

## Course Description

### ENGR 1250 Engineering Problem Solving: 2 credits (contact hours: 1 lecture; 2 lab)

Broad introduction to the profession of engineering and its different disciplines, through the process of applying the principles of mathematics to solve real-life engineering problems. Math topics are presented within the context of engineering applications and reinforced through examples from engineering courses. Also introduces algorithm development through the use of the engineering analysis software MATLAB. Prerequisite: C or better in MATH 1421 (or concurrent enrollment), MATH 1426 (or concurrent enrollment) or MATH 2425 (or concurrent enrollment).

## Course Meeting Times and Instructor Information

Section	Day	Time	Instructor	Email	Office
001	MWF	8:00 – 8:50 AM	Dr. David Ewing	david.ewing@uta.edu	NH 609
002	MWF	9:00 – 9:50 AM	Dr. Kendra Wallis	kendra.wallis@uta.edu	ELB 238
005	T TH	8:00 – 9:20 AM			
006	T TH	9:30 – 10:50 AM			
003	MWF	10:00 – 10:50 AM	Dr. Rosie Kallie	rosie.kallie@uta.edu	WH 325D
004	MWF	1:00 – 1:50 PM			
007	T TH	3:30 – 4:50 PM	Dr. Ashley Guy	ashley.guy@uta.edu	WH 323H
008	T TH	5:00 – 6:20 PM			

## Office Hours

Your professor will announce their office hours in class. You may also email your professor for their hours as well.

## Electronic Communication

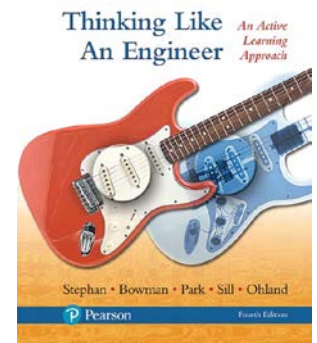
UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking 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 <http://www.uta.edu/oit/cs/email/mavmail.php>.

## Course Textbooks and Materials

### ⇒ Textbook: Thinking like an Engineer: An Active Learning Approach

For this course, you will need access to the engineering application of MyLabsPlus (MLP). The hard copy of the textbook is optional. However, only the current edition of this textbook will be allowed. Previous editions or international editions are not usable in this course.

Due to an agreement with the publishers, your most cost effective choice for acquiring the access code is through the bookstore. The bookstore is selling the code at below market rate, and at a lower price point than any other provider, including directly from the publisher. The hard copy of the textbook is available at a reduced cost, but it is not required. The eText should be sufficient.



The engineering application of MLP you purchase will include the e-text and other applications, including some homework sets, personalized practice problems, and additional exam review exercises available nowhere else. These constitute an important resource for the course and are critical in learning the material.

If due to financial reasons you are unable to purchase the required code for this course, make sure that you speak to your instructor immediately. A significant portion of the course grade requires the use of the engineering application MLP, so it is important to make alternative arrangements if you are not in a position to purchase the engineering application MLP.

### ⇒ **FE calculator**

**\*\* What is an FE calculator?** Only a calculator that meets the requirements used for the Fundamentals of Engineering (FE) exam may be used. Many of you will take this exam as seniors. A list of acceptable calculators can be found here: <http://ncees.org/exams/calculator/>. **DO NOT ASSUME** we will have a calculator available for you to use on quizzes or exams. You will not be allowed to use your cell phone as a substitute.

### ⇒ **Matlab 2015 or later**

This WILL BE available through OIT by following <https://uta.service-now.com/selfservice2>. Sign in and click “Request Something”. You do NOT need to purchase a separate license. However, you MUST have it installed on a Windows operating system for this class and verify that it works BEFORE it becomes a problem.

## Laptop Requirements

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This course is computer-intensive. As such, you are **REQUIRED** to own a laptop for this course and it is **recommended** that it be in compliance with the College of Engineering’s minimum guidelines, found here: <http://www.uta.edu/engineering/current-students/student-computer.php>. **Please note that the College of Engineering’s minimum recommendations are different than the University’s.** If you experience laptop difficulties and require service, you are required to provide documentation to avoid being penalized.

For ENGR 1250, your computer must meet the minimum specifications. If your computer does not meet these minimum specifications, it is recommended that you upgrade your computer. If you choose to attempt this course using a computer system that does not have these specifications, no exceptions will be made for computer issues. You must have access to a laptop computer that will run a web browser. The required web browsers are Firefox and Chrome.

## Grade Distribution

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⇒ **Final Exam = 35%**

⇒ **Group Project = 10%**

⇒ **Assignments = 15%**

⇒ **Quiz = 5%**

⇒ **Exams (2 @ 17.5%) = 35%**

## Late and Previous Work Policy

**No late work is accepted.** A homework is considered late when a student attempts to turn in the homework past the due time, with no grace period. For instance, if the homework is due at the beginning of class and the student is late, that homework is considered late as well.

**No work from a previous semester is accepted in this course, even if it was your own.**

## Grading Scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

All grades in ENGR 1250 are TRUNCATED, consistent with UTA’s GPR calculation policy. What this means is: if your final average is 86.3 you will receive a B; if it is 89.6 you will receive a B; if it is 89.9, you will receive a B.

### Grade Reports

Students are responsible for tracking their own progress in the course. Grades are kept using an online grade book in Canvas. Your instructor will not issue a separate grade report.

### Grade Correction Request

If there is an issue with any grade (including attendance records), the following policy applies:

- Describe the issue in writing within one week of the grade being recorded. All written appeals must be submitted in hardcopy using the "Grade Correction Request Form", which can be found online in the course management system. Supporting documentation, such as grading rubrics AND original work, must be attached. **Requests issued via email or verbally will not be considered.**
- Once the appeal is submitted, it will be reviewed and the student will be notified of the decision in writing within two weeks of the request being submitted.
- If the situation is not resolved to the student's satisfaction, the student may issue the request again to the course coordinator within one week of receiving the decision.

### Exam Specifics

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For Exam 1 and the Final Exam, you will be allowed to use a pencil, eraser, FE calculator, and one 8.5 x 11 inch handwritten notes page (front and back). You will not be allowed to access either your hardcopy textbook or the online textbook during the quizzes and exam.

Exam 2 instructions will be announced at a later date. Make sure you know when the exam will be given. These times are available through the schedule posted to Canvas.

### Exam Dates

For Exam 1 and Exam 2, you will be taking your exams along with all the other students in ENGR 1250, known as a common exam time. These dates are non-negotiable and rescheduling is only granted in extreme emergency circumstances and may involve a penalty on the exam. Extreme emergency circumstances do NOT include previously purchased plane tickets, work schedules (you must find a substitute), etc. You MUST attend the exam dates below or you may receive a zero on that exam. The common exam times are as follows:

- ⇒ **Exam 1: Friday, March 6 at 7 PM. Location TBD.**
- ⇒ **Exam 2: Friday, April 17 at 7 PM. Location TBD.**

The Final Exam schedule and times will be announced at a later date.

### Attendance

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At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, we will take attendance by using an ID card scanning system. You are required to bring your ID card to class or you will be assessed an unexcused absence. Descriptions of consequences are described in the subsequent paragraphs. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Canvas. This date is reported to the Department of Education for federal financial aid recipients.

### *Students are expected to attend class every day.*

- **If the Instructor is late...** Students are expected to wait 15 minutes for the instructor to arrive.
- **If the student is late...** Students are expected to arrive on time for class. If a student arrives after the professor has begun the instruction for the day, the student will be counted as late.
- Attendance is mandatory in this class. Consistent attendance has been shown to be essential for student success. Therefore, absences will be categorized as excused or unexcused as explained below.

### **Excused Absences**

Excused absences require written documentation to be considered excused. Make-up work will only be accepted without penalty for excused absences. **Notifications generated through email or conversation are NOT considered excused until documentation is provided.** It is the student's responsibility to follow up with the instructor to discuss the details of make-up work, once documentation has been provided. No verbal make-up discussions will be considered valid unless followed up by official emails and other documentation.

#### **Examples of excused activities include:**

- **Court attendance**, certified by the Clerk of Courts. Students must notify the instructor as soon as the student is aware of the court date.
- **Documented illness or injury.** Students must present a written excuse from a physician or hospital upon returning to class.
- **Flu or Illness – Medical treatment received.** When treated by a physician or nurse, students should present a receipt of treatment upon returning to normal activities.
- **Funeral services.** Students must discuss this with their instructor as soon as possible upon being informed of the funeral arrangements. The instructor **may** ask for documentation, such as a copy of the funeral program.
- **Military duty, certified by the student's commanding officer.** Students must notify the instructor as soon as the student is aware of the activity.
- **Official university function**, such as participating in a professional meeting, campus society activity or athletic team event. **Students must present a university-issued excuse from the student group faculty advisor at least one week prior to the missed class.**
- **Religious observances.** Students must present a written excuse from the student's religious leader at least one week prior to the missed class.
- **Unavoidable, unexpected absence, such as auto accidents.** Students must notify the instructor of the circumstances as soon as possible upon returning to normal activities. **Documentation may be requested by the instructor, such as a police report.**

### **Unexcused Absences**

In most cases, if your absence is not excused, you will not be able to make-up assignments. Be sure to communicate with your professor should extenuating circumstances cause your unexcused absence. Unexcused absences can include but are not limited to sleeping through alarms, illness without proper documentation, etc.

You will be permitted four unexcused absences during the semester from BOTH lab and lecture combined. After four unexcused absences, your final grade will be reduced as follows:

- 5 - 6 unexcused absences: one letter grade (such as A lowered to a B)
- 7 – 8 unexcused absences: two letter grades (such as A lowered to a C)
- 9 or more unexcused absences: final letter grade = F

**Please note that we take attendance by scanning your UTA ID card only. We do not accept any alternatives such as writing your ID number or your state issued ID. If you fail to bring your school ID to class for whatever reason, it will be considered an unexcused absence.**

### Excessive Tardiness

If a student comes to class more than 10 minutes late, that tardiness will be considered an unexcused absence, regardless if the student attends that class period or not. Also, after being more than 10 minutes late, the ability to participate in class that day (after the unexcused absence is assessed) will be left to the sole discretion of the professor.

### Evening Study Sessions

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In ENGR 1250, extra help is provided for assignments and projects, called the *Engineering Clinic*. The sessions are conducted by the In-Class Teaching Assistants, or ITAs, and are intended for ENGR 1250. Clinics for other classes, such as math, chemistry, etc., are available in other locations of campus.

ITAs will attend class during the day with the students and have help sessions available for students **Monday through Thursday from 7 – 10 pm in the Engineering Research Building (ERB) 435**. Actual days may vary due to scheduling conflicts that may arise, which will be announced via email before the times in question. Students may attend any time during the week that is convenient for the student, and no appointment is necessary. No formal activities are planned; help is provided on an individual (as time permits) or small group basis and is student-driven.

Students should note these sessions are different than one-on-one tutoring. The ITAs are more coaches or mentors in the problem solving process, and often help several students at the same time. The ITAs will aid in problem solution checking or with minor questions about procedures. The ITAs will not lecture on material or help if the student has not attempted the assignment; students with major conceptual questions will be directed to contact the professor. If students wish to have individual attention on a topic or assignment, the use of professor office hours is the best choice.

The Engineering Clinic is available on a first-come first-serve basis. If the room reaches capacity, students may be turned away for safety (room capacity) reasons. Students should plan accordingly, and should anticipate the Engineering Clinic to be full or unavailable immediately before a large project or homework deadline. Beginning a project the day before it is due, and expecting the Engineering Clinic to be available for extensive help, is unrealistic.

The Engineering Clinic is a service offered to aid student learning. This is an opportunity for you to get help with course materials in the evening. If a student is rude or hostile toward an ITA, the student will be required to meet with the course coordinator and possibly banned from further use of the Engineering Clinic sessions. Students are expected to behave in a professional manner at all times. The course coordinator reserves the right to change the Engineering Clinic schedule during the semester at their discretion.

### The IDEAS Center (2nd Floor of Central Library)

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**FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at [www.uta.edu/IDEAS](http://www.uta.edu/IDEAS), or call (817) 272-6593.

### UTSI and Tutoring Program

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UTSI and the Tutoring programs at UTA offer students a large number of personalized learning resources to aid in your success. From traditional one-on-one tutoring services, online tutoring sessions, Supplemental Instruction (SI), and drop in areas, the Division of Student Success has many options for you and your success in this course. All of these are available to all students for free. For more information on these options, visit <http://www.uta.edu/studentssuccess/learning-center/utsi/index.php>.

### Classroom Etiquette

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- No eating or use of any tobacco products are permitted in any classroom.

- Cell phones, messaging devices, and music players (MP3, on laptop) should be turned off and stored during class. Having your cell phone out during class will result in dismissal from class. Headphones/earbuds should be removed during class.
- Students should conduct themselves in a professional manner at all times. If behavior in class is disruptive, the instructor reserves the right to dismiss the student from the class. This includes inappropriate comments or behavior toward the instructor, ITAs, or fellow students. The determination of whether classroom behavior is disruptive or inappropriate will be made by the instructor and is not open for interpretation.
- The unauthorized use of applications such as instant messaging, social media, or computer games will result in dismissal from class. In addition, if any of your electronic devices displays any offensive or vulgar images you will be dismissed from class. The determination of whether an image is offensive will be made by the instructor and is not open for interpretation.
- You are expected to behave in a professional manner and give any speaker your undivided attention. Use of any electronic devices, sleeping, or working on any assignments not pertaining to the current lecture will result in dismissal from class.

## Academic Integrity

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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 <https://www.uta.edu/conduct/>.

## So What Exactly is Cheating?

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### Cheating:

- Allowing someone else to obtain and use all or part your work.
- Obtaining and using part of someone's work and submitting it as your own, with or without their knowledge.
- Several people completing one assignment and turning in multiple copies, all represented (implicitly or explicitly) as individual work. This includes but is not limited to creating a single worksheet or program, making electronic copies, and changing the name information for submission.
- Stealing an examination or a solution from the instructor or a posting area.
- Use of a previous semester's work, even if it was your own work.
- Conversing by voice or ANY communication device during an exam or quiz.
- Use of notes not authorized by the instructor during an exam or quiz.

### Not Cheating:

- Discussion of assignments on a theoretical level to understand what is being asked.

- Getting or giving help on how to solve minor syntax errors.
- Submission of one assignment for a group of students if group work is explicitly permitted.
- Turning in work done with the help of the instructor or designated class assistants.
- Working in a group to understand a problem solving methodology.

## Topical Outline

The approximate number of class hours and percentage of semester spent on each topic is included. This is a blended class environment; students are expected to complete some work in class, and some outside of class each week. Please note topics are not presented here in chronological order.

- **Course Mechanics – 8 hours – 13%**
  - Course Introduction
  - Exam Reviews
  - Exams
- **Dimensions & Units – 12 hours – 20%**
  - Conversion of units as single values and within equations
  - Fundamental and derived dimensions; base and derived units
  - Problems related to density, energy, force, mass, moles, power, pressure, specific gravity, temperature, voltage and weight
  - Understanding the relationship and importance of units in solving complex equations
  - Use of estimation and reasonableness in problem solving
- **Graphical Problem Solving Procedures – 6 hours – 10%**
  - Graphical representation and interpretation of data
- **Trendlines and Data Analysis – 6 hours – 10%**
  - Interpretation of trendline in terms of physical phenomena
  - Introduction to three trend types (linear, power and exponential)
  - Reinforcement of concepts of units and graphing through data analysis
- **Algorithms – 5 hours – 9%**
  - Creating algorithms by hand
  - Creating pseudo-code algorithms
  - Drawing a flowchart of a given algorithm
- **Input & Output – 2 hours – 3%**
  - Definition and discussion of `fprintf`, `input`, `menu`, `load`, and `save` functions
  - Discussion of special string characters (`\n`, `\\`, `%s`, `%f`, etc)
- **Functions & Programs – 6 hours – 10%**
  - Anatomy of a proper function / program
  - Creating a program / function with proper documentation
- Definition of a function and of a program
- Handling functions with multiple input and/or output variables
- Syntax and order of execution for MATLAB commands
- Syntax and order of operations for mathematical expressions
- Understanding input and output of functions
- Variable data types (string / number / array / matrix / cell)
- **Matrix Operations – 2 hours – 3%**
  - Applying a built-in function to an array or matrix
  - Building and entering arrays and matrices in MATLAB
  - Definition of array and matrix
  - Discussion of matrix arithmetic (addition, subtraction, multiplication)
  - Replacing, adding, deleting elements, rows, or columns of a matrix
  - Term-by-term operations (multiplication, raising to a power) basics of matrix multiplication
  - Transposing matrices: definition and MATLAB operator
- **Plotting – 6 hours – 10%**
  - Creating a figure with a single plot with multiple data series on the plot
  - Creating a figure with multiple plots using `subplot`
  - Creating proper plots with MATLAB using built-in functions (`title`, `xlabel`, `ylabel`, `legend`, `axis`, `grid`, `markers`)
  - Discussion of `plot` function
  - Discussion of `polyfit` function
- **Logic & Conditional Statements – 7 hours – 12%**
  - Converting written sentences into a structured conditional statement
  - Definition and discussion of conditional statements
  - Definition and discussion of `else`, `elseif`, `end`, and `if` operators
  - Definition of all logical operators (`&&`, `||`, `~`, `&`, `|` (bit-wise))
  - Definition of all relational operators (`<`, `>`, `<=`, `>=`, `~=`, `==`)

*The schedule, policies, procedures and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and / or to ensure better student learning.*



## Course Objectives

### *The main goals of this course are:*

- to **prepare** students for the **rigor of future engineering classes**,
- to **provide** students with a **solid foundation of basic engineering skills**, and
- to **introduce** students to the **different engineering majors and career options**.

### *The specific goals of this course are:*

Course Objectives
Identify basic and derived dimensions and units; Express observations in appropriate units and perform conversions when necessary; Apply basic principles from mathematical and physical sciences, such as trigonometry, Hooke's Law, and the ideal gas law, to analyze engineering problems.
Use graphical techniques to create "proper" plots, sketch functions, and determine graphical solutions to problems.
Describe and interpret mathematical models in terms of physical phenomena. Determine an appropriate mathematical model to describe experimental data using physical knowledge, then apply the model to form graphical solutions to engineering problems.
Communicate technical information effectively by correctly apply graphing conventions and composing clear and concise descriptions of experiments and projects, and composing clear and concise descriptions of engineering in an ethical manner
Formulate and justify a solution to an engineering problem within a team structure
Generate a written (numbered list/pseudo code) description and sketch a flowchart/concept map of an algorithm of a problem or process.
Formulate algorithmic steps into code utilizing input instructions, formatted output, looping structures, conditional statements, and file input/output.
Read, write, interpret, and debug MATLAB programs and functions. Trace the value of variables through MATLAB program and function execution. Verify output against a published or manually calculated solution.
Use MATLAB to enhance problem solution techniques, including entering and formatting data; applying functions, including mathematical, statistical, and trigonometric; create and format data into graphs.
Use MATLAB to fit experimental data with a trendline; describe and interpret mathematical models in terms of physical phenomena

***Students may vary in their competency levels on these abilities. You can expect to acquire these abilities only if you honor all course policies, attend class regularly, complete all assigned work in good faith and on time, and meet all other course expectations of you as a student.***



## Emergency Exit Procedures

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Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located in two locations. For most everyone, exit through the door on the instructor's right side. There is a staircase directly around the corner. For traffic considerations, some students may exit the door on the instructor's left side and continue right down the hall. There is another set of stairs at the end. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

## Drop Policy

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Students may drop or swap (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 (<https://www.uta.edu/fao/>).

## Student Support Services

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UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

## Disability Accommodations

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UT Arlington 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, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

**Counseling and Psychological Services (CAPS)** [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also 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.

## Student Feedback Survey

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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 <http://www.uta.edu/sfs>.

## Final Review Week

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For 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.

## Title IX

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The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272- 4585 or [titleix@uta.edu](mailto:titleix@uta.edu).

## Campus Carry

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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. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

## Non-Discrimination Policy

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*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 [uta.edu/eos](http://uta.edu/eos).*