

Policies and Information

Make-up exams will only be given to students with satisfactory justification for excused absences.

Excused absences can be justified in one of three ways:

1. Absence due to illness–Student Health Center can document even minor illness quickly and easily. A note from them is satisfactory for absence due to illness.
2. Absence due to family emergency which requires travel out of town–A note from a parent or other responsible family member can document such required absence.
3. Absence due to student observance of a religious holiday. Arrangements must be made in advance with instructor or TA.

ALL REQUESTS FOR MAKE-UP EXAMS MUST BE SUBMITTED IN WRITING WITHIN ONE WEEK OF THE MISSED EXAM ALONG WITH PROPER DOCUMENTATION.

-A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism is located at the following link:

<http://catalog.utexas.edu/general-information/the-university/#universitycodeofconduct>

-See the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>

-Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside. Please familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building. Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class. In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.

-Behavior Concerns Advice Line (BCAL): 512-232-5050

No materials used in this class, including, but not limited to lecture hand-outs, videos, assessments (quizzes, exams, papers, projects, homework assignments), in-class materials, review sheets, and additional problem sets, may not be shared online or with anyone outside of the class unless you have the instructor's explicit, written permission. Unauthorized sharing of materials promotes cheating. It is a violation of the University's Student Honor Code and an act of academic dishonesty. I am well aware of the sites used for sharing materials, and any materials found online that are associated with you, or any suspected unauthorized sharing of materials, will be reported to Student Conduct and Academic Integrity in the Office of the Dean of Students. These reports can result in sanctions, including failure in the course. Class recordings are reserved only for students in this class for educational purposes and are protected under FERPA. The recordings should not be shared outside the class in any form. Violation of this restriction by a student could lead to Student Misconduct proceedings.