

## UNDERGRADUATE CURRICULUM CHANGE MEMO

**Date:** March 7, 2022

**From:** James Salvador, Department of Chemistry and Biochemistry

**Through:** Carlos Cabrera, Chair, Department of Chemistry and Biochemistry

**Through:** Robert Kirken, Dean, College of Science

**To:** Andrew Fleck, Chair, Undergraduate Curriculum Committee

**Proposal Title:** Correction to Upper-Division Credits-Biochemistry Degree, Deletion of CHEM 2261 and Addition of CHEM 2361 (Periodic Table)

---

**To increase** the number of upper division credits in the Biochemistry Degree to the required 37, the Department of Chemistry and Biochemistry must drop a lower division requirement (CHEM 2261) that is not a pre-requisite to other degree requirements and increase upper division credits. In addition, we propose to convert the Periodic Table lecture from a two to three-hour credit lecture, as it has been taught for several years.

# CURRICULUM PROPOSAL

## APPROVAL PAGE

Proposal Title: Correction-Biochemistry Degree, Deletion of CHEM 2261, Addition of CHEM 2361 (Periodic Table)

College: Science Department: Chemistry and Biochemistry

**DEPARTMENT CHAIR- Carlos Cabrera**

---

I have read the enclosed proposal and approve this proposal on behalf of the department.



Signature

Date

**COLLEGE CURRICULUM COMMITTEE CHAIR – Nancy Marcus**

---

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.



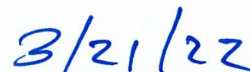
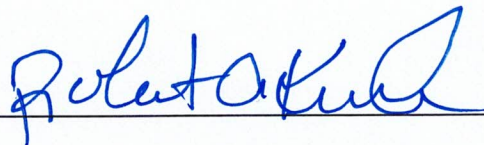
Signature

Date

**COLLEGE DEAN – Robert Kirken**

---

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.



Signature

Date





## COURSE ADD

All fields below are required

---

College : Science

Department : Chemistry and Biochemistry

Effective Term : Spring 2023

Rationale for adding the course:

The Periodic Table lecture has been taught as a three hour lecture for many years. Students should receive the appropriate credit for this course.

All fields below are required

---

Subject Prefix and # CHEM 2361

Title (29 characters or fewer): The Periodic Table

Dept. Administrative Code : 0603

CIP Code 400501

Departmental Approval Required  Yes  No

Course Level  UG  GR  DR  SP

Course will be taught:  Face-to-Face  Online  Hybrid

Course minimum grade: if N leave blank, if Y provide grade C

- How many times may course be repeated to satisfy minimum grade requirement? 3

How many times may the course be taken for credit? (Please indicate 1-9 times): 1

Should the course be exempt from the "Three Repeat Rule?"  Yes  No

Grading Mode:  Standard  Pass/Fail  Audit

Description and keywords (600 characters maximum):

The Periodic Table: A survey course that expounds the principles of periodicity in the descriptive chemistry of the elements. Among the areas covered will be the alkali earth metals, the carbon/silicon/germanium/tin and lead group, the chemistry of nitrogen, phosphorus, and the halogen. Where possible, pertinent technical applications of the elements, and materials derived from them, will be presented, e.g., medicinal, inorganic polymer, and semi-conductor applications.

Contact Hours (per week): 3 Lecture Hours 0 Lab Hours 0 Other

Types of Instruction (Schedule Type): Select all that apply

A Lecture  H Thesis

- |  |  |
|--|--|
| <input type="checkbox"/> B Laboratory        | <input type="checkbox"/> I Dissertation                        |
| <input type="checkbox"/> C Practicum         | <input type="checkbox"/> K Lecture/Lab Combined                |
| <input type="checkbox"/> D Seminar           | <input type="checkbox"/> O Discussion or Review (Study Skills) |
| <input type="checkbox"/> E Independent Study | <input type="checkbox"/> P Specialized Instruction             |
| <input type="checkbox"/> F Private Lesson    | <input type="checkbox"/> Q Student Teaching                    |

**Fields below if applicable**

---

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : none

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
CHEM 2321	C	N
CHEM 2221	C	N
CHEM 2324	C	N

Corequisite Course(s):
CHEM 2161

Equivalent Course(s):

<b>Restrictions:</b>
----------------------

<b>Classification</b>	<b>Sophomore</b>
<b>Major</b>	<b>Chemistry and Biochemistry</b>

# BS Biochemistry

## Degree Plan

Required Credits: 120

Code	Title	Hours
<b>Designated Core (All courses require a grade of C or better)</b>		
Required Courses: <sup>1</sup>		
<a href="#">MATH 1411</a>	Calculus I	
<a href="#">PHYS 2420</a>	Introductory Mechanics	
<a href="#">PHYS 2421</a>	Introductory Electromagnetism	
<b>University Core Curriculum</b>		
<a href="#">Complete the University Core Curriculum requirements.</a>		42
<b>Biochemistry Major</b>		
Required Courses:		
<a href="#">CHEM 3131</a>	Lab for Chemistry	1
<a href="#">CHEM 3330</a>	Biochem I:Struc & Function	3
<a href="#">CHEM 3332</a>	Biochem II: Metabol & Bioenerg	3
<a href="#">CHEM 4134</a>	Structural Biochemistry Lab	1
<a href="#">CHEM 4334</a>	Structural Biochemistry	3
<a href="#">CHEM 4335</a>	Biophysical Chemistry	3
<b>Required Chemistry Courses</b>		
<a href="#">CHEM 1305</a> & <a href="#">CHEM 1105</a>	General Chemistry and Laboratory for CHEM 1305	4
<a href="#">CHEM 1306</a> & <a href="#">CHEM 1106</a>	General Chemistry and Laboratory for CHEM 1306	4
<del><a href="#">CHEM 2261</a></del>	<del>The Periodic Table</del>	<del>2</del>
<a href="#">CHEM 2321</a> & <a href="#">CHEM 2221</a>	Organic Chemistry I and Organic Chemistry I Lab	5

Code	Title	Hours
<a href="#">CHEM 2322</a> & <a href="#">CHEM 2222</a>	Organic Chemistry II and Organic Chemistry II Lab	5
<a href="#">CHEM 3310</a> & <a href="#">CHEM 3110</a>	Analytical Chemistry and Lab for Chemistry 3310	4
<b>Other Required Courses</b>		
<a href="#">BIOL 1305</a> & <a href="#">BIOL 1107</a>	General Biology and Topics in Study of Life I	4
<a href="#">BIOL 1306</a> & <a href="#">BIOL 1108</a>	Organismal Biology and Organismal Biology Laboratory	4
<a href="#">BIOL 3314</a> & <a href="#">BIOL 3115</a>	Molecular Cell Biology and Molecular Cell Biol Laboratory	4
<a href="#">BIOL 3320</a>	Genetics	3
<a href="#">MATH 1312</a>	Calculus II	3
<a href="#">MICR 2340</a> & <a href="#">MICR 2141</a>	General Microbiology and Gen Microbiology Laboratory	4
<a href="#">MICR 3449</a>	Prokaryotic Molecular Genetics	4
<a href="#">STAT 2480</a>	Elementary Statistical Methods	4
<b>Prescribed Elective Courses</b>		
Select <del>Seven-nine</del> Hours:		<b>79</b>
<a href="#">BIOL 4388</a>	Mammalian Physiology	
<a href="#">CHEM 3151</a> & <a href="#">CHEM 3351</a>	Lab for Chemistry 3351 and Physical Chemistry I	
<a href="#">CHEM 3152</a> & <a href="#">CHEM 3352</a>	Lab for Chemistry 3352 and Physical Chemistry II	
<a href="#">CHEM 4176</a>	Introduction to Research	
<a href="#">CHEM 4211</a> & <a href="#">CHEM 4212</a>	Instrumental Meths Analyt Chem and Lab for Chemistry 4211	
<a href="#">CHEM 4328</a>	Advanced Topics Organic Chem	
<a href="#">CHEM 4362</a>	Structure of Matter	



<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">CHEM 4365</a>	Inorganic Chemistry	
<a href="#">CHEM 4376</a>	Introduction to Research	
<a href="#">MICR 3144</a> & <a href="#">MICR 3343</a>	Pathogenic Microbiology Lab and Pathogenic Microbiology	
<a href="#">MICR 3146</a> & <a href="#">MICR 3345</a>	Microbial Physiology Lab and Microbial Physiology	
<a href="#">MICR 4329</a>	Epidemiology	
<a href="#">MICR 4351</a>	General Virology	
<a href="#">MICR 4355</a>	Medical Mycology	
<a href="#">ZOOL 4181</a>	Vertebrate Physiology Methods	
<a href="#">ZOOL 4384</a>	Neurobiology	
<b>Total Hours</b>		<b>120</b>

1 Although the UTEP choice is larger, these choices satisfy the requirements of both the core and the major.

2 A total of thirty-seven hours of upper division coursework is required of all Bachelor of Science degrees.

C Course requires a grade of C or better.

# BS Chemistry

## Degree Plan

Required Credits: 120

Code	Title	Hours
<b>Designated Core (All courses require a grade of C or better) <sup>1</sup></b>		
Required Courses:		
<a href="#">MATH 1411</a>	Calculus I	
<a href="#">PHYS 2420</a>	Introductory Mechanics	
<a href="#">PHYS 2421</a>	Introductory Electromagnetism	
<b>University Core Curriculum</b>		
<a href="#">Complete the University Core Curriculum requirements.</a>		42
<b>Chemistry Major</b>		
Required Courses:		
<a href="#">CHEM 1105</a>	Laboratory for CHEM 1305 <sup>c</sup>	1
<a href="#">CHEM 1106</a>	Laboratory for CHEM 1306 <sup>c</sup>	1
<a href="#">CHEM 1305</a>	General Chemistry <sup>c</sup>	3
<a href="#">CHEM 1306</a>	General Chemistry <sup>c</sup>	3
<a href="#">CHEM 2161</a>	Laboratory for CHEM 2261 <sup>c</sup>	1
<a href="#">CHEM 2221</a>	Organic Chemistry I Lab <sup>c</sup>	2
<a href="#">CHEM 2222</a>	Organic Chemistry II Lab <sup>c</sup>	2
<del><a href="#">CHEM 2261</a></del> <a href="#">2361</a>	The Periodic Table <sup>c</sup>	<del>3</del> 2
<a href="#">CHEM 2321</a>	Organic Chemistry I <sup>c</sup>	3
<a href="#">CHEM 2322</a>	Organic Chemistry II <sup>c</sup>	3
<a href="#">CHEM 3110</a>	Lab for Chemistry 3310	1

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">CHEM 3151</a>	Lab for Chemistry 3351	1
<a href="#">CHEM 3152</a>	Lab for Chemistry 3352	1
<a href="#">CHEM 3301</a>	Molecular Modeling & Chem Info	3
<a href="#">CHEM 3310</a>	Analytical Chemistry	3
<a href="#">CHEM 3330</a> or <a href="#">CHEM 3332</a>	Biochem I: Struc & Function Biochem II: Metabol & Bioenerg	3
<a href="#">CHEM 3351</a>	Physical Chemistry I	3
<a href="#">CHEM 3352</a>	Physical Chemistry II	3
<a href="#">CHEM 4165</a>	Inorganic Chemistry Lab	1
<a href="#">CHEM 4211</a>	Instrumental Meths Analyt Chem	2
<a href="#">CHEM 4212</a>	Lab for Chemistry 4211	2
<a href="#">CHEM 4328</a>	Advanced Topics Organic Chem	3
<a href="#">CHEM 4365</a>	Inorganic Chemistry	3
<a href="#">MATH 1312</a>	Calculus II	3
<a href="#">MATH 2313</a>	Calculus III	3
<a href="#">RWS 3359</a>	Technical Writing	3

### **No Minor-Field of Study**

(Complete ~~109~~ hours from the courses below; at least 8 hours must be upper-division)

~~9~~10

<a href="#">BIOL 3320</a>	Genetics
<a href="#">BIOL 3351</a>	Toxicology
<a href="#">CHEM 3131</a>	Lab for Chemistry
<a href="#">CHEM 3332</a>	Biochem II: Metabol & Bioenerg
<a href="#">CHEM 4176</a>	Introduction to Research

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">CHEM 4335</a>	Biophysical Chemistry	
<a href="#">CHEM 4376</a>	Introduction to Research	
<b>Electives</b>		
Select <del>86</del> additional hours, with departmental approval		<del>86</del>
<b>Upper Division Requirement</b>		
Select a total of thirty-seven hours of upper division course work <sup>2</sup>		
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Although the UTEP choice is larger, these choices satisfy the requirements of both the core and the major.

<sup>2</sup> A total of thirty-seven hours of upper division coursework is required for all Bachelor of Science degrees.

C Course requires a C or better



# BS in Chemistry with a Concentration in 7-12 Physical Science

Code	Title	Hours
<b>Background Check Required</b>		
<p>A complete background check is required of all students who wish to receive teacher certification in the State of Texas. Students will be required to pass a background check before certification will be conferred by the State Board of Educator Certification (SBEC).</p>		
<b>Designated Core (All courses require a grade of C or better) <sup>1</sup></b>		
Required Courses:		
<a href="#">MATH 1411</a>	Calculus I	4
<a href="#">PHYS 2420</a>	Introductory Mechanics	4
<a href="#">PHYS 2421</a>	Introductory Electromagnetism	4
<b>University Core Curriculum</b>		
<a href="#">Complete the University Core Curriculum requirements.</a>		42
<b>Chemistry Major</b>		
Required Courses:		
<a href="#">CHEM 1105</a>	Laboratory for CHEM 1305 <sup>c</sup>	1
<a href="#">CHEM 1106</a>	Laboratory for CHEM 1306 <sup>c</sup>	1
<a href="#">CHEM 1305</a>	General Chemistry <sup>c</sup>	3
<a href="#">CHEM 1306</a>	General Chemistry <sup>c</sup>	3
<a href="#">CHEM 2161</a>	Laboratory for CHEM 2261 <sup>c</sup>	1

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">CHEM 2221</a>	Organic Chemistry I Lab <sup>c</sup>	2
<a href="#">CHEM 2222</a>	Organic Chemistry II Lab	2
<del><a href="#">CHEM 2261</a></del> <a href="#">2361</a>	The Periodic Table <sup>c</sup>	<del>3</del> 2
<a href="#">CHEM 2321</a>	Organic Chemistry I <sup>c</sup>	3
<a href="#">CHEM 2322</a>	Organic Chemistry II <sup>c</sup>	3
<a href="#">CHEM 3110</a>	Lab for Chemistry 3310	1
<a href="#">CHEM 3151</a>	Lab for Chemistry 3351	1
<a href="#">CHEM 3152</a>	Lab for Chemistry 3352	1
<a href="#">CHEM 3310</a>	Analytical Chemistry	3
<a href="#">CHEM 3351</a>	Physical Chemistry I	3
<a href="#">CHEM 3352</a>	Physical Chemistry II	3
<a href="#">CHEM 4176</a>	Introduction to Research	1
<a href="#">CHEM 4211</a>	Instrumental Meths Analyt Chem	2
<a href="#">CHEM 4212</a>	Lab for Chemistry 4211	2
<a href="#">CHEM 4365</a>	Inorganic Chemistry	3
<a href="#">MATH 1312</a>	Calculus II	3

<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">PHYS 3323</a>	Physical Optics	3
<a href="#">PHYS 4355</a>	Intro Quantum Mechanics	3
<a href="#">MATH 2313</a>	Calculus III	3
<b>Secondary Education Minor</b>		
Required Courses:		
<a href="#">BED 4317</a>	Tch & Empwr ELLs in Sec Schls	3
<a href="#">EDPC 3300</a>	Developmental Variations	3
<a href="#">RED 3342</a>	Content Area Literacy	3
<a href="#">SCED 3311</a>	Curriculum Plan- Secondary Schl	3
<a href="#">SCED 4368</a>	Teaching Science in Sec School	3
<a href="#">SCED 4691</a>	Student Teaching in Sec School	6
<b>Upper Division Requirement</b>		
Select a total of thirty-seven hours of upper division course work <sup>2</sup>		37
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Although the UTEP choice is larger, these choices satisfy the requirements of both the core and the major.

<sup>2</sup> A total of thirty-seven hours of upper division coursework is required for all Bachelor of Science degrees.

C Course requires a C or better.

# BS in Chemistry with a Concentration in 7-12 Science

Code	Title	Hours
<b>Background Check Required</b>		
A complete background check is required of all students who wish to receive teacher certification in the State of Texas. Students will be required to pass a background check before certification will be conferred by the State Board of Educator Certification (SBEC).		
<b>Designated Core (All courses require a grade of C or better) <sup>1</sup></b>		
Required Courses:		
<a href="#">BIOL 1107</a>	Topics in Study of Life I	1
<a href="#">BIOL 1108</a>	Organismal Biology Laboratory	1
<a href="#">BIOL 1305</a>	General Biology	3
<a href="#">BIOL 1306</a>	Organismal Biology	3
<a href="#">MATH 1411</a>	Calculus I	4
<b>University Core Curriculum</b>		
<a href="#">Complete the University Core Curriculum requirements.</a>		42
<b>Chemistry Major</b>		
Required Courses:		
<a href="#">CHEM 1105</a>	Laboratory for CHEM 1305 <sup>c</sup>	1
<a href="#">CHEM 1106</a>	Laboratory for CHEM 1306 <sup>c</sup>	1
<a href="#">CHEM 1305</a>	General Chemistry <sup>c</sup>	3



<b>Code</b>	<b>Title</b>	<b>Hours</b>
<a href="#">CHEM 1306</a>	General Chemistry <sup>c</sup>	3
<del>CHEM 2161</del>	<del>Laboratory for CHEM 2261<sup>e</sup></del>	<del>1</del>
<a href="#">CHEM 2221</a>	Organic Chemistry I Lab	2
<a href="#">CHEM 2222</a>	Organic Chemistry II Lab	2
<del>CHEM 2261</del> <a href="#">2361</a>	The Periodic Table <sup>c</sup>	<del>3</del> <u>2</u>
<a href="#">CHEM 2321</a>	Organic Chemistry I <sup>c</sup>	3
<a href="#">CHEM 2322</a>	Organic Chemistry II <sup>c</sup>	3
<a href="#">CHEM 3110</a>	Lab for Chemistry 3310	1
<a href="#">CHEM 3151</a>	Lab for Chemistry 3351	1
<a href="#">CHEM 3152</a>	Lab for Chemistry 3352	1
<a href="#">CHEM 3301</a>	Molecular Modeling & Chem Info	3
<a href="#">CHEM 3310</a>	Analytical Chemistry	3
<a href="#">CHEM 3351</a>	Physical Chemistry I	3
<a href="#">CHEM 3352</a>	Physical Chemistry II	3
<a href="#">CHEM 3330</a>	Biochem I:Struc & Function	3

<b>Code</b>	<b>Title</b>	<b>Hours</b>
or <a href="#">CHEM 3332</a>	Biochem II: Metabol & Bioenerg	
<a href="#">CHEM 4176</a>	Introduction to Research	1
<a href="#">GEOL 1211</a> & <a href="#">GEOL 1111</a>	Principles of Earth Sciences and Principles of Earth Sci - Lab	3
<a href="#">MATH 1312</a>	Calculus II	3
<a href="#">MATH 2313</a>	Calculus III	3
<a href="#">PHYS 2420</a>	Introductory Mechanics	4
<a href="#">PHYS 2421</a>	Introductory Electromagnetism	4
<b>Secondary Education Minor</b>		
Required Courses:		
<a href="#">BED 4317</a>	Tch & Empwr ELLs in Sec Schls	3
<a href="#">EDPC 3300</a>	Developmental Variations	3
<a href="#">RED 3342</a>	Content Area Literacy	3
<a href="#">SCED 3311</a>	Curriculum Plan-Secondary Schl	3
<a href="#">SCED 4368</a>	Teaching Science in Sec School	3
<a href="#">SCED 4691</a>	Student Teaching in Sec School	6

### **Upper Division Requirement**

<b>Code</b>	<b>Title</b>	<b>Hours</b>
	Select a total of thirty-seven hours of upper division course work <sup>2</sup>	37
<b>Total Hours</b>		<b>120</b>

<sup>1</sup> Although the UTEP choice is larger, these choices satisfy the requirements of both the core and the major.

<sup>2</sup> A total of thirty-seven hours of upper division coursework is required for all Bachelor of Science degrees.

C Course requires a C or better

















# Periodic Table



Department of Chemistry  
and Biochemistry

CHEM 2261, Spring 2021

## Class Topics

This course provides an introduction to the periodic table and its organization while providing a survey of the bonding and chemistry of its elements. This is a concepts based course that requires little memorization of facts but necessitates critical thinking skills.

### Days and Times:

Mondays and Wednesdays  
10:30 am – 11:50 am

### Instructor:

Dr. Skye Fortier

### TA:

Alejandra Gomez  
mgomezorr@miners.utep.edu

### Location:

Virtual

### Office:

CCSB 2.0404

### Office Hours:

Fridays 9:00 am – 10:00 am  
and by appointment

### Course Drop Deadline:

April 1<sup>st</sup>, 2021

### Contact information:

747-5195, [asfortier@utep.edu](mailto:asfortier@utep.edu)

## Textbook:

Pannell & Haiduc, *The Periodic Table – A Classification of Elements and their Compounds*

## Supplemental Texts:

The following texts are useful references and, from time to time, may be used to supplement class discussion. These texts need not be purchased.

Greenwood and Earnshaw, *Chemistry of the Elements*

DeKock & Gray, *Chemical Structure and Bonding*

Shriver & Weller, et al., *Inorganic Chemistry*

House, *Inorganic Chemistry*

Additional literature material will also be provided for review and discussion.

## Topics and their order of discussion are subject to change, but are likely to include:

- Introduction to Quantum Theory of Electrons
- Atomic Properties and Periodic Trends
- Bonding Models using Valence Bond Theory
- Molecular Shapes and Size
- Elemental Groups and their Representative Chemistry

\*Students are expected to know how to draw Lewis dot structures and must be familiar with VSEPR theory

\*CHEM 2321 Organic Chemistry I is a prerequisite to this course.



---

**Grading\*:**

Content Exam	10%
Midterm Exam	30%
Forum Participation	15%
Comprehensive Final Exam	45%

The final examination may include an oral component worth 20% of the exam grade.

Your grade in the course is based on your performance on three examinations, and your participation in online forum discussions that will be posted to Blackboard on a regular basis. Forum discussions will be available for a period of time in which you may participate for a grade. A grade cannot be received after a forum discussion closes. Additionally, your forum discussion participation grade will depend on the apparent effort placed in the exercise.

No additional work will be assigned for extra credit other than that detailed below.\*\*

\*However, if you perform poorly on the midterm exam and receive a failing grade but successfully pass the final examination with an A or B (*prior to any curve or grade adjustments*), the midterm grade will be dropped.

\*\*Extra Credit: There may potentially be an opportunity to earn additional credit towards your exam grades on the following date:

- TBD

On this date, an invited seminar speaker will participate in an hour long Q&A session that is intended for student audiences. Full attendance at the event will earn an additional 10% on the final exam. Attendance is not mandatory but is highly encouraged.

Time and location is subject to change or cancellation.

---

**Class Format and Participation:**

The course will be held virtually and asynchronously with lectures posted regularly or entirely in advance on Blackboard. The asynchronous schedule has been adopted to provide students with the maximum flexibility possible during this time. As homework will not be assigned during the course, it is incumbent upon you, the student, to make sure that you consistently invest the time necessary to digest and comprehend the material.

Office hours will be offered in-person and will also be held virtually. Student attendance and participation is encouraged.

**Missing an Exam:**

If you miss an exam, a valid and documented excuse must be provided (e.g. medical emergency, school field trip or conference attendance, court appearance).

In the case that you are absent due to falling ill, a note from a licensed medical professional (i.e. medical doctor, nurse practitioner, or UTEP Health Center) is required. Otherwise, you must provide compelling evidence of illness or injury, and the decision to make-up the exam will fall at my sole discretion.

If you miss an exam because of a travel issue (e.g. missing your flight or flight cancellation) on a non-UTEP related trip, extensive documentation must be provided demonstrating circumstances beyond your control. You must notify me immediately of your situation. I will evaluate your case and qualification for a make-up exam will be made at my discretion.

It is your responsibility to contact me at the email address listed above to schedule time for a re-take. If you do not contact me at the correct email address to make arrangements within 3 days of the original exam date, a failing grade of 0 will be automatically assigned.

---

**Make-up exam:**

The make-up exam may mirror the original exam, be slightly altered, or altogether changed in form, format and content at my discretion. In the latter two cases, best efforts will always be made to maintain the same level of difficulty, but this is not guaranteed.

**Special Accommodations:**

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu), or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). *CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.*

If you are designated special accommodations by CASS, it is your responsibility to coordinate these exam accommodations between CASS and me. If CASS will proctor the examination, it must be scheduled within 3 days of the exam date. Otherwise, you will not be allowed to take the exam and will receive a failing grade of 0 (unless there is a special exception as written in the "MISSING AN EXAM" section above).