

MEMORANDUM FOR STUDENTS ENROLLED IN CENG 3351

SUBJECT: CENG 3351 Administrative Instructions, Spring 2025

1. Welcome to CENG 3351, the first course of your transportation engineering classes under the civil engineering curriculum. I believe you will find our study of transportation engineering systems as well as pavement design and analysis to be interesting, challenging, and rewarding.
2. In this course you will learn the fundamentals of Transportation Engineering and be mainly introduced to the engineering analysis (and some design) process. You will be applying the principles from previous math, physics, and programming courses throughout this course and we will work to maximize the use of your computer in support of our work. In addition, our goal is to provide you with a solid foundation in understanding transportation engineering systems. This course has 6 specific objectives as shown in page 8. They can be generally grouped and summarized as learning about geometric design of highways, traffic engineering (i.e., traffic studies, capacity analysis, and signal control), transportation planning, and a variety of traffic software, and applying them to solve real world transportation engineering analysis and design problems.
3. I teach 8:00am – 9:20am Tuesday and Thursday in Room HECB210. If you will miss a scheduled class, you are still responsible for the material. My office hours are Monday and Wednesday 1:20pm to 2:20pm.
4. Class Room Procedures:
 - a. Canvas will be used to manage the course material for the semester. There you will find homework assignments, handouts and other material pertaining to the class. Please check there regularly. You will also submit all homework assignments via Canvas.
 - b. Bring study notes, textbook, note-taking material, and calculator to every class. You may not borrow or exchange calculators during graded events. If your calculator fails during a graded exercise, I am not responsible to furnish a substitute. Class preparation is your individual responsibility.
 - c. Textbook: [MKW] Mannering, F.L., and Washburn, S.S. (2019). *Principles of Highway Engineering and Traffic Analysis*, 7th Edition or newer, John Wiley & Sons, Inc. Available at the bookstore and web outlets.

Supplemental Textbooks/References: 1) Pavement Analysis and Design 2nd Edition by Huang 2) [GH] Garber, N.J. and Hoel, L.A. (2008). Traffic and Highway Engineering (4th Edition or newer). PWS Publishing. 3) [PP] Papacostas, C.S. and Prevedouros (2001). Transportation Engineering and Planning, 3rd ed. Prentice Hall, Inc., Englewood Cliffs, New Jersey. ISBN-10: 0130814199. ISBN-13: 978-0130814197. This textbook is the one used before. 4) [MY] May, A.D. (1990). Traffic Flow Fundamentals, Prentice Hall, Inc., Englewood Cliffs, New Jersey. 5) American Association of State Highway and Transportation Officials (2004). A Policy on Geometric Design of Highways and Streets, AASHTO, Washington, DC. 6) Additional handouts/references/articles will be provided in due course. Have fun!

- d. You are not required to use colored pencils or a straight edge, but colors and straight lines can help with emphasis and clarity in your notes.
- e. I will have unannounced quizzes although it may be actually announced. ☺
- f. **ACADEMIC DISHONESTY:** Representation of other's work as your own will not be tolerated. Cheating on examinations, quizzes, and homework and the false representation of work will be interpreted as academic dishonesty. Academic dishonesty will be subject to disciplinary action as outlined by the UT Tyler Student Guide on Conduct and Discipline.

5. Exams and Grading:

a. Grade Breakout and Cutoffs:

<u>Course Points</u>		<u>Grade Scale</u>
Problem Sets and Quizzes (30~ 50 each)	600 (30%)	A+ 96.67%..1933
Mid-term Exams (2 at 250 each)	500 (25%)	A 93.33%..1866
Professional practice	200 (10%)	A- 90.00%..1800
Projects (2 at 100 each)	200 (10%)	B+ 86.67%..1733
Final Examination	<u>500 (25%)</u>	B 83.33%..1666
	2000 (100%)	B- 80.00%..1600
		C+ 76.67%..1533
		C 73.33%..1466
		C- 70.00%..1400
		D 65.00%..1300
		F <65.00%<1300

If you earn less than 65% on all Exams or if you fail to earn at least 50% on the Final, you may fail the course, **regardless of your course grade**. Of course, final grades are only A, B, C, D, F. Therefore, a C- is a C for a final grade. This distribution is to graphically remind you of how well you are doing. **University grade breaks will be used in final grade posting.**

b. Mid-Term Exams and Final Exam:

- 1) The dates for Mid-Term Exams are included in the course schedule. Official reasons for missing an exam are outlined in "Student handbook". You are required to take a make-up Exam, regardless of your reason for missing the scheduled Exam. Report any conflict to me as soon as possible prior to the Exam.
- 2) Exams and the Final are closed book and notes.
- 3) Calculator Policy:
Only NCEES approved calculators will be permitted during tests and your test will be collected and your grade will be a zero if you are using a non-approved calculator.
 The approved calculators include the following: (Please check the NCEES website for a complete listing, www.ncees.org/exams/calculator-policy/). Examples include but are not limited to:
 - Hewlett Packard – HP 33s, HP 35s, and no others
 - Casio – All FX 115 models

- Texas Instruments – All TI 30X or TI-36X models.
- If you are unsure about your calculator, it is your responsibility to check with the instructor for approval.

At the discretion of the course instructor, any calculator not meeting the requirements stated (especially in the case of a graphing calculator) may be used but only after an inspection of the device and a clearing of all the memory within the device, performed for the instructor at a time immediately prior to the exam. At any time during the exam your calculator is subject to a random search by the instructor. Failure or refusal to clear all memory or to surrender your calculator to search will disqualify you from the exam immediately, unless you can produce a calculator meeting the requirements as stated above.

-Laptops/PDAs/MP3 players/Cell Phones or other electronic devices:

The use of any electronic device, except an approved calculator, is not permitted during exams. Your exam will be collected and your grade will be a zero if you are caught using a non-approved electronic device/calculators. Any instances of a calculator inappropriately used during an exam will be the basis of alleging Academic Misconduct and may result in Failing (F) of the course at the determination of the course's instructor or the basis for a recommendation for expulsion from the University. Any Calculator used during an exam in this course must meet the requirements stated within the policy below.

- c. Collection of Student Work: Throughout the semester I will collect student work (best, average, and worst) for the ABET course and outcomes notebooks. This will require me to make a copy of your work, keep your original and return a copy of the graded work to you. I will not draw attention as to what level of work you accomplished.
 - d. Embedded indicators of accomplishment of program outcomes: At times throughout the semester, portions of student work will be analyzed to determine if our program is accomplishing stated program outcomes based on established metrics. **If your work is below the minimum established metric, you will be required to repeat the assignment or that portion of the assignment until you achieve the minimum acceptable standard based on the metric.**
6. Homework: All homework is mandatory and becomes part of your grade, failure to submit any required homework will result in an incomplete. As an engineer your goal is to make a clear, logical, and professional presentation of your work, which is both accurate and correct. As such both your presentation and the accuracy of your work are important, and both will be graded. In order to insure correctness and model professional CE practice, this semester we will often encourage you to discuss with your classmates and submit all your work to your classmates for "Review". It is critical that you show all of your work and leave "foot prints" so that it can be easily followed. No guess work should be required to see what you did. **All submissions must be turned in by the beginning of the class on the due date and this rule will be strictly enforced throughout the semester.**

7. Artificial Intelligence (AI) Statement:

AI is not permitted in this course at all. I expect all work students submit for this course to be their own. I have carefully designed all assignments and class activities to support your learning. Doing your own work, without human or artificial intelligence assistance, is best for your efforts in mastering course learning objectives. For this course, I expressly forbid using ChatGPT or any other artificial intelligence (AI) tools for any stages of the work process, including brainstorming. Deviations from these guidelines will be considered a violation of UT Tyler's Honor Code and academic honesty values.

8. Cell Phone Policy:

To maintain a focused and respectful learning environment, the use of cell phones or similar electronic devices during class is strictly prohibited. All devices must be silenced and stored out of sight for the duration of the class, including lectures, discussions, and group activities. Accessing cell phones for any reason, including texting, browsing, or calls, is not permitted. Exceptions will only be made in case of an emergency and with prior instructor approval. Violation of this policy may result in being asked to leave the class session and could impact participation grades.

9. Unannounced quizzes/in-class assignments may be given at any time during the semester. Therefore, regular attendance is extremely important for staying on track.

10. Late arrival: To ensure an uninterrupted learning environment, students arriving more than 10 minutes after the start of class will not be admitted.

Additional guidance:

a. Problem Sets (PS)

- 1) Include a title sheet.
- 2) **Use Engineer paper only or full-page printouts from Microsoft word, Mathcad, Excel, etc.** You may neatly tape or glue short computer printouts onto Engineer paper at the appropriate place in the logical flow of the problem. Only use one side of a page. Clearly present **a brief problem statement and a sketch** with your solution. Clearly and concisely explain each step. For narratives of more than a line or two, use your word processor or the text capability if you are using MathCAD or Excel. If you are writing out a paragraph or more, you must type it.
- 3) Late Submissions. It is a basic principle of professionalism that **“Professionals are not Late.”** A “COORDINATED LATE” submission occurs when you will miss the suspense for a graded homework assignment and you contact me in advance. Notification immediately before the submission will not suffice. Point cuts up to the amounts below may be assessed for a “COORDINATED LATE” submission:
 1. 0-24 hours late a deduction of 25% of the earned grade
 2. 24-48 hours late a deduction of 50% of the earned grade
 3. More than 48 hours late No credit. **Assignments must still be submitted.**

Obviously there are circumstances that will occur and make a timely submission impossible and I will work with you when and if they occur.

- 4) All homework in this course must be properly documented. As you are discussing and/or having your work reviewed it is likely that you might receive help from your classmates, just simply document it. Information from the course textbooks (equations and outlines of procedures), class notes, or me is considered immediately available to all students and need not be acknowledged or documented. **YOU ARE REQUIRED TO ACKNOWLEDGE AND DOCUMENT ALL OTHER ASSISTANCE AND REFERENCES USED.** Documentation will be accomplished in accordance with any manual for writing, footnote or endnote, for papers, but for written homework, just place the documentation right at the point you received help using who and what assistance.
- b. Assigned readings. Doing the assigned reading prior to class will help you to understand the material presented during the instruction and will fill in gaps for things we do not cover (***I will not cover everything***). It will also make you more familiar with terms and concepts to be covered.
- c. Projects. There will be one group project in the middle of this course and one final project which will be individual. For group projects, you are encouraged to discuss, wrap up the work together, and learn from each other. For the individual final project, you can discuss the given problem with your classmates, but you must work and get everything done on

your own as each projects are different. However, you are always encouraged to get any help from me.

11. There will be several opportunities to earn bonus points for outstanding work on problem sets and for completion of other optional assignments. Opportunities for bonus points will be clearly identified by me and announced in class. Make use of these opportunities to extend your learning!

12. **Students Rights and Responsibilities.** To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

13. **Grade Replacement/Forgiveness and Census Date Policies.** Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

14. **State-Mandated Course Drop Policy.** Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (**January 27th, 2025**).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Dr. Kenan Hazirbaba CENG 3351
Topics Covered and Schedule (Tentative and Subject to Change)

Date	Day	Materials Covered		
1/14/2025	T	Course Syllabus		
1/16/2025	TR	Transportation Finance	Transportation Modes & ITS	CH 1
1/21/2025	T	Equations of Motion & Human Factors		CH 2
1/23/2025	TR	Horizontal Alignment		CH 3
1/27/2025	M	Census Date		
1/28/2025	T	Vertical Alignment	Stopping/Sight Distance	CH 3
1/30/2025	TR	Horizontal/Vertical Curves		CH 3
2/4/2025	T	Horizontal/Vertical Curves Problem Solving Session		
2/6/2025	TR	Traffic Flow - Vehicle Stream Variables/Models		CH 5
2/11/2025	T	Stream Measurements		CH 5
2/13/2025	TR	Highways: Uninterrupted Flow	LOS Basic Freeway	CH 6
2/18/2025	T	Exam #1		
2/20/2025	TR	LOS Multilane		CH 6
2/25/2025	T	LOS Two-Lane		CH 6
2/27/2025	TR	Design Traffic Volumes		CH 6
3/4/2025	T	Highways: Interrupted Flow	Signalized Intersection	CH 7
3/6/2025	TR	Highways: Interrupted Flow	Signal Phasing and Timing	CH 7
3/11/2025	T	Highways: Interrupted Flow	Signal Coordination	CH 7
3/13/2025	TR	Examples		
3/18/2025	T	Examples		
3/20/2025	TR	Exam #2		
3/25/2025	T	Flexible Pavement Design		CH 4
3/27/2025	TR	Flexible Pavement Design		CH 4
3/31/2025	M	Last Day to Withdraw		
4/1/2025	T	Flexible Pavement Design		Handouts
4/3/2025	TR	Flexible Pavement Design		CH 4
4/8/2025	T	Rigid Pavement Design		CH 4
4/10/2025	TR	Rigid Pavement Design		
4/15/2025	T	Case Studies		
4/17/2025	TR	Intro to PaveXpress		
4/22/2025	T	Project Presentations		
4/24/2025	TR			
Exam Week April 28-30 Final Exam				

CENG 3351 Transportation Engineering Course Objectives:

1. Develop an organized approach to solving transportation system analysis and design problems.
2. Explain the transportation system facilities, flow, and control system from the supply and demand perspective, different transportation modes and their pros and cons, and current issues and technologies used in the transportation industry.
3. Explain the motions, braking distance, the human factors, horizontal/vertical alignment, superelevation design, stopping/passing sight distance, channelization, roundabouts, and traffic calming devices in road design.
4. Analyze vehicle stream models, relationship among flow/speed/concentration, and time-distance diagrams of flow, the capacity and level of service for both highways and freeways, signal detectors and controllers, signal timing, pretimed and actuated signal coordination.
5. Design flexible and/or rigid pavements based on existing or projected traffic conditions, soil conditions and expected service life.
6. Use commercially available software (such as PaveXpress) as a tool to perform traffic simulation and pavement design.

HOMEWORK FORMAT RULES

In doing your homework, you are required to follow the instructions listed below:

- Use a pencil - Do NOT use a pen.
- Completely erase any extraneous material - NO scratched out material should appear on the solutions
- Show all the pertinent details of how you obtained your solution
- Staple your assignment together - Do NOT use paper clips, dog-earring, or other means to assemble your hw.
- Write legibly, in print large enough to be easily read.
- Use 8 ½ by 11 inch engineering paper. Do NOT use paper torn from a spiral binder unless it is perforated and you can neatly remove the ragged edge.
- Use graph paper on problems requiring graphs
- Use straight edges to draw diagrams, schematics, etc.

Each homework problem must follow the structure given below:

Given: Concisely state the problem, including relevant sketches, units, etc.

Determine: State what is the goal of the problem (i.e. what is unknown)

Assumptions: List all assumptions used in solving the problem

Solution: Draw a Free-Body-Diagram and give a step-by-step solution of the problem, including explanatory sentences. **Be careful to keep track of units,** and

Double underline or put a box around your final answer.

Additional features of a GOOD homework

- Each problem should have a neatly drawn figure. If you are not a true artist, you should use a straight edge. Also, the figure should be large enough to be easily read and important variables associated with the problem should be labeled on the figure. A well drawn figure will greatly help you solve the problem and help me understand your solution
- Each solution should be well organized. Labels for parts a), b), c) etc. should be easy to locate and the solution should be placed in the proper section.
- Don't cram your solutions into a small space. There should be lots of "white space" in your solution. Leave blank lines between steps; this makes it much easier to grade and gives me room to make comments. Also, leave several blank lines between problems so that I can easily see where one problem ends and the next begins. **I would prefer that you start each problem on a new page.**
- A homework solution should be capable of being "read" just like a textbook example problem. This means that you include all the pertinent details of the solution as well as text to help the reader follow your analysis. (Include sentences in your solutions not just equations.) Explain what you are doing, tell where you have taken an equation from, etc.
- Any variable used should be described in words or clearly shown on a figure.
- For nearly every problem your approach should be:
 1. While you are writing the given & find think about the problem. Think about what you know and don't know; think about which fundamental law might relate the quantities; form a strategy!
 2. Start your solution with a very general equation (such as Newton's law, conservation of energy, conservation of momentum, etc) The equation should be written with symbols only.
 3. Simplify the equation and state why you have made your simplifications. Show all of the details. There should be words in your solution.
 4. Once the equation is simplified, then plug in the numbers. **EVERY NUMBER REPRESENTING A PHYSICAL QUANTITY MUST HAVE UNITS WITH IT!!!**
 5. Calculate the final answer and determine the final units. (Don't just slap the final units on)
 6. **Ask yourself if the answer makes sense** (e.g. you calculated a negative velocity but the object is moving to the right - correct solution: go back and look for your error; wrong solution: slap in a negative sign somewhere and hope the teacher doesn't notice.)
 7. Only at this point should you check your answer with the book's answer. If you are off, go back and rethink your analysis. If you can't find a good reason for your mistake, **DO NOT JUST FORCE THINGS TO GET THE CORRECT ANSWER; COME AND SEE ME SO THAT I CAN HELP YOU FIND YOUR MISTAKE!!!!** ☺

UNIVERSITY POLICIES AND ADDITIONAL INFORMATION

UT Tyler Honor Code

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.

Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

Campus Carry

We respect the right and privacy of students 21 and over 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>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Student Accessibility and Resources

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the [Student Accessibility and Resources \(SAR\)](#) office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

- ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.
- iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
- iv. All written work that is submitted will be subject to review by SafeAssign™, available on Blackboard.

UT Tyler Resources for Students

- [UT Tyler Writing Center](http://writingcenter@uttyler.edu) (903.565.5995), writingcenter@uttyler.edu
- [UT Tyler Tutoring Center](http://tutoring@uttyler.edu) (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

[UT Tyler Counseling Center](http://counselingcenter@uttyler.edu) (903.566.7254)