

Departmental and University Policies and Procedures

Departmental drop back	September 14
Course withdrawal	November 8 (online)
Complete withdrawal	December 8

Departmental Drop Back: Based on results of a readiness test and advising from the course instructor, a student may elect to drop back to a lower level math course before the drop back deadline. The student should go to the Undergraduate Mathematics Office in PS A211 to initiate a drop back request.

The grade of Incomplete: A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents the student who is doing acceptable work from completing a small percentage of the course requirements. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed.

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 their 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.

Incomplete: If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and make up the final within one calendar year. The student must provide written documentation and be passing the class at the time to receive an Incomplete. 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. Students should consult the final exam schedule before making end-of-semester travel plans. *The Dean of the student's college must approve any exceptions to these rules.*

Honor Policy: The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the University or other sanctions as specified in the University Student Academic Integrity Policy. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering, plagiarism or facilitating such activities.

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.

Ethics: It's highly unethical to bring to your instructor's attention the possible impact of your mathematics grade on your future plans, including graduation, scholarships, jobs, etc. The instructor may exercise an option to withdraw you from the course if they think you are compromising the ability to assess your work independently of any other consideration. Students found to be involved in academic dishonesty will be removed from the class and a grade of E for the course will be submitted to the registrar. The student will be advised to repeat the course with another professor, possibly at another institution. This is the least action taken. Further, more serious actions may be taken if the situation indicated that such actions are appropriate. We will act very harshly against cheating during Quizzes or Exams.