

**Final Exam make up policies:** The final exam schedule listed in the Schedule of Classes (<https://students.asu.edu/final-exam-schedule\#Fall2018>) will be strictly followed. Except to resolve those situations described below, no changes can be made in this schedule without prior approval of the Dean of the college in which the course is offered. Under this schedule, if a conflict occurs, or a student has more than three exams on one day, the instructor may be consulted about an individual schedule adjustment. If necessary, the matter may be pursued further with the appropriate dean(s). This procedure applies to conflicts among any combination of Downtown Phoenix campus, Tempe campus, Polytechnic campus, West campus, and/or off campus class. Make-up exams will NOT be given for reasons of a non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, and other such activities. So, please plan accordingly. Students should consult the final exam schedule before making end-of-semester travel plans.

**Matlab** Students should expect to use Matlab for their assignments and submit using publish. Please login to <https://myapps.asu.edu> and search for matlab.

## Course Policies:

- Students are responsible for assigned material whether or not it is covered in class. Students are responsible for material covered in class whether or not it is in the text. Working regularly on assigned problems and attending class is essential to do well. Expect to spend at least 6-10 hours weekly on homework/labs. You are expected to read the text, preferably before the material is covered in class.
- Make-up exams are at the discretion of the instructor and only in case of documented emergency. In any case, no make-up exams will be given unless the student has notified the instructor before the test is given. Messages may be left at the main office (965-3951) or through email (recommended).
- Cellular phones must be turned off during class.
- Arriving late to class will not be tolerated.
- All email communication must be done from your ASU account, due to FERPA law (Family Educational Rights and Privacy Act). Emails received from other accounts will not be answered.

<p><b>Cell phones and Electronic Devices: Any student who accesses a phone or any internet-capable device during an exam for any reason automatically receives a score of zero on the exam. All such devices must be turned off and put away and made inaccessible during the exam.</b></p>
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**Course Withdrawal:** The course withdrawal deadline is October 31st, 2018. A student may withdraw from a course with a grade of W during the withdrawal period. The instructor's signature is not required. It is a student's responsibility to verify that they have in fact withdrawn from the class, before the deadline. Also, all semester deadlines (such as those related to enrollment, withdrawal or payments) can be found in academic calendar at <http://students.asu.edu/academic-calendar>

Academic Status Report Weekly Aug 16 - Nov 25, 2018. (Students who have not submitted all assignments will receive a status report).

**Studying for the class:** While diligent, timely completion of the online homework assignments is necessary to master procedural skills, this alone is usually insufficient to gain conceptual understanding. To master the concepts, you must review and study your class notes and/or the textbook thoroughly with the goal to understand the connections between the concepts.

There is a lot of material to be covered and a lot of homework to be done. You should work continuously throughout the semester, as it is so easy to fall behind. Relying on **just in time** cramming for exams is an ineffective study technique and will virtually guarantee failure in the class.

**Disability Accommodations:** Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests as soon as possible.

**Note:** Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential. Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. Their office is located on the 1st floor of the Matthews Center Building; DRC contact phone: 480-965-1234. Their hours are 8:00 AM to 5:00 PM, Monday through Friday. For additional information, please visit: [www.asu.edu/studentaffairs/ed/drc](http://www.asu.edu/studentaffairs/ed/drc).

**Early Examination Requests (Reference: ACD 30401):** Requests for early final examinations may not be granted by instructors. Requests that seem to have merit may be referred to the dean of the college in which the student is enrolled. If the dean finds that a student must leave early because of circumstances beyond the student's control, the dean may authorize arrangements whereby the student can complete the course work and take the final examination before leaving. Ordinarily, however, it will be necessary for the dean to advise the student to clear with each instructor and arrange for an incomplete grade in each course. Under the policy covering **incompletes**, the student must arrange to complete the course work and take the final examination within one calendar year. If the student is unable to return to the university to take a final examination for the removal of the **incomplete**, the dean may make arrangements for the student to take the final elsewhere, under reliable supervision.

**Instructor-Initiated Drop:** At the instructor's discretion, any student who has not attended class during the first week of classes may be administratively dropped from the course. However, students should be aware that non-attendance would NOT automatically result in being dropped from the course. Thus, a student should not assume they are no longer registered for a course simply because they did not attend class during the first week. It is the student's responsibility to be aware of their registration status.

**Classroom behavior:** Classroom disturbances, including but not limited to: arriving late, talking in class and using cellular devices are not tolerated. Each student is expected to show respect for every student registered in the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10

<http://www.asu.edu/aad/manuals/usi/usi201-10.html> Students are required to adhere to the ABOR Student Code of Conduct: [http://www.asu.edu/studentaffairs/reslife/outreach/abor\\_code.htm](http://www.asu.edu/studentaffairs/reslife/outreach/abor_code.htm)

**Video** Our aim is to create a learning environment where all feel free to contribute; thus any recording of class sessions is prohibited (with the exception of those who have a DRC-approved accommodation), and no one should post any verbatim accounts of class discussion or say anything that could identify a class member on social media. Further, I do not allow my lectures to be recorded. Violations of these policies are considered to be a serious disruption of classroom learning, and could lead to removal from the course.

**Academic Dishonesty:** Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. We will act very harshly against cheating during Exams and all the assignments. For the university's complete policy regarding ethics, including cheating, plagiarism and other forms of academic dishonesty, see the Student Academic Integrity Policy at the following web address: <http://provost.asu.edu/academicintegrity>. Also, it is considered very unethical to bring to your instructor's attention the possible impact of your course grade on your future plans, including graduation, scholarships, jobs, etc.

**Incomplete:** The grade of Incomplete: A grade of I (incomplete) is given by the instructor only when a student doing acceptable work (that is a C or better) is unable to complete a course because of illness or other conditions beyond the students control. The student and instructor must complete a Request for Grade of Incomplete form if no grade has been reported.

**The grade of XE:** A grade of XE is reserved for "failure for academic dishonesty." The grade goes on the student's transcript; the student needs to petition to have it removed after 1 year.

**The grade of EN:** A grade of EN is reserved for "failure due to never participated" (never attended a class and never submitted any assignment). The grade goes on the student's transcript.

**Student Conduct Statement:** Students are required to adhere to the behavior standards of the Arizona Board of Regents Policy Manual Code of Conduct, Academic Affairs Manual ACD 125 Computer, Internet, and Electronic Communications, and the ASU Student Academic Integrity Policy. Students are entitled to receive instruction free from interference by other members of the class. If a student is disruptive, an instructor may ask the student to stop the disruptive behavior and warn the student that such disruptive behavior can result in withdrawal from the course. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process according to procedures of the Student Services Manual.

**Absences related to religious observances/practices:** If you will be absent from class due to a religious observance or practice, it is your responsibility to inform the instructor during the first week of class. Your instructor will work with you on alternative and reasonable arrangements for any time missed.

**Absences related to university sanctioned events and activities:** If you will be absent from class due to participation in a university sanctioned event/activity, it is your responsibility to inform the instructor during the first week of class. Your instructor will work with you on alternative and reasonable arrangements for any time missed.

**Policy against threatening behavior (ref. Student Services Manual (SSM 10402))** All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

**Title IX** Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

**Inclusivity** The School of Mathematical and Statistical Sciences encourages faculty to address and refer to students by their preferred name and gender pronoun. If your preferred name is different than what appears on the class roster, or you would like to be addressed using a specific pronoun, please let your instructor know.

## Course Evaluations

1. Course evaluations are important to me and I have used them to adjust my teaching style over the years. By completing the course evaluations, at the end of the semester you will be participating in running the university.
2. I welcome feedback at any time regarding the course format.
3. Keep in mind that course evaluation for faculty is similar to what you will will experience in your own careers. it is important to take them seriously and professionally.
4. Any comments in person will be kept confidential. When you do the evaluations your identities are confidential and I do not see the feedback until grades have been posted.
5. Keep in mind that it is important to have feedback for all aspects of the class, skewed data is unhelpful, i.e. if evaluations are only completed by dissatisfied students!