

Finance Departmental Class Policies

NC (No Credit):

Please refer to Registration Dates/Deadlines in current semester Class Schedule for NC dates. NC will not be given after the 10th week of class. NC forms are available in the office of Registrar, CN 105. Students are responsible for submitting completed forms on time to the Office of the Registrar.

“I” (Incomplete):

The “I” designation will only be given in cases where the course has been substantially completed with a passing grade, and the student has been unable to finish the course through no fault of his/her own. The “I” will automatically become an “F” at the end of one year. However, your instructor may establish an earlier deadline, in writing, and may change the “I” to an “F” at that designated time if the course work has not been satisfactorily completed.

Class Attendance:

Students are expected to attend all sessions of courses for which they are registered. Each instructor determines when a student’s absences have reached a point at which they jeopardize success in a course. When absences become excessive, the student may receive a failing grade for the course.

Religious Holidays:

If a student needs to miss a class for a religious holiday observance, please notify the instructor in writing during the first two weeks of the semester so that your absence may be excused. Failure to do so will result in an unauthorized absence.

Special Needs:

The Metropolitan State College of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Auraria Library, Suite 116, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center faculty notification letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website www.mscd.edu/~access.

Final Examinations:

It is the general policy of the college to require final examinations of all students in all courses in which they are registered for credit with the possible exception of seminar courses or special projects.

Academic Dishonesty:

Academic dishonesty is a serious offense at the College because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of academic dishonesty may lead to such penalties as reductions of grades, probation, suspension or expulsion. Examples of academic dishonesty include: cheating, fabrication, facilitating academic dishonesty, and plagiarism. Academic dishonesty offences can result in a permanent “F” grade in the course.

Respect for Rights of Others:

The student assumes certain obligations of performance and behavior while attending MSCD. Based on this premise, reasonable policies, procedures and regulations have been developed to guarantee each student’s opportunity to learn and to protect the fundamental rights of others. As members of an academic community, students are expected to conduct themselves in a mature and responsible manner. Students should try at all times to promote a sense of cooperation and civility within the College and work to build an atmosphere which will be most conducive to the goals of higher education within the institution. In cases of a student’s disruption of a class, the instructor has the authority to remove that student. Further, rudeness, verbal abuse or any other form of mistreatment by any person against another will not be tolerated. Faculty and staff reserve the right to refuse service to such individual acting in that manner at that moment and will report all incidents to the appropriate administrative department of the College.

Prerequisites:

The School of Business reserves the right to dis-enroll students who do not meet prerequisite requirements of a course.

Course Switching:

The Finance Department will not allow a student to switch sections of a course after the last day to add/drop of the semester.

Student Counseling:

The MSCD Counseling Center is available for individual or group counseling if needed. They are located in TIV 651.

Additional information concerning College policies may be found in the Current College Catalogue and/or the Student Handbook.