

**NORTHERN ARIZONA UNIVERSITY**  
**DEPARTMENT OF MATHEMATICS AND STATISTICS**  
**UNIVERSITY AND DEPARTMENT POLICIES – Spring 2018**

**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. It is the student's responsibility to check that they are properly enrolled in a course and to drop the course if they are not. Failure to do so could result in the student receiving no credit for the course. The department may cancel student's registration in a course in which they are not properly enrolled. It is students' responsibility to monitor their own enrollment.

**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 prerequisites for a course may be administratively dropped. It is students' responsibility to monitor their own enrollment.

**Class Attendance:** Students are expected to assume full responsibility for class attendance and 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 25, 2018**. The last day you may drop a course (and receive a **W**) is **March 26, 2018**. 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 25, 2018**. 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 extraordinary, unforeseeable circumstances, and the deadline to drop has passed. An incomplete is only given to a student who was passing the course with a grade of **C** or higher at the time the student was forced to stop attending. 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**.

**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 a 24-hour period. For more information, see the schedule at: <https://nau.edu/Registrar/Important-Dates/Spring-2018/>.

**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.