calls. Feel free to leave the classroom to take any calls that you deem necessary.

IN CASE OF EMERGENCY

If an emergency arises in this classroom, building or vicinity, your instructor will advise you of actions to follow to enhance your safety. If a situation requires emergency shelter (i.e., during a severe weather event), the nearest shelter location is <insert location here>. If building evacuation occurs (i.e., fire alarm), follow posted evacuation routes and assemble at <insert the evacuation location> so the instructor can help ensure their students have evacuated the building safely and they are not hindering emergency personnel access to the building. If you may require assistance during an emergency, notify the instructor at the beginning of the semester. In order to prepare for emergencies while on campus please continue to the below links for detailed emergency response guidelines: the UK Division of Crisis Management & Preparedness website (http://www.uky.edu/EM/emergency-response-guide.html) and the College of Agriculture, Food and Environment (http://www.ca.uky.edu/). To receive emergency messages, sign up for UK Alert (http://www.uky.edu/EM/UKAlert). Always turn cellular phones to silent mode when entering the classroom. If you observe or receive an emergency alert, immediately and calmly inform your instructor.