

Some Institutional Policies

Students bear the responsibility for understanding and abiding by the institutional policies that might affect them. Among those policies are these:

1. **Prerequisites:** Students who do not have appropriate prerequisites for courses offered by the Department of Mathematical & Computer Sciences will be disenrolled.
2. **Incompletes:** The mark *I*, incomplete, is reserved for students who, for some reason beyond their control, are unable to complete a course. Students who are granted an *I* for a course *will* ultimately receive a grade for that course; the basis for this grade will be (a) the work they have already submitted at the time the decision to grant the *I* was taken and (b) the work they were unable to complete at the time of the decision. If the student takes no action to complete the course, the *I* will automatically become an *F* after a year has passed—or sooner at the instructor's discretion.
3. **Religious Holidays:** The College policy on Class Attendance on Religious Holidays is published in the MSCD *Student Handbook* and is posted on the information board outside the office (SI 141) of the Department of Mathematical & Computer Sciences. Copies of this policy are available from the department upon request.
4. **Americans with Disabilities Accommodations:** 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.
5. **Academic Honesty:** The College Catalog contains the following statement:

Students have a responsibility to maintain standards of academic ethics and honesty. Cases of cheating or plagiarism are handled within the policies of Academic Affairs in accordance with procedures outlined in the Metro State *Student Handbook*.

In this course, if you carelessly or intentionally misattribute, or collaborate to misattribute, the original source(s) of any work submitted for a grade, you will be deemed guilty of academic dishonesty. "Collaboration" includes (a) failure to take reasonable precautions to prevent someone else from misrepresenting the origin of your own work and (b) concealing personal knowledge of such misrepresentation. For a first offense I will give a grade of zero on the work involved to all participants. A second offense will result in a failing grade for the course.