

## UGS 303 — Policies & Information

Please be aware of UT's policy regarding **academic dishonesty**: <http://catalog.utexas.edu/general-information/the-university/#universitycodeofconduct>

All requests for **make-up exams** must be submitted in writing within one week of the missed exam with proper documentation. 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.

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

1. 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.
2. 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.
3. 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.

If you are struggling, or notice a friend struggling to manage stress or have other concerns, please do not hesitate to contact the **UT Behavior Concerns Advice Line (BCAL)** at 512-232-5050 — available 24/7

In the event of an emergency (family or personal, including official absence documentation requests) **Student Emergency Services** can help. The fastest way to get their attention is to visit the office in SSB 4.400. <http://deanofstudents.utexas.edu/emergency/>

The Counseling and Mental Health Center **Crisis Line** is always available 24/7 at 512-471-2255

Resources for **students with disabilities** can be found here: <http://diversity.utexas.edu/disability/>

**The University Writing Center** (PCL 2.330) can help you with your writing: <http://uwc.utexas.edu/>

**The Sanger Learning Center** (JES A332) provides tutoring and other academic help: <https://ugs.utexas.edu/slc>

Need an advocate? Contact the **Ombuds Office**: <https://ombuds.utexas.edu/student>

**A complete list** of resources is available here: <https://www.utexas.edu/student-resources>