



CHEM 1312.001: General Chemistry 2

MWF 10:10-11:05 am RBS 2024

INTRODUCTION TO GEN CHEM 2:

General Chemistry II is a continuation of General Chemistry I. The course will cover many topics first introduced in Gen Chem I in more detail (e.g. acids/ bases, redox, and solubility). New topics will include intermolecular forces, phase changes, liquids and solutions, colligative properties, solid-state chemistry, kinetics and mechanisms, equilibrium, entropy, voltaic cells, and nuclear chemistry. The material spans Chapters 10–17 and 19–21 in the textbook). Good study habits will be essential to your success. Logic and critical thinking will be needed to solve a wide variety of problems. A variety of support resources are available including office hours, SI, PASS tutoring center and help videos.

STUDENT LEARNING OUTCOMES (SLO)

COURSE LEARNING OUTCOMES

- 1) Apply the ideal gas equation to calculate changes in pressure, volume, or temperature as well as stoichiometric quantities
- 2) Predict trends in physical properties based on the strengths of intermolecular interactions
- 3) Calculate rates of reactions and their dependence on concentration, time, and temperature
- 4) Propose reaction mechanisms consistent with rate data
- 5) Calculate equilibrium constants or equilibrium amounts of products or reactants (ICE method)
- 6) Apply Le Chatelier's Principle to determine if changes to the system will impact the equilibrium amounts of reactants and products
- 7) Apply equilibrium principles to aqueous and electrochemical systems
- 8) Calculate and/or convert between thermodynamic quantities (e.g. entropy, free energy and equilibrium constants, electrochemical potentials)
- 9) Identify the parts of an electrochemical cell and where specific processes take place
- 10) Calculate cell potentials

CORE CURRICULUM OUTCOMES

- 1) Apply the scientific method to analyze items or problems found on homework, quizzes, and tests (Critical Thinking).
- 2) Manipulate and analyze data embedded in word problems found on homework, quizzes, and tests (Empirical and Quantitative Skills).

IMPORTANT DATES

The course meets 13 January– 25 April each MWF from 10:10-11:05 am in RBS 2024. Except for the following:

- Jan 20 (Mon) – MLK holiday
- Mar 17–15 (M–F) – Spring Break

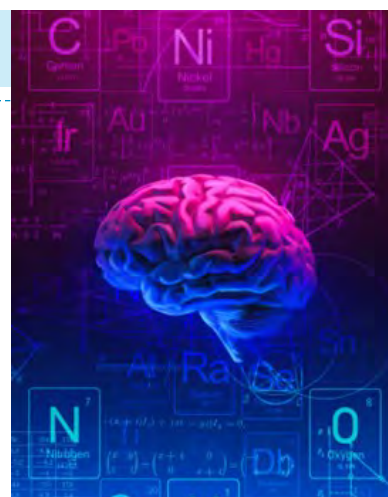
Midterm Exams: Feb 12th , Mar 12 and Apr 9; dates subject to change

January 27 (Mon) – Census date; last day to file for grade replacement

March 1 (Sat) – FINAL deadline to file for Spring graduation

March 25 (Mon) – Last day to drop or withdraw from courses with a W

April 30 (Wed) – Final Exam from 10:15 - 12:15 am in RBN 2024.



CONTACT INFORMATION

INSTRUCTOR:

Dr. Rachel Mason

- rmason@uttyler.edu (best way)
- 903.565.5641
- Office: RBS 3002
- Office hours help times:
 - MWF 11:15– 12:15 pm
 - TR 4:30 – 5:30 pm
 - By appointment

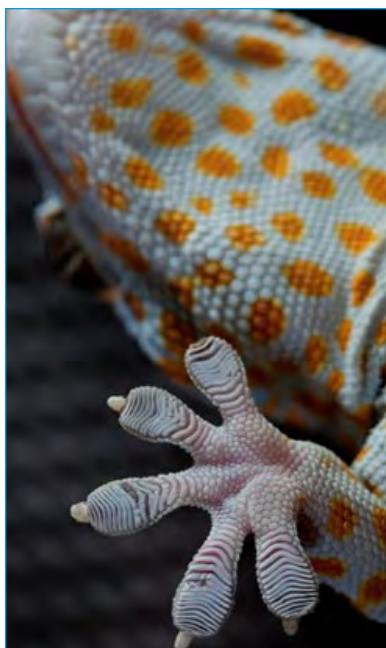
SI LEADER:

Evan Moreau

- emoreau@patriots.uttyler.edu
- Office:
- Session Times & Office Hours will be announced on Canvas.

CONTENTS

Required and Recommended Materials, & Email Policy	2
Course Requirements, Study Tips & Learning Management System	3
Grading Scale, Exam Replacement, Make-up Policy & Mid-Term Exams	4
Final Exam, Achieve Homework, Department Device Policy, Attendance Policy	5
Illness, Academic Integrity, Classroom Courtesy, Online Courtesy	6
Tentative Lecture Plan, Student Resources & Tutoring	7
AI Policy	8
Assignment Checklist	9
University Policies	10



REQUIRED MATERIALS

Achieve Online Homework is **REQUIRED** for homework assignments

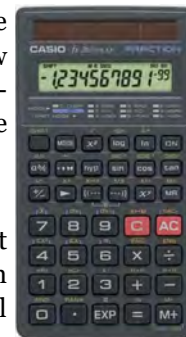
Achieve Access Code Options:

- Buy at bookstore, ISBN: 9781319399900 (recommended only if you must use bookstore for benefits/scholarship)
- Purchase online (easier/cheaper) when you register for Achieve through this class's Canvas course.
- Do not buy a "used" code.

Achieve
macmillan learning

Scientific Calculator:

- Scientific calculator capable of exponents and logarithms.
- Please take some time to learn how to use your calculator well before the test date.
- Smart/graphing calculators are not allowed for use on Midterm or Final Exams!



The textbook for this course is strongly recommended. Students will likely find it difficult to succeed without some text supplement to the in-class instruction. If the text is not viable, please talk with me about an OER option.

EMAIL POLICY

My email address is rmason@uttyler.edu.

I use Canvas and your @patriots.uttyler.edu email to communicate course information. I will not send grade information to any other email account.

I check email regularly throughout normal business hours. After hours and on weekends I respond as my life activities allow. Most email will be answered within 24 hours, but please allow additional time for email on weekends and holidays.

When you email me please include your first and last name in the signature. If you are asking about homework, clearly identify which assignment and problem you are addressing.



2

RECOMMENDED MATERIALS

TEXTBOOK:

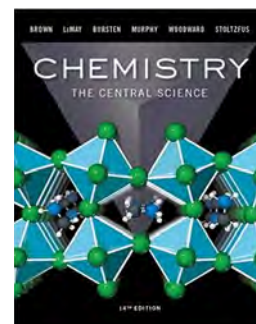
The course is designed to follow Chemistry: The Central Science, 14th ed by Brown, Lemay, Bursten, Murphy, Woodward and Stoltzfus.

Textbook options (pick the one that works for you!)

- hardcover ISBN: 9780134414232
- 3-ring binder ISBN: 9780134555638
- e-book ISBN: 9780134554570

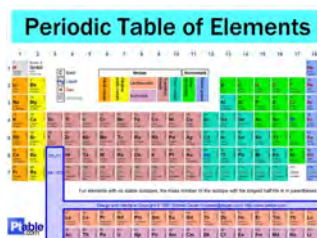
Note: The 13th or 15th editions of the textbook are fine too as the only significant changes were in the Gen Chem 1 material.

Alternatively, the [LibreText coursemap](#) is good free resource aligned to but not identical to the above text.



PERIODIC TABLE:

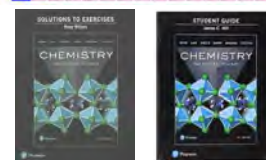
Some kind of periodic table will be very useful. There are [numerous free printable versions](#). While not printable [Ptable.com](#) is a great resource!



OTHER HELPS:

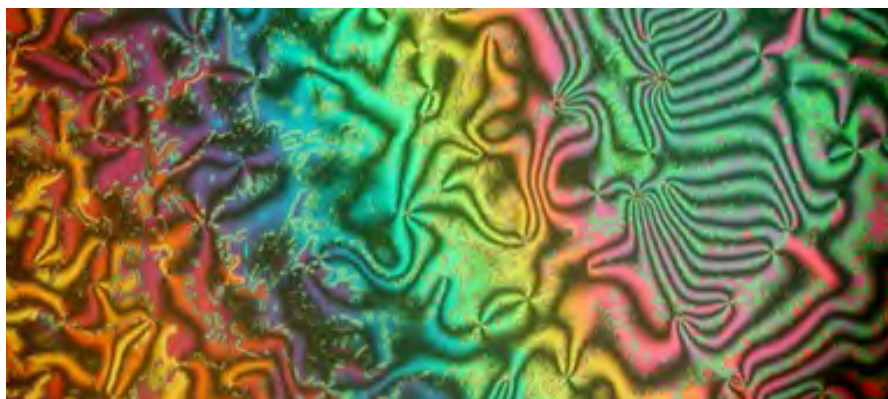
Some students have found the following helpful:

- Student Guide—ISBN: 9780134554075
- Solutions to Red Exercises—ISBN: 9780134552231



COURSE REQUIREMENTS

- **CHEM 1311 (General Chemistry I)** is required before taking this course. If it's been a while since General Chemistry I, consider budgeting extra study time to avoid falling behind. You can also send me an email to get access to the CHEM 1311 Toolkit page for review.
- **General Chemistry II Lab (CHEM 1112)** is a separate course. If CHEM 1312 is a degree requirement for your major both lecture and lab are required. Students taking CHEM 1312 to just satisfy the Texas Core do NOT have to take the lab. However the lab does satisfy 1 hour of the STEM Core requirement.
- To receive a passing grade for the course, ***you must take the comprehensive final exam***; otherwise, you will fail the course regardless of your other exam and homework scores! (Final exam: Wednesday, April 30 from 10:15 am–12:15 pm).
- The **last day to withdraw from the course with a “W” is Monday, March 31st**. If you need to withdraw from the course, it is *your* responsibility to officially do so. If you simply stop coming to class without formally withdrawing, you will likely fail the course! *If you withdraw from this course, you are encouraged, but not required to, withdraw from the laboratory course (CHEM 1112)*. Your lab instructor is not responsible for catching you up on lecture material you missed. If you are unsure about dropping the lab then please speak with your laboratory instructor. If you drop the lecture, please let me know.



LEARNING MANAGEMENT SYSTEM

Canvas is an important part of this course. The SI leader and myself will communicate with you through Canvas: <https://www.uttyler.edu/canvas/>

This will include:

- Lecture notes
- Lecture quizzes
- Achieve homework assignments
- Date for exams, review sessions and assignments
- Links to toolkit resources for selected topics

Please monitor Canvas for all course announcements and postings and set your notifications to push to your email.

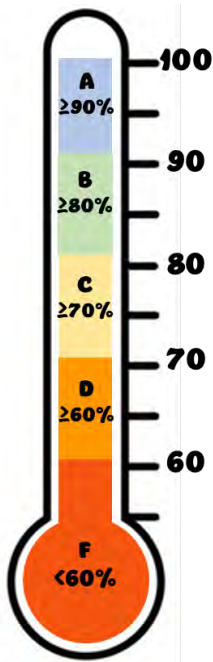


canvas
BY INSTRUCTURE

You are automatically enrolled in Canvas for all classes in which you are

STUDY TIPS

- **Study, study, study!** Chemistry requires you to **read, review** and **practice**. 1-3 hours per hour of lecture is typical, so expect to spend 3-9 hours per week outside of class.
- **Don't “brain-dump” after a chapter.** We will continue to build upon and use information throughout the semester so you'll need to remember it.
- **Do the online homework.** Homework is worth a big chunk of your grade (20%) and will help you learn the material. Your chances of doing better than a C without doing homework are extremely small. Please come ask me if you have homework questions.
- **Form study groups.** I strongly encourage you to form cooperative learning groups. There are some excellent students at UT Tyler, get to know them and study with them. Few things help you really learn a topic better than teaching it to someone else.
- **Watch video tutorials** on various topics (10–20 min) available on CHEM 1312 Toolkit site (links to enroll in the toolkits are at the bottom of the main Canvas page).
- **Do not be afraid to get help!** Take advantage of SI, my office hours and review sessions, and/or PASS tutors. If you feel that you are falling behind or are just confused, **please, please, please** come and see me or PASS.



GRADING SCALE

Course grades will be based on your course average with assignments weighted as shown to the right. A letter will be assigned according to the 90/80/70/60 scale (shown to left). These ranges may be adjusted based upon my evaluation of the overall class performance, but grade floors will not be increased above the minimums shown here. Attendance, class participation, and initiative will be considered for borderline grades.

Grades will be posted to Canvas, but will not include dropped or replaced grades. The OFFICIAL gradebook is on my computer. **Please inform me of any mistakes you see on Canvas as soon as you notice them.**

MID-TERM EXAM GRADE REPLACEMENT

I will **replace** your lowest midterm exam score with your final exam score if your final exam score is higher. (If the final exam score is the lowest score, then no grades will be replaced.) Homework and quiz grades will not be replaced!

Please note that Canvas does not have a good way to do this exam replacement so this will be determined using the official Excel gradebook on my computer. If you have question about this policy, please ask.



MAKE-UP EXAM POLICY

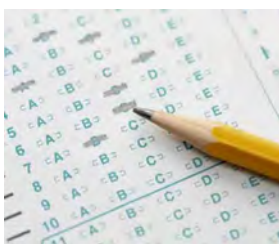
Missed exams will be handled in one of the following ways:

- If you know you will miss an exam due to an excused absence, you will be able to take the exam at an alternate time by making arrangements with me at least 1 week before the scheduled exam date.
- For an unplanned absence, such as illness, car-trouble, etc. contact me as soon as possible after the missed exam to discuss the situation. The final exam can replace up to 1 missed exam.

Missing a second exam will require meeting with me to determine the appropriate action which may include, but is not limited to withdrawal from the course.

Make-up exams will not be given after the exam has been returned to the class.

MIDTERM EXAMS (3 X 15% = 45% OF TOTAL GRADE)



- The *mid-term exam* dates listed on page 1 are tentative (the final exam date/time is fixed).
- At least one week's notice will be given prior to the exam. Midterm exams will consist of 25-30 all or nothing multiple-choice questions and 1-3 partial credit short answer/calculation questions covering material discussed in lecture and covered in homework.
- Exams are given in class starting promptly at 10:10 am and ending at 11:05 am.
- I will provide scantrons for answers and scratch paper for calculations.
- You need to provide a pencil and a scientific ***non-programmable, non-graphing*** calculator. You may also choose to use ***one*** 3½" x 5" note card with handwritten notes on both sides (no photocopies or printed materials please!) No other materials, ***including cell phones***, Google glasses, water bottles, etc. are permitted during the test.
- When finished, please turn in your exam, scantron, note card, and scratch paper.
- **Cell phones, smart watches, and any similar electronic devices must be turned off and put away during exams!** (See the Departmental Device Policy.)
- I will do my best to return everything by the next class period. I do make mistakes from time to time. If you have a question about a scantron marking, see me before leaving class the day they are returned. If you feel that I made a grading error, please see me within one week after receiving the graded exam. *All* scores are considered final one week after grades are posted on Canvas!

FINAL EXAM (25 % OF TOTAL GRADE)

The final examination will be given on (and only on) **Wednesday, April 30, from 10:15 am – 12:15 pm in RBS 2024**. You are required to take the final examination in order to receive a passing grade in the course. There will be no make-up of the final exam, no exceptions! This will be an in-person exam.

The final examination is a nationally standardized exam written by the American Chemical Society (ACS) and is comprehensive over **both semesters** of general chemistry (70 multiple-choice questions). The questions are not particularly hard, but there are A LOT of them.

A study guide to help you prepare for the final exam can be purchased. More details will be available later this semester.

ACHIEVE HOMEWORK (20% OF TOTAL GRADE)

Homework will be assigned for each chapter. Due dates will be announced in class and posted on Canvas. They are normally about 5-7 days after we finish that chapter's material. The online homework problems are accessed through the Achieve link in Canvas. You will need to purchase an Achieve access code directly from Achieve or through the bookstore. Do not buy a "used" code as they do not work.

To access the online homework:

- Navigate to the Achieve Access Module in Canvas then click the Achieve home page link.
- You will be prompted to enter your name and email address (please use your @patriots.utttyler.edu email). Follow the remaining prompts.
- For help connecting your Canvas and Achieve accounts follow the instructions here: <https://macmillan.force.com/macmillanlearning/s/article/Students-Register-for-Achieve-courses-via-your-school-s-LMS#canvas>



Other helpful links for using Achieve:

- Disable your browser's pop-up blockers and refer to the [troubleshooting guide](#) if you experience any difficulty accessing Achieve.
- Microsoft Edge does not always work with Achieve so you may want to use a different browser (Chrome, Firefox, Safari).
- Mobile devices do not play well with Achieve so stick with a desktop or laptop computer or tablet if possible.
- [Browse Achieve > Getting Started Guide for Students](#).
- [Chat](#) with Macmillan Customer Support.

QUIZZES (10 % OF TOTAL GRADE)

Each class there will be a short quiz over that day's material. The quiz will be found on Canvas and must be submitted by 11:59 pm that day to receive credit. It is the student's responsibility to be certain the quiz is completed.

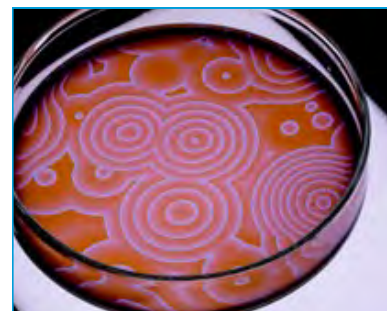
- You may use your textbook, notes and a calculator on the quiz
- Questions will be of various formats including (but not limited to) short answer, fill-in the blank, survey style, multiple choice and multiple selection.
- At least the one lowest quiz grade will be dropped.

DEPARTMENTAL DEVICE POLICY

Cell phones, smart watches and portable electronic devices must be put away **during exams and in-class quizzes**. If they are observed out in a visually accessible place (i.e. between legs, on the floor, etc.), it will be assumed that they are being used to cheat and your exam will be taken, you will receive a zero score (0 points) for the exam, and you will be referred to the Office of Judicial Affairs.



Feel free to respectfully use your devices during class to take notes, but please don't play games or watch movies, check social media, etc.



ATTENDANCE POLICY

Attendance will be taken each class with a sign-in sheet that will be passed around towards the middle/end of class.

While not a part of the formal course grade, attendance will be taken into consideration for borderline cases when final grades are determined.



IN CASE OF ILLNESS

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home. If you choose to attend class while sick with a communicable disease please make an effort to distance yourself from others or wear a mask. This is one case where sharing is not the caring thing. Please be proactive in taking care of yourself and your health by practicing good self-care.

ACADEMIC INTEGRITY

The value of any academic degree depends upon the integrity of the work done in earning that degree. Academic misconduct includes, but is not limited to cheating, plagiarism, collusion and/or falsification of records (including data collection). Students are expected to assume full responsibility for the content and integrity of all academic work submitted as homework, projects and examinations. University policy obliges instructors to report cases of academic misconduct to the Dean of Students; it also obligates students to report observed instances of academic dishonesty to the instructor. I expect a high level of responsibility and academic honesty from my students.



Every member of the UT Tyler community joins together to embrace: honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

ONLINE COURTESY

Please mute your microphone unless you are actively speaking as unexpected background noise can be disruptive to everyone.

Please treat online attendance with the same respect you would in person class.

- You would not come to an in-person class in only your undergarments or without a shirt so please do not appear on video without appropriate clothing. As far as it is within your control please enforce this with any other people within the frame of your webcam.
- You would not perform deeply personal activities in an in-person class so please refrain from doing so on Zoom.

6

CLASSROOM COURTESY

This is a large class and small disruptions add up quickly. I expect students to behave with respect and courtesy to both the instructor and fellow students by:

- **Deactivating/silencing all cell phones, pagers, ipods, tablets, etc during class.**
- **Not texting or calling during class.** If you absolutely must take a call, please step out of class.
- Using electronic devices responsibly. While you may use your tablet, laptop, iPad, etc to take notes, please don't work on homework, play games or watch movies.
- Refraining from derogatory remarks and profanity in class.



- Not talking during class presentations or over top of another person during discussions. It seems like a quiet conversation isn't so bad, but when 146 students all converse at the same time it isn't quiet. If you must talk, quickly whisper to neighbor be sure it is a whisper.
- Entering and leaving class with minimal disruption. Sometime you can't avoid late arrival or early exiting, but please don't make it a show (or a habit).
- Not being offended if I repeat your questions so that everyone can hear.
- If you have a question please respectfully interrupt me; I don't always see all raised hands.

TENTATIVE LECTURE PLAN

The following is a tentative plan schedule of what will be covered in class. There may be times when material begins or ends on a different day. The schedule may need to be adjusted due to unforeseen circumstances.

Chapter 10	Gases	Week 1-2
Chapter 11	Liquids & Intermolecular Forces	Week 2-3
Chapter 12	Solids & Modern Materials	Week 4
Exam 1	Chapter 10-12	
Chapter 13	Properties of Solutions	Week 5-6
Chapter 14	Chemical Kinetics	Week 6-7
Chapter 15	Chemical Equilibrium	Week 7-8
Exam 2	Chapters 13-15	
Chapter 16	Acid-Base Equilibrium	Week 9-11
Chapter 17	Additional Aspects of Equilibrium	Week 12
Chapter 19	Chemical Thermodynamics	Week 13
Exam 3	Chapter 16-19	
Chapter 20	Electrochemistry	Week 14-15
Chapter 21	Nuclear Chemistry	Time Permitting
Final Exam	Comprehensive Chapters 1-20	



STUDENT RESOURCES

- Enrollment Services Center One-Stop Shop (<https://www.uttyler.edu/enroll/>)
Change majors, add/drop classes or get financial aid help. Located in ADM 230 close to the food court in the UC. (They are very busy during the first couple of weeks of the term & around the drop-date so cut them some slack during those times. Faculty and staff get stressed too!)
- Student Counseling Center (<http://www.uttyler.edu/counseling>)
Help dealing with stress/anxiety, improving study skills, time management, *etc.* Services are confidential & online appointments are available.
- UT Tyler Student Health and Wellness (<http://www.uttyler.edu/wellness>)
Information & programs supporting all kinds of personal wellness from developing good eating habits to dealing with substance abuse, interpersonal violence, and more.
- Academic Success Services (<http://www.uttyler.edu/success>)
Home of Supplemental Instruction (SI), Student Learning Communities (SLC), and the PASS tutoring center.
- The Writing Center (<http://www.uttyler.edu/writingcenter>)
Make an appointment to review and improve writing projects.
- Student Life (<http://www.uttyler.edu/admissions/studentlife>)
Home at all the student organizations, the Greek system, recreational sports, and service opportunities, *etc.*

FREE TUTORING

Free tutoring is available for this class through the PASS tutoring center. Sessions are in-person or online.

Course specific times will be posted after the first week of class. (<https://www.uttyler.edu/tutoring/>)

Our tutors are awesome. Be sure to meet Evan, Troy & Pricila!

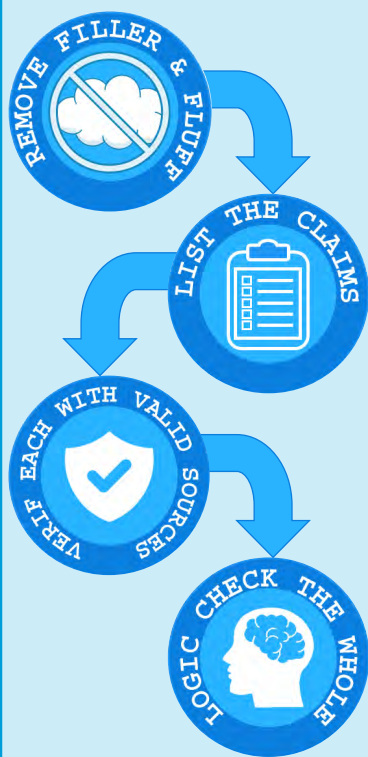
Upswing online tutoring is available free of charge 24/7 via the UT Tyler Virtual Success Center at <https://uttyler.upswing.io/>, or by clicking on the Upswing logo on our Canvas page. Use your Patriot credentials for log in.

Upswing

ARTIFICIAL INTELLIGENCE POLICY

CHECK THE INTELLIGENCE

AI constructs response from content it is given. If not all that content is reliable, its answers may not be accurate. Be sure to review all AI generated information for accuracy. Use the steps below to help you work through the check process.



UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools’ ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler’s Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course (see below) is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler’s Academic Integrity Policy.



Image generated using Canva’s Magic Media with the prompt ‘student studying using artificial intelligence tools’

For this course, **AI is permitted only for specific assignments or situations, and appropriate acknowledgment is required.** Students can use AI platforms to study and help prepare for tests. **AI use is not allowed for generating student answers to any quiz, homework assignment or test in this course unless specifically directed in the question. It will not be used on tests.**

AI programs can be powerful tools for learning and other productive pursuits, including completing assignments in less time, helping you generate new ideas, or serving as a personalized learning tool. However, your ethical responsibilities as a student remain the same. You must follow UT Tyler’s Honor Code and uphold the highest standards of academic honesty. This applies to all uncited or improperly cited content, whether created by a human or in collaboration with an AI tool. If you use an AI tool to develop content for an assignment, you must cite the tool’s contribution to your work, and identify any writing, text, or media generated by AI. If you have questions, please ask.

ASSIGNMENT CHECKLIST

The tables below contain all the assignments for this course. These tables can be used as a tool to help establish study schedules and keep track of assignments. The tables are also to give an overall view of the course assignments and to help you take responsibility for your work. The check columns can be used to record grades or simply to track progress as you complete assignments—whatever works for you!

ACHIEVE HOMEWORK					
HW	Due date	Check	Chapter 14		
Math Review			Chapter 15		
Chapter 10			Chapter 16		
Chapter 11			Chapter 17		
Chapter 12			Chapter 19		
Chapter 13			Chapter 20		

EXAMS		
Exams	Due date	Check
Exam 1 (Chapters 10-12)	Wed Feb 12th 10:10 – 11:05 am	
Exam 2 (Chapters 13-15)	Wed Mar 12th 10:10 – 11:05 am	
Exam 3 (Chapters 16-19)	Wed Apr 9th 10:10 – 11:05 am	
Final Exam (Chapters 1-20)	Wed Apr 30th 10:15 am – 12:15 pm	

DAILY QUIZZES											
Quiz	Due date	Check	Quiz	Due date	Check	Quiz	Due date	Check	Quiz	Due date	Check
1	1/13		11	2/7		21	3/5		31	4/7	
2	1/15		12	2/10		22	3/7		32	4/11	
3	1/17		13	2/14		23	3/10		33	4/14	
4	1/20		14	2/17		24	3/14		34	4/16	
5	1/22		15	2/19		25	3/24		35	4/18	
6	1/24		16	2/21		26	3/26		36	4/21	
7	1/29		17	2/24		27	3/28		37	4/23	
8	1/31		18	2/26		28	3/31		38	4/25	
9	2/3		19	2/28		29	4/2				
10	2/5		20	3/3		30	4/4				

UNIVERSITY POLICIES

Withdrawing from Class

Students may withdraw (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#). Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped includes those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. **CAUTION #1:** Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). **CAUTION #2:** All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. **CAUTION #3:** All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. **CAUTION #4:** All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. *Refer to the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).*

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade *only when all of the following conditions are met:* (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The



UNIVERSITY POLICIES - CONTINUED

student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination, or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you. The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.
- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.