

**NORTHERN ARIZONA UNIVERSITY**  
**DEPARTMENT OF MATHEMATICS & STATISTICS**  
**UNIVERSITY and DEPARTMENT POLICIES – Fall 2021**

**Course Pre-requisites and Placement:** Prior to enrollment in a course in the Department of Mathematics & 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, but it is students' responsibility to monitor their own enrollment.

**Administrative Drops:** A student may be administratively dropped from a course by the instructor through the 7<sup>th</sup> business day of the semester (**August 31, 2021**) if the student meets either of the 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 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, extracurricular, and 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 you may add a class is **September 1, 2021**. The last day you may drop / delete a course (*without the class appearing on your transcript*) is **September 1, 2021**. The last day you may drop a course (and receive a **W**) is **October 22, 2021**. 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 **September 1, 2021**. 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/>.

**Grade of Incomplete:** A student, who for reasons beyond their 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 granted, 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. For undergraduate students, the agreed upon date can be no later than 12 months from the end of the term in which the student was enrolled in the course, and should the work not be completed in this time the grade of **I** automatically reverts to a grade of **F**. For graduate students, a grade of **I** becomes permanent on the student's transcript if a grade is not assigned within one regular semester following the due date listed in the Incomplete Contract.

**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 Final Exam Schedule at the link on the Registrar's webpage: <https://in.nau.edu/registrar/important-dates/>.

**NAU Policy Statements:** Other University syllabus policies applicable to this course may be found at <https://nau.edu/wp-content/uploads/sites/26/Syllabus-Policy-Statements.pdf>. This includes information about NAU's response to COVID-19 available from the **Jacks are Back!** web page, located at <https://nau.edu/jacks-are-back>.

**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 (refer to the information at the link to NAU syllabus policy statements in the paragraph above).