

**NORTHERN ARIZONA UNIVERSITY**  
**DEPARTMENT OF MATHEMATICS AND STATISTICS**  
**UNIVERSITY AND DEPARTMENT POLICIES – Spring 2025**

**Course Pre-requisites and Placement:** Prior to enrollment in a course in the Department, a student must have completed the course prerequisites 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:** A student may be administratively dropped through the 7<sup>th</sup> business day (**January 22, 2025**) from a course by the instructor if the student meets either of the two following criteria: (1) has not met the prerequisites for the course as stated in the academic catalog, or (2) is absent one or more times from class during the first four business days of the semester.

**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.

**Adding/Dropping/Auditing a Course:** The last day to add a class is **January 23, 2025**. The last day to add to a waitlist is **January 22, 2025**. The last day to drop/delete a course (*without the class appearing on your transcript*) is **January 23, 2025**. The last day to drop a course (and receive a **W**) is **May 2, 2025**. 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 23, 2025**. 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. More information can be found at <http://catalog.nau.edu/>.

**The Grade of Incomplete:** A student, who, for reasons beyond the student's control, is unable to complete course requirements during the instructional period, may make a request to the instructor for a grade of Incomplete (**I**). The student must be passing the course and must have completed a 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**.

**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://in.nau.edu/wp-content/uploads/sites/153/2024/06/FINAL\\_EXAM\\_Sched\\_1251\\_Spring-2025.pdf](https://in.nau.edu/wp-content/uploads/sites/153/2024/06/FINAL_EXAM_Sched_1251_Spring-2025.pdf)

**NAU Policy Statements:** Additional institutional Syllabus Policy Statements can be found at [https://nau.edu/wp-content/uploads/sites/26/Syllabus-Policy-Statements\\_August\\_5\\_2024.pdf](https://nau.edu/wp-content/uploads/sites/26/Syllabus-Policy-Statements_August_5_2024.pdf)

**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 knowledge assessments. Any violation of this policy will be treated as a violation of the student academic integrity policy.

## NAU SYLLABUS POLICY STATEMENTS

### ACADEMIC INTEGRITY

NAU expects every student to firmly adhere to a strong ethical code of academic integrity in all their scholarly pursuits. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. As a student, you are expected to submit original work while giving proper credit to other people's ideas or contributions. Acting with academic integrity means completing your assignments independently while truthfully acknowledging all sources of information, or collaboration with others when appropriate. When you submit your work, you are implicitly declaring that the work is your own. Academic integrity is expected not only during formal coursework, but in all your relationships or interactions that are connected to the educational enterprise. All forms of academic deceit such as plagiarism, cheating, collusion, falsification or fabrication of results or records, permitting your work to be submitted by another, or inappropriately recycling your own work from one class to another, constitute academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct. All students are encouraged to complete NAU's online academic integrity workshop available in the E-Learning Center and should review the full *Academic Integrity* policy available at

<https://www9.nau.edu/policies/Client/Details/1443?whosLooking=Students&pertainsTo=All>.

### ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) technologies bring both opportunities and challenges. Ensuring honesty in academic work creates a culture of integrity and expectations of ethical behavior. The use of these technologies can depend on the instructional setting, varying by faculty member, program, course, and assignment. Please refer to course policies, any additional course-specific guidelines in the syllabus, or communicate with the instructor to understand expectations. NAU recognizes the role that these technologies will play in the current and future careers of our graduates and expects students to practice responsible and ethical use of AI technologies to assist with learning within the confines of course policies.

### COPYRIGHT INFRINGEMENT

All lectures and course materials, including but not limited to exams, quizzes, study outlines, and similar materials are protected by copyright. These materials may not be shared, uploaded, distributed, reproduced, or publicly displayed without the express written permission of NAU. Sharing materials on websites such as Course Hero, Chegg, or related websites is considered copyright infringement subject to United States Copyright Law and a violation of NAU Student Code of Conduct. For additional information on ABOR policies relating to course materials, please refer to ABOR Policy 6-908 A(2)(5).

### COURSE TIME COMMITMENT

Pursuant to Arizona Board of Regents guidance (ABOR Policy 2-224, *Academic Credit*), each unit of credit requires a minimum of 45 hours of work by students, including but not limited to, class time, preparation, homework, and studying. For example, for a 3-credit course a student should expect to work at least 8.5 hours each week in a 16-week session and a minimum of 33 hours per week for a 3-credit course in a 4-week session.

### DISRUPTIVE BEHAVIOR

Membership in NAU's academic community entails a special obligation to maintain class environments that are conducive to learning, whether instruction is taking place in the classroom, a laboratory or clinical setting, during course-related fieldwork, or online. Students have the obligation to engage in the educational process in a manner that does not interfere with normal class activities or violate the rights of others. Instructors have the authority and responsibility to address disruptive behavior that interferes with student learning, which can include the involuntary withdrawal of a

student from a course with a grade of “W”. For additional information, see NAU’s *Disruptive Behavior in an Instructional Setting* policy at <https://nau.edu/university-policy-library/disruptive-behavior>.

## **NONDISCRIMINATION AND ANTI-HARASSMENT**

NAU prohibits discrimination and harassment based on sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, veteran status and genetic information. Certain consensual amorous or sexual relationships between faculty and students are also prohibited as set forth in the *Consensual Romantic and Sexual Relationships* policy. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU’s *Nondiscrimination and Anti-Harassment* policy. To report a concern related to possible unlawful discrimination or harassment or to request a time to meet, please use the [Report an Issue Form](#). To file a complaint, please submit the online [Complaint Form](#). EAO also assists with religious accommodations. To request a religious accommodation, please use the [Religious Accommodation Request Intake Form](#). EAO additionally provides access to lactation spaces, and please use to the [Lactation Space Request Form](#) to request use of a location. For additional information about nondiscrimination or anti-harassment, contact EAO at [EquityandAccess@nau.edu](mailto:EquityandAccess@nau.edu), or visit the EAO website at <https://nau.edu/equity-and-access>. The EAO is located in Old Main on the first floor.

## **TITLE IX**

Title IX of the Education Amendments of 1972, as amended, protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. In accordance with Title IX, Northern Arizona University prohibits discrimination based on sex or gender in all its programs or activities. Sex discrimination includes sexual harassment, sexual assault, relationship violence, and stalking. NAU does not discriminate on the basis of sex in the education programs or activities that it operates, including in admission and employment. NAU is committed to providing an environment free from discrimination based on sex or gender and provides a number of supportive measures that assist students, faculty and staff employees, and covered guests.

One may direct inquiries concerning the application of Title IX to either or both the university Title IX Coordinator or the U.S. Department of Education, Assistant Secretary, Office of Civil Rights. You may contact NAU’s Title IX Coordinator at [titleix@nau.edu](mailto:titleix@nau.edu) or by phone at 928-523-5434. In furtherance of its Title IX obligations, NAU promptly will investigate or equitably resolve all reports of sex/gender-based discrimination, harassment, or sexual misconduct and will eliminate any hostile environment as defined by law. To submit a report, please use the [File a Report Form](#). The Office for the Resolution of Sexual Misconduct (ORSM): Title IX Institutional Compliance, Prevention & Response addresses matters that fall under the university’s [Sexual Misconduct Policy](#). ORSM also facilitates reasonable modifications for pregnant or parenting individuals. Additional important information and related resources, including how to request help or confidential support following conduct covered by the Sexual Misconduct Policy, is available on the [ORSM web site](#), and you also may contact the office at [titleix@nau.edu](mailto:titleix@nau.edu). The ORSM is located in Gammage on the third floor.

## **ACCESSIBILITY**

Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-523-8773 (voice), 928-523-8747 (fax), or [dr@nau.edu](mailto:dr@nau.edu) (e-mail). Once eligibility has been determined, students register with Disability Resources every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a self-identification form online at <https://nau.edu/disability-resources/> or by contacting Disability Resources. The

Director of Disability Resources, Jamie Axelrod, serves as NAU's Americans with Disabilities Act Coordinator and Section 504 Compliance Officer. He can be reached at [jamie.axelrod@nau.edu](mailto:jamie.axelrod@nau.edu).

### **RESPONSIBLE CONDUCT OF RESEARCH**

Students who engage in research at NAU must receive appropriate Responsible Conduct of Research (RCR) training. This instruction is designed to help ensure proper awareness and application of well-established professional norms and ethical principles related to the performance of all scientific research activities. More information regarding RCR training is available at <https://nau.edu/research/compliance/research-integrity>.

### **MISCONDUCT IN RESEARCH**

As noted, NAU expects every student to firmly adhere to a strong code of academic integrity in all their scholarly pursuits. This includes avoiding fabrication, falsification, or plagiarism when conducting research or reporting research results. Engaging in research misconduct may result in serious disciplinary consequences. Students must also report any suspected or actual instances of research misconduct of which they become aware. Allegations of research misconduct should be reported to your instructor or the University's Research Integrity Officer, Scott Pryor, who can be reached at [scott.pryor@nau.edu](mailto:scott.pryor@nau.edu) or 928-523-5927. More information about misconduct in research is available at <https://nau.edu/university-policy-library/misconduct-in-research>.

### **SENSITIVE COURSE MATERIALS**

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In their college studies, students can expect to encounter and to critically appraise materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

Last revised August 5, 2024