

NORTHERN ARIZONA UNIVERSITY
DEPARTMENT OF MATHEMATICS AND STATISTICS
UNIVERSITY AND DEPARTMENT POLICIES – Spring 2017

Course Pre-requisites and Placement: Prior to enrollment in a course in the Department of Mathematics and Statistics a student must have completed the course pre-requisites or have proper placement for the course. Students enrolled in a course without the proper placement or pre-requisite may be administratively dropped from the class. It is the student's responsibility to drop courses for which they don't meet pre-requisites, and to monitor their own enrollment.

Class Attendance/Wait List: If a class is closed, students may place themselves on the class wait list. Open seats are filled automatically from this list. Enrolled and wait-listed students must have verified attendance from the first day of class through the Add/Drop deadline or they may be administratively dropped. Neither the wait list nor sitting in on classes guarantees a student will be able to enroll in the class.

Administrative Drops: An instructor may administratively drop from a course any student who is absent **one or more times** from class during the first week without contacting the instructor and receiving approval. Students who have not met all pre-requisites for a course may be administratively dropped. It is the student's responsibility to monitor their own enrollment.

Absences: Students are accountable for work missed because of absences. Instructors are under no obligation to make special arrangements for students who have been absent unless such absence has been excused by a formal institutional excuse. Institutional excuses permit a student to be absent from classes to represent the University in athletics and extracurricular or academic activities. Institutional excuses must be hand-delivered to the instructor and arrangements made for the work missed prior to the planned absence from class.

Dropping/Auditing a Course: The last day you may drop/delete a course (*without the class appearing on your transcript*) is January 26, 2017. The last day you may drop a course (and receive a **W**) is March 24, 2017. Academic policy requires that a student who never attended class or stopped attending class receive an **F** should the student fail to officially drop the course. The deadline to change from credit to audit or vice versa is **January 26, 2017**. Once a student has registered and completed a class as an auditor, the audit grade cannot be changed to a credit-earning grade. The grade of **AU** is awarded to auditors for satisfactory attendance. See the most recent *Academic Catalog* for more information at: <http://catalog.nau.edu/>.

The Grade of Incomplete: A grade of **I** is given by an instructor only if a student is unable to finish a course due to circumstances beyond the student's control, and the deadline to drop has passed. An incomplete may only be given if student is passing and has completed the majority of the course. Before a grade of **I** can be given the student and instructor must complete the official department form indicating the work to be completed, as well as the date(s) by which the work must be completed. All work must be completed within one year. After one year, a grade of **I** automatically reverts to a grade of **F**. See <https://policy.nau.edu/policy/policy.aspx?num=100404> for the full policy.

Final Examinations: Final examinations are required in all classes and must be given at the scheduled times and dates indicated in the university final exam schedule. An exception to the official final examination schedule can be made if a student is scheduled to take more than two examinations in one day. For more information, see the schedule at: <http://nau.edu/Registrar/Important-Dates/Spring-2017/>

NAU Policy Statements: Students are responsible for the following policies: Safe Environment, Students with Disabilities, Institutional Review Board, Academic Integrity, and Academic Contact Hour. A copy of these policies may be downloaded from the web site <http://nau.edu/OCLDAA/Forms/UCC/SyllabusPolicyStmts2-2014/>

Department Policy on Use of Portable Electronic Devices: Cell phones, mp3 players and portable electronic communication devices, including but not limited to smart phones, cameras and recording devices, must be turned off and inaccessible during in-class tests. Any violation of this policy will be treated as a violation of the student academic integrity policy.