# UTA A-star logo The UT Arlington Syllabus Institutional Policies

UTA students are encouraged to review these institutional policies and informational sections and reach out to the specific office with any questions.

## Drop Policy

Students may [drop or swap](https://www.uta.edu/records/courses/policies/add-drop-withdrawal.php) (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the [Office of Financial Aid and Scholarships](http://wweb.uta.edu/aao/fao/).

## Observance of Religious Holy Days

A student who misses an examination, work assignment or other project because of an observance of a religious holy day will be given the opportunity to complete the work missed within a reasonable time after the absence provided the student has properly notified each instructor. To meet the proper notification requirements, students must notify each instructor in writing of classes scheduled on the dates they will be absent in observance of a religious holy day. **Notification must be made within the first 15 class days** and either personally delivered, acknowledged and dated by the instructor, or sent certified mail, return receipt requested. The student may not be penalized for these excused absences, but the instructor may appropriately respond if the student fails to complete satisfactorily the missed assignment or examination within a reasonable amount of time after the excused absence. A “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20 of the Tax Code. <https://catalog.uta.edu/academicregulations/studentresponsibility/#attendancetext>

## Disability Accommodations

UTArlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD).Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: [**The Office for Students with Disabilities**](http://www.uta.edu/disability/)**, (OSD)** or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at the [OSD website](http://www.uta.edu/disability/).

## Non-Discrimination Policy

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [Equal Opportunity Services](https://www.uta.edu/hr/eos/).

## Title IX Policy

Title IX is a federal law that protects against sex and gender based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence, sexual exploitation and stalking at federally funded educational institutions. UT Arlington is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX Investigation
3. Investigate and discipline violations of the university’s relevant policies.

Faculty members and certain staff members are considered “Responsible Employees” or “Mandatory Reporters,” which means that they are required to report violations of Title IX to the Title IX Coordinator. I am a Responsible Employee and must report any Title IX related incidents that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university. For more information about policies, reporting options and resources, visit the Title IX website: [www.uta.edu/titleix](http://www.uta.edu/titleix/) or contact the Title IX Coordinator Michelle Willbanks at: [titleix@uta.edu](mailto:titleix@uta.edu).

## Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at [Student Conduct](https://www.uta.edu/conduct/). Faculty are encouraged to discuss plagiarism and share the following library tutorials [Copyright & Fair Use: Plagiarism](http://libguides.uta.edu/copyright/plagiarism) and [Acknowledging Sources](http://library.uta.edu/plagiarism/).

## Electronic Communication

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at [OIT: Student MavMail](http://www.uta.edu/oit/cs/email/mavmail.php).

## Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [News Center: Campus Carry](http://www.uta.edu/news/info/campus-carry/).

## Final Review Week

Final Review Weekfor semester-long courses**,** a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

## Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as “lecture,” “seminar,” or “laboratory” are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback via the SFS database is aggregated with that of other students enrolled in the course. Students’ anonymity will be protected to the extent that the law allows. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit [Student Feedback Survey](http://www.uta.edu/sfs).

## Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by UTA Police regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Crime Prevention: Active Shooter](https://police.uta.edu/crime-prevention/active-shooter-resources.php).

## Counseling and Psychological Services (CAPS)

CAPS is available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives. Visit [Counseling and Psychological Services](http://www.uta.edu/caps/) or call 817-272-3671.

## Academic Success Center

The Academic Success Center (ASC) includes a variety of resources and services to help you maximize your learning and succeed as a student at the University of Texas at Arlington.  ASC services include supplemental instruction, peer-led team learning, tutoring, mentoring and TRIO SSS.  Academic Success Center services are provided at no additional cost to UTA students. For additional information visit:  [Academic Success Center](https://www.uta.edu/student-success/course-assistance).  To request disability accommodations for tutoring, please complete this [form](https://forms.office.com/Pages/ResponsePage.aspx?id=Q1vcXL7XqkyBc3KeOwpi2ccSjcIXpSJAqJFuDEhczLlUMVVHRVRIVlJJWDZJWlVYOUgxNjRPODdLVS4u).