Objectives:
The objective of this unit is to acquaint you with the procedures and policies for this course.

Study guide:
1. Study the attached "Course Information".  
2. Write out your answers to the following study questions:  
   (a) Under what two conditions is attendance at your own section required?  
      (1) ____________________________________________________________________________  
      (2) ____________________________________________________________________________  
   (b) Under what three conditions is a conference required with your TA?  
      (1) ____________________________________________________________________________  
      (2) ____________________________________________________________________________  
      (3) ____________________________________________________________________________  
   (c) The total number of study units to be completed after this one is _________________  
   (d) To finish the course by the end of the semester, about how many units must be passed each week?  
      _________________  
   (e) Why is it desirable to work faster during the first part of the semester?  
   (f) When is homework required? ____________________________________________________________________________  
   (g) What is the maximum time that is normally allowed for taking a readiness test? ________  
   (h) What is the maximum number of readiness tests that can be taken on a given day? _____  
   (i) What is the requirement for a satisfactory grade on a readiness test? ______  
   (j) What will be your score on a unit if you pass the unit test on the 1st, 2nd, 3rd or 4th try? ______
      On the 5th try? ______  
   (k) How many units must be completed to have an "A" going into the final? ____________
      A "B"? _____  
      A "C"? _____  
   (l) What is the deadline for passing Unit 3? ____________________________________________  
   (m) At what times may readiness tests be taken? _________________________________  
   (n) What is the last date for taking readiness tests? _________________________________  
   (o) Official course communications will be sent to you at the email address on the registrar’s records, which is: ___________________________________
3. The prerequisites for the course are EE 306 or CS 307 with a grade of at least C, and credit or registration for EE 312 or CS 310. If you have not had these courses (or the equivalent), please see the instructor at once.

4. The required text for the course is Fundamentals of Logic Design, 5th Edition (hardcover), by C. H. Roth. This text comes with a CD containing three software packages -- LogicAid, SimUaid, and DirectVHDL. If you have not already purchased this text, do so today. Earlier editions of the textbook do not include new material to be presented in the course and cannot be used. If you buy a used copy of the 5th edition, make sure that you get the CD with it.

5. You must have the software package that includes LogicAid, SimUaid, and DirectVHDL. This comes with the text as described in paragraph 4 above. We recommend that you install this software on your own personal computer. You may also run LogicAid, SimUaid, and DirectVHDL on any of the LRC PCs in ENS 317, ENS 334, or ENS 340, or any of the PCs in ENS 329. To use any of these PCs, take your valid UT Student ID card to ENS 507 and request an LRC account. Students who are demonstrating finished work to lab proctors or getting assistance have top priority for use of the computers in the EE 316 lab (ENS 335). Using any of these computers also requires an LRC account.

6. After you have purchased your text, read the preface, table of contents, and "How to Use this Book for Self-Study" in Fundamentals of Logic Design, 5th Edition. Note that Study Guide answers should be written directly in the text. An errata list for the text is attached to this handout. You should mark the corrections in the textbook before studying each chapter.

7. After you finish reading this handout, review your answers to the study questions, take the readiness test on Unit 0, and have a proctor check it.

8. After passing the Unit 0 test, start reading Unit 1 as soon as you can. If at all possible, you should be prepared to take the readiness test on Unit 1 by your next regular class period.

9. **Sequence of Units**
   All units must be passed in sequence with the following exceptions:
   (a) When you pass Unit 5, skip Unit 6 and go on to Unit 7.
   (b) After you complete Unit 9, work through Unit R1 and take the R1 readiness test.
   (c) When you complete Unit 18, skip Unit 19, and go on to Unit 20.
   (d) When you complete Unit 20, work through Unit R2 and take the R2 readiness test.

10. Units 3, 4, 5, 8, 9, R1, 10, 12, 14, 15, 16, 17, 20, and R2 have supplements. Be sure to read these supplements before working through the corresponding units.

11. Immediately after passing Unit 7, R1, 11, 15, 16, or 18, obtain a lab assignment for Unit 8, 10, 12, 16, 17, or 20 from the proctor at the front desk.

12. The following units have readiness tests and either a lab or computer assignment that must be completed before you take the readiness test: Units 4, 5, 10, 12, 14, and 17. The following units have lab work only, i.e., no readiness test: Units 8, 16, and 20.

13. A Course Outline and Progress Record is given on page 4. The information in items 9-12 above is also summarized on the chart. Each time you pass a unit, enter the date completed on the Progress Record. Also enter the target date when you plan to complete the next unit. Enter your target date for Unit 1 now.

14. When you are taking a test, keep your backpacks and books in one of the lockers at the back of the study area. We strongly recommend that you purchase a small padlock and keep your belongings locked up while taking a test. Several textbooks and backpacks have been stolen in the past.

15. Communications regarding this course will be sent to you at the e-mail address on the registrar’s records. It is your responsibility to read your e-mail on a regular basis. Email has been approved as official communication at the University of Texas.
EE 316 - COURSE SCHEDULE

Summer 2005

June 2,3  First day of classes; pass readiness test on Unit 0.
June 15  Last day to drop without possible academic penalty.*
June 17  Deadline for passing Unit 3. (Students who have not passed Unit 3 must see their instructor immediately).
July 4    Holiday, lab closed
July 8-9  Final exams for first-term courses. EE316 Lab will be open Friday, July 8, but attendance is not required.
August 1  Students who have finished all 20 units by this date will be allowed to take the early final. (The early final will be given August 4, 7:00-10:00 P.M.).
August 8-12 Last week of classes. A maximum of two unit tests can be taken each day regardless of your grade on the test. If two tests are taken on MWF, one must be taken in the morning. No readiness tests will be given after August 12.
August 13, 15 Regular final exam as scheduled by the registrar's office.

Times to take Readiness Tests (ENS 335) (tentative)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>10:00 A.M. - 4:30 P.M. (Tests must be started by 3:00 P.M.)</td>
<td></td>
</tr>
<tr>
<td>TTh</td>
<td>1:00 P.M. - 4:00 P.M. (Tests must be started by 2:30 P.M.)</td>
<td></td>
</tr>
</tbody>
</table>

WATCH THE COURSE BULLETIN BOARD FOR ANNOUNCEMENTS

Dr. Brown is in charge of EE 316. If you have questions which your TA cannot answer, please see Dr. Brown during his office hours: MWF 9-10 and TTh 1-4 (ENS 331, 471-6904).

*Dropping with a Q requires permission of your instructor and advisor. After June 15, you will not be permitted to drop if you have taken this course before and have received a D, F, W, or Q except for urgent and substantiated non-academic reasons. In addition, Engineering students must also obtain permission from the Assoc. Dean for Student Affairs (Dr. Meyer) in order to drop.
## Course Outline and Progress Record, Summer 2005

**Instructions:** Fill in the date you plan to complete each unit in the “Target” column; then fill in the actual date completed in the “Completed” column. Also plot your progress on the “Progress Chart.”

<table>
<thead>
<tr>
<th>Unit</th>
<th>Topic</th>
<th>Remarks</th>
<th>Suggested</th>
<th>Attendance</th>
<th>Target</th>
<th>Completed</th>
<th># Units</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro; Number Systems</td>
<td>Pass this unit as soon as you can!</td>
<td>6/6</td>
<td>Required</td>
<td></td>
<td>1</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Boolean Algebra</td>
<td>This is fairly easy if you work through the Study Guide carefully.</td>
<td>6/8</td>
<td>Required</td>
<td></td>
<td>2</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Boolean Algebra (cont’d)</td>
<td>This unit is harder than the first two; video available.</td>
<td>6/10</td>
<td>6/16</td>
<td></td>
<td>3</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Appl. of Boolean Algebra</td>
<td>Lab required before taking the unit test.</td>
<td>6/14</td>
<td>6/20</td>
<td></td>
<td>4</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Karnaugh Maps</td>
<td>Computer exercise req’d; Video available</td>
<td>6/17</td>
<td>6/23</td>
<td></td>
<td>5</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Multi-level Gates, NAND and NOR gates</td>
<td>Video Available. Get assignment for Lab 8 when you pass this Unit.</td>
<td>6/20</td>
<td>6/27</td>
<td></td>
<td>6</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>8L</td>
<td>Combinational Ckt. design and Simulation</td>
<td>Design &amp; computer simulation req’d (no test)</td>
<td>6/23</td>
<td>6/29</td>
<td></td>
<td>7</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Multiplexers, decoders and PLDs</td>
<td>Helpful material in Course Supplement.</td>
<td>6/27</td>
<td>7/1</td>
<td></td>
<td>8</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>Review of Combinational Circuits.</td>
<td>Get assignment for Unit 10 when you pass this unit.</td>
<td>6/29</td>
<td>7/6</td>
<td></td>
<td>9</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Introduction to VHDL</td>
<td>Lab required before taking the unit test. Helpful Material in Course Supplement.</td>
<td>7/1</td>
<td>7/8</td>
<td></td>
<td>10</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Latches and Flip-Flops</td>
<td>Get assignment for Unit 12 when you pass this unit</td>
<td>7/5</td>
<td>7/11</td>
<td></td>
<td>11</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Registers and Counters</td>
<td>Lab required before taking the unit test</td>
<td>7/8</td>
<td>7/14</td>
<td></td>
<td>12</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Analysis of Clocked Sequential Circuits</td>
<td>Video available</td>
<td>7/11</td>
<td>7/18</td>
<td></td>
<td>13</td>
<td>D-</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Derivation of State Graphs and State Tables</td>
<td>Computer exercise req’d. Video available</td>
<td>7/14</td>
<td>7/20</td>
<td></td>
<td>14</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Reduction of State Tables, State Assignment</td>
<td>Video available. Get assignment for Lab 16 when you pass this unit.</td>
<td>7/18</td>
<td>7/22</td>
<td></td>
<td>15</td>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>16L</td>
<td>Sequential Circuit Design</td>
<td>Design, Simuaid, lab kit exercises (no test). Pick up Lab for 17 when you pass this unit</td>
<td>7/20</td>
<td>7/26</td>
<td></td>
<td>16</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>VHDL for Sequential Logic</td>
<td>Lab required before taking the unit test.</td>
<td>7/23</td>
<td>7/29</td>
<td></td>
<td>17</td>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Circuits for Arithmetic Operations</td>
<td>This is a hard unit. Get Unit 20 lab assignment when you pass this unit</td>
<td>7/26</td>
<td>8/1</td>
<td></td>
<td>18</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>20L</td>
<td>VHDL for Digital System Design</td>
<td>VHDL exercise (no test)</td>
<td>7/29</td>
<td></td>
<td></td>
<td>19</td>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>R2</td>
<td>Review of Sequential Ckts</td>
<td>Pass this unit, and you’ve got a solid A going into the final!</td>
<td>8/1</td>
<td></td>
<td></td>
<td>20</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

**Suggested:** This column is the suggested progress due date.  
**Attendance:** You are required to attend your section if you are behind this due date for the unit you are working on.  
**Grade:** The grade you will have going into the final examination. See “Grading Procedures” in this handout for exceptions.
Information

This is a self-paced course. This means that you will have some flexibility in the times at which you complete the required course work. You will not be held back by other students or forced to go ahead until you are ready. However, you should complete all of the study units before the final exam. This means that you will have to study and attend class on a regular basis if you expect to complete this course.

The work of this course is divided into 20 units of content, which correspond roughly to a series of homework assignments. Each study unit will include a reading assignment, study questions, and problems to be solved. These units will come in a definite numerical order, and you must show your mastery of each unit (by passing a "readiness" test) before moving on to the next.

It is very important that you complete Unit 18 because the material in this unit is prerequisite to several courses. If you plan to go into the computer engineering area, a good understanding of Unit 18 is prerequisite for EE 345L, Microprocessor Applications, EE 360M, Digital Systems Design Using VHDL, EE 360N, Computer Architecture, and for EE 360R, Computer Aided Integrated Circuit Design. Computer Science students will require a good understanding of Unit 18 for CS 352, Computer Systems Architecture.

The teaching staff of your course will include proctors and a professor. A proctor is a student who has been chosen for his or her mastery of the course content, maturity of judgment, understanding of the special problems that confront you as a beginner, and willingness to assist. He or she will grade your readiness tests and pass upon them as satisfactory or unsatisfactory. His or her judgment will ordinarily be law. If you pass a unit test on the first, second, third or fourth try, you will receive a grade of A (95) on that unit. It is better that you get too much testing than not enough, if your final success in the course is to be assured. A proctor may be either a Teaching Assistant (TA) or a grader.

The professor's responsibilities include organization of the course, selection of the study material to be used in the course, supervision of the proctors, and final evaluation of each student's progress. He will be available during some of the class periods to answer questions and assist with grading of the readiness tests. He will also act as a clearinghouse for requests and complaints, and arbitrate in case of disagreement between students and proctors.

Self-Pacing

In order to complete the course in time for the final exam, each week you will have to pass an average of 1 ½ to 2 units (2 or more units during summer) each week. A Progress Record and a Progress Chart are attached for your use. Each time you pass a unit, enter the date completed on the Progress Record and plot it on the Chart. Also enter your target date for passing the next unit on the Progress Record. Try to stay above the heavy line on the chart so that you won't have to rush through a lot of material near the end of the semester. Note that you should pass units at a faster rate near the beginning of the semester when the material is relatively easy so that you will have sufficient time to study the more difficult units which come toward the end of the semester. If you pace yourself to stay ahead of schedule, you will have some extra time for emergencies or extra time left at the end to study for other courses.
**Readiness Tests**

1. Each readiness test has several different forms, and different students will take different forms of the test. The forms are of approximately equal difficulty, but in some cases the material covered will differ from form to form.

2. The latest time at which you will be allowed to start a readiness test is normally 90 minutes before lab closing time at the end of the day. Time required to complete a test should vary from about 15 minutes to 45 minutes depending on the difficulty of the material and how well you are prepared. Maximum time allowed for taking a readiness test will normally be 50 minutes.

3. Readiness tests will usually be graded as "satisfactory" (S) or "unsatisfactory" (U).
   (a) If you do all problems correctly, your grade will be an S.
   (b) If you make one or more conceptual errors that demonstrate that you do not understand some of the material, or if you make several mechanical errors that demonstrate that you did not check your work, your grade will be a U.
   (c) If you make no conceptual errors, but you make a couple of mechanical errors, your proctor may question you about your wrong answer and give you some additional time to correct your answers. Depending on the outcome of this additional work, you will then be assigned a grade of S or U.

4. If your grade is unsatisfactory, this will not count against you, provided that you pass the test on your second, third, or fourth try. However, you will not be permitted to take another form of the quiz until you have studied the unit further.

5. You must turn in your readiness test before you leave the classroom, even if you do not complete the test.

6. Your readiness tests should be taken during your regularly scheduled class period. In addition, you may take readiness tests whenever the lab is open, provided you begin the test 90 minutes before the lab closes (see attached lab schedule on page 3). In fact, your own class period is probably not enough time to do all of your test-taking for this course – and it is almost certainly not enough time to do all of your studying too!

7. When you pick up your readiness test, use the time clock to stamp the time on the back of the test. As soon as you complete the test, stamp the time on the back and turn it in at the front desk, and **return to your seat** in the testing area. If you leave the testing area before your test is graded, your grade will be a U: "unsatisfactory".

8. No books or notes are allowed in the testing area. Leave all books and notes in the lockers provided before requesting a test.

9. If you earn a U on a unit test, you must wait at least one hour before taking another test on the same unit.

10. A maximum of two unit tests can be taken during any one day regardless of whether or not you earn an S on the tests.

**Class Attendance**

You will be able to do part of your studying for this course in the classroom. It is to your advantage to attend class regularly. There will usually be an opportunity in class to ask short answer questions and to discuss problems with other students, a proctor, or the professor. Reference materials and a notebook of solutions to homework problems will also be provided in the classroom. TAs hold weekly office hours reserved for answering conceptual or in depth questions.

Class attendance **at your own section** is required until you pass Unit 3. Class attendance is also required during your scheduled class period if you are more than two units behind the suggested schedule shown on the progress chart. If you have passed Unit 3 and are making good progress in the course, class attendance is optional.
If you have excessive absences (more than 5 unexcused absences) your course grade may be reduced by one letter grade (i.e., B to C, C to D, etc.) If you are 5 or more units behind and have excessive absences, you may be dropped from the course with an F.

You must have a UT ID card with the optical bar code at the bottom, which we use for attendance purposes. If you do not have one, go to the ID Center in the basement of the Student Services Building. Attendance will be taken during your scheduled section time (section for which you are registered); at this time you will be asked to scan your ID card through the card reader. You are expected to attend for the entire period. We will spot check the attendance from time to time. If you have scanned in and are not present, this will count as two absences. If you start a unit test during your own class period, you will automatically be marked present. In order to be marked present you may scan in for a test up to but not more than 15 minutes before the start time for your section and as late as but not later than 45 minutes after the start time for your section.

Conferences
If you do not meet the Unit 3 deadline, or if you miss more than 5 required class periods, or if you are 5 or more units behind, you must have a conference with your TA. You will not be allowed to take additional unit tests until you have this conference. Your TA may schedule additional required conferences to monitor your progress.

Study Guide and Homework Problems
1. Although homework will not be collected for grading if you pass a unit test the first time, it is important that you answer the study guide questions and work out the assigned homework problems before you take the readiness test on a unit. You will find it very difficult to pass a test without doing the homework. You will be wasting your time (as well as the proctor's) if you attempt to take a readiness test without being prepared.

2. Answers to many of the problems in the text and to some of the study guide questions are provided at the back of the book. Be sure to check your answers before you take the readiness test. A notebook of detailed solutions to the homework problems, which you may consult if you have difficulty with any of the problems, will be kept in the classroom. Copies of these solutions will be available on the web. To access these solutions, log on to Blackboard: http://courses.utexas.edu. Click on the Login button and log in. Click on this course, go to Documents, and click on Homework Solutions. A similar notebook of detailed solutions to the study guide questions will also be kept in the classroom. We recommend that you work out the problems as far as possible before you consult this notebook; copying solutions out of the book is of little value.

3. If you earn a U on a readiness test for a given unit on the first try, satisfactory completion of all study guide questions and of all problems specified in the study guide is required before you can take a second form of the test. A proctor will make sure you have worked all the problems and spot-check some of your answers to the study guide questions and required homework. Once this has been checked, you may take another test.

4. If you earn a U on a readiness test on a given unit the second time, you must work additional homework problems. These problems must be completed and turned in before you take the test a third time. The proctor will assign specific problems.

5. If you earn a U on a readiness test for a third time, the proctor will give you an additional assignment which must be completed before you take the test the fourth time, etc.

Rules for Submission of Homework
1. Each time you make a U on a unit test, you are required to submit homework for grading before repeating the test.
2. The first time you make a U on a unit, the required homework includes solutions to all Study Guide questions for the unit, and solutions for all end of the chapter problems which are assigned in the study guide and in the unit supplements if applicable. **You must show how you worked the problem; it is not sufficient to just write down the answers.**

3. We recommend that you write your answers to Study Guide questions and programmed exercises directly in the text. Note that there are blank spaces in the text for this purpose. If you submit the answers separately, write them in order on a sheet of paper and **number them**. Do not mix the assigned problems at the end of the chapter with the study guide answers.

4. Complete solutions, not just answers, to all homework problems assigned in the Study Guide are required. You should be able to explain your solutions. Before submitting these problem solutions, check your answers against those in the back of the book. If you have a wrong answer and are unable to correct it, ask for help **before** you submit the homework.

5. If you did not write your Study Guide answers in the book, put them in order. Then put your solutions to the problems at the end of the chapter in order. Staple them together (upper left hand corner) with the Study Guide first (if not written in the book) followed by the end of the chapter problems. Put your name, password, and date on the top page. Place the stapled sheets in the homework box on the front desk.

6. Solutions to any additional problems assigned must be submitted in the same way. Also staple the yellow homework assignment sheet (which was given to you by the grader) on top of your solutions.

**Final Exam**

All the students in the course are required to take a final examination, in which the entire term's work will be represented. The final will consist of questions which are similar to those you have already answered on your readiness tests. Students who complete 20 study units early enough may take an early final (see schedule on page 3). The remainder will take the final exam during the regular final exam period at the time assigned by the Registrar for their section. Students who take the early final may also take the regular final exam if they are not satisfied with their score and wish to try for a higher grade.

**Grading Policy**

**30% of your course grade will be based on your final exam grade.**

**70% of your course grade will be based on your unit average.**

If you pass a unit test on the first, second, third or fourth try, you will receive a grade of A (95) on that unit. If you pass on a later attempt, your unit grade will be reduced by 15 points for each additional attempt.

- Pass on 1st through 4th try: Grade = 95
- Pass on 5th try: Grade = 80
- Pass on 6th try: Grade = 65
- Pass on 7th try: Grade = 50

Since there is no penalty if you fail a unit test on the first three attempts, any student in the class who is willing to put in sufficient time and effort should be able to make an A in the course. In fact, past performance records in the course indicate a majority of the students who complete all of the units will make A's. **If you do not pass a unit, you will receive a grade of 0 on that unit.**
The maximum grade going into the final (i.e., your unit average) depends on the number of units passed. (If you do not pass a unit during the first four attempts, the grade on that unit will be reduced as explained above.)

<table>
<thead>
<tr>
<th>Number of Units Passed</th>
<th>Maximum Grade Going into Final (Unit Average)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 (Units 1-20, R1 and R2, omit 6 and 19)</td>
<td>95 (A)</td>
</tr>
<tr>
<td>19 (all except 6, 19, and R2)</td>
<td>90</td>
</tr>
<tr>
<td>18 (all except 6, 19, R2, and 20)</td>
<td>85 (B)</td>
</tr>
<tr>
<td>17 (all except 6, 19, R2, 20, and 18)</td>
<td>80</td>
</tr>
<tr>
<td>16 (all except 6, 19, R2, 20, 18, and 17)</td>
<td>75 (C)</td>
</tr>
<tr>
<td>15 (all except 6, 19, R2, 20, 18, 17, and 16)</td>
<td>70</td>
</tr>
<tr>
<td>14 (all except 6, 19, R2, 20, 18, 17, 16, and 15)</td>
<td>65 (D)</td>
</tr>
</tbody>
</table>

If you complete fewer than 16 units, you will have very little chance of passing the course with a C. In order to get a C or better in the course, you must make a passing grade on the final exam. This course is not graded on a curve.

**Deadline for Passing Unit 3**

It is important that you get started on the course right away. To encourage you to do this, we have set a deadline for passing Unit 3 (see page 3). Normally, by the Unit 3 deadline, you should have at least passed unit 4. If you have not passed at least three units by this time, you will be in serious trouble. If you do not pass three units by the deadline set in the course calendar, you must have a conference with your TA. At this conference, he will either recommend that you drop the course or set conditions for you to continue with the course. If you do not have this conference with your TA, you will probably end up with an F in the course.

**Dropping the Course**

In order to drop the course, you must comply with University and College regulations concerning drops. Except during the summer session, the minimum course load is normally 12 hours for Computer Science majors or 14 for Engineering majors, and you cannot drop below these minimums without special permission from the Dean's office. Dropping with a Q requires permission of your instructor and advisor. After June 15, you will not be permitted to drop if you have taken this course before and have received a D, F, W or Q except for urgent and substantiated non-academic reasons. In addition, Engineering students must also obtain permission from the Assoc. Dean for Student Affairs (Dr. Meyer) in order to drop. Before June 15, you should evaluate your progress in the course. If you are way behind schedule, you should have a conference with your TA or possibly the professor. Unless there are special circumstances, he or she will probably recommend that you drop the course before it is too late. If you do not officially drop the course and stop attending class, your grade will automatically be an F.

**Incompletes**

Incompletes are not normally given in EE 316. Under rare and extenuating circumstances (such as a serious injury requiring hospitalization over an extended period), a student may request an incomplete. However, a student will only be considered for an incomplete if he/she has attended class and taken tests on a regular basis up until the time of the injury or occurrence of other extenuating circumstances. If you have more than 5 unexcused absences, you are not eligible for an incomplete. Incompletes are not given just because you have fallen behind in the course. If you have fallen behind because you have an overload (work plus classes), you may request to drop the course. If we recommend that you drop the course because of an overload and you choose not to drop, then you will not be eligible for an incomplete. In order to apply for an incomplete, you must have completed at least through Unit 15. Under no circumstances will a student who has completed fewer units be granted an incomplete. However, even if you have completed through Unit 15, you
will not be granted an incomplete unless there are sufficient extenuating circumstances. If you think
you might qualify for an incomplete, see Dr. Brown for an "Application for an Incomplete." If you
have had a severe medical problem but do not qualify for an incomplete, it is sometimes possible to
drop the course. If your college student office will approve a drop for non-academic reasons, Dr.
Brown will allow you to drop the course with a Q  (no penalty).

**Cheating Policy**

Any student caught cheating will receive an F in the course and be reported to the Dean of
Students. Cheating includes:
1. Bringing unauthorized materials into the EE 316 testing area.
2. Talking to or aiding other students while they are taking a test or waiting to be graded.
3. Removing any tests, test solutions, homework solutions or study guide solutions from ENS 335
   without permission.
4. Copying any computer assignment or lab design assignment.

**E-mail**

EE 316 has an e-mail account with address: ee316_ta@ece.utexas.edu. You may use this
account to ask short questions about EE 316, and a TA will reply to them each morning. Only
simple, short answer questions should be sent. Long questions or questions involving diagrams will
not be answered over the computer and should be asked during TA or Instructor office hours or in
class. General course information and announcements will be posted on the EE 316 web page:

http://www.ece.utexas.edu/projects/ee316

**Obtaining a Learning Resource Center (LRC) Computer Account**

You are expected to do all computer work for this course in one of the Learning Resource Center
(LRC) PC labs or optionally at home. The computers in the EE 316 lab (ENS 335) are to be used
mainly for demonstrating finished work to lab proctors or for getting assistance with work in
progress. You may use the LRC PC's in the ENS 317, ENS 334, or ENS 340 computer lab. There
are six PC’s in ENS 329 which you may also use.

All students registered in EE 316, regardless of college or major, must obtain an LRC computer
account. Go to room ENS 507 with a valid UT Student ID card. You will be required to read and
sign the *Computer Usage Agreement*. You will then select a password (based on Unix guidelines)
and the proctor will set up your account.