

University of Texas at Tyler



Spring 2026

CHEM 1312.001: General Chemistry 2

MWF 10:10-11:05 am RBN 3035

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 12 January–24 April each MWF from 10:10-11:05 am in RBN 3035. Except for the following:

- Jan 19 (Mon) – MLK holiday
- Mar 9–13 (M–F) – Spring Break

Midterm Exams: Feb 11th, Mar 18 and Apr 15; dates subject to change

January 26 (Mon) – Census date; last day to file for grade replacement

March 2 (Mon) – FINAL deadline to file for Spring graduation

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

April 29 (Wed) – Final Exam from 10:15 - 12:15 am in RBN 3035.



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
 - TW 4:00 – 5:00 pm
 - By appointment

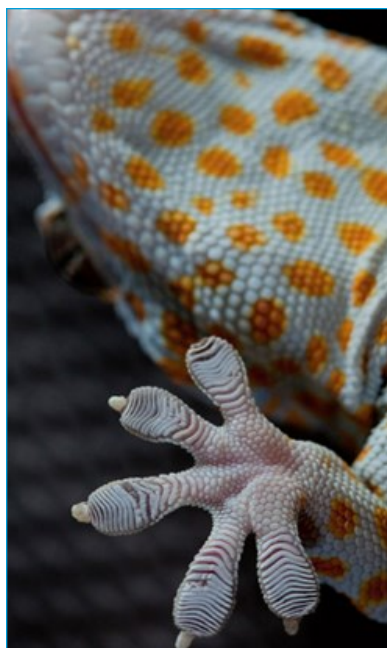
SI LEADER:

Kaitlyn Pryor

- kprior3@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
Assignment Checklist	8
University Policies	9



REQUIRED MATERIALS

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

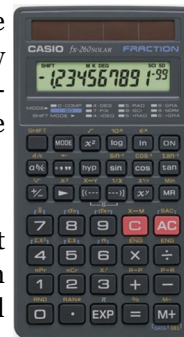
Achieve Access Code Options:

- 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.



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.



RECOMMENDED MATERIALS

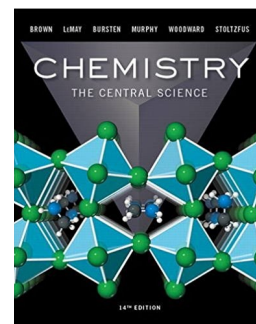
TEXTBOOK:

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:

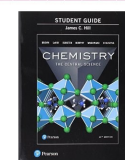
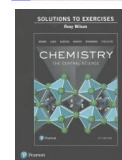
Some kind of periodic table will be very useful. There are [numerous free printable versions](#). While not printable Ptable.com is a great resource!

Periodic Table of Elements

OTHER HELPS:

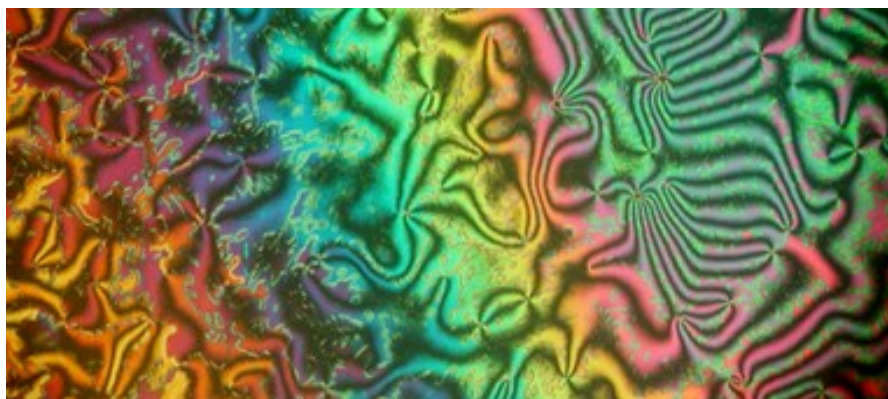
Some students have found the following helpful:

- 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 30th**. 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.

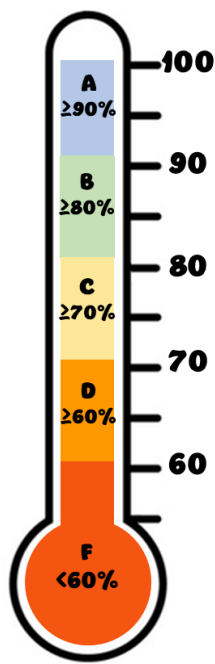


canvas
BY INSTRUCTURE

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

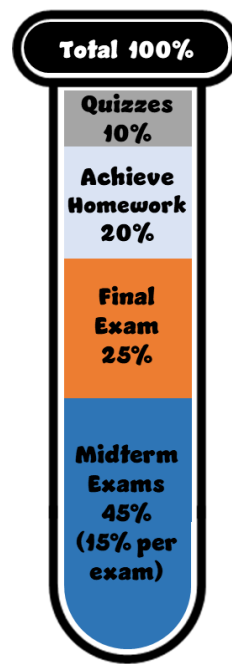
Course grades will be based on your course average with assignments weighted as shown to the right. A letter will be assigned according to the 90/80/70/60 scale (shown to left). These ranges may be adjusted based upon my evaluation of the overall class performance, but grade floors will not be increased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

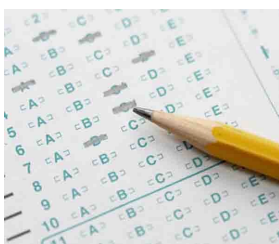
Missed exams will be handled in one of the following ways:

- 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 29, from 10:15 am – 12:15 pm in RBN 3035**. 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 week there will be a short quiz over that week's material. The quiz will be found on Canvas and must be submitted by 11:59 pm on the deadline 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.
- The 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 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 meetings with the same respect you would in person meetings

- You would not come to an in-person session 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 meeting so please refrain from doing so on Zoom.

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 in-person tutoring is available for this class through the Department of Chemistry & Biochemistry:

Our tutor, Emalea, can be found MW 1:00-3:00 pm RBS 4th floor.

Additional free tutoring is available from the UT Tyler PASS center through UpSwing and Knack.



Knack provides free one-on-one or group tutoring in person or online from real UT Tyler who have had success in the course. Access Knack via this link: <https://app.joinknack.com/login>



UpSwing online tutoring is available free of charge 24/7 via the UT Tyler Virtual Success Center at <https://uttyler.upswing.io/>

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	HW	Due date	Check
Chapter 10			Chapter 15		
Chapter 11			Chapter 16		
Chapter 12			Chapter 17		
Chapter 13			Chapter 19		
Chapter 14			Chapter 20		

EXAMS		
Exams	Due date	Check
Exam 1 (Chapters 10-12)	Wed Feb 11th 10:10 – 11:05 am	
Exam 2 (Chapters 13-15)	Wed Mar 11th 10:10 – 11:05 am	
Exam 3 (Chapters 16-19)	Wed Apr 8th 10:10 – 11:05 am	
Final Exam (Chapters 1-20)	Wed Apr 29th 10:15 am – 12:15 pm	

WEEKLY QUIZZES					
Quiz	Due date	Check	Quiz	Due date	Check
1—Intro	1/16		9	3/3	
2	1/16		10	3/20	
3	1/23		11	3/27	
4	1/30		12	4/3	
5	2/6		13	4/10	
6	2/13		14	4/17	
7	2/20		15	4/24	
8	2/27				

COURSE GRADE			
	Grade	Weight	Points
Example	84	x 0.20	16.8
HW Avg		x 0.20	=
Quiz Avg		x 0.10	=
Exam #1		x 0.15	=
Exam #2		x 0.15	=
Exam #3		x 0.15	=
Final		x 0.25	=
Total	Add up	points	=



UNIVERSITY POLICIES

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. 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.

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 you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

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.