

TEACHING ESSENTIALS

Basic Teaching Obligations

All instructors are expected to:

1. Meet every scheduled class, and avoid dismissing class early.
2. Hold regular office hours during which you are available to all students, and schedule appointments with students who are unable to attend office hours.
3. Follow the course syllabus, and cover all required material as set forth by the course coordinator.
4. Require hour exams as set forth by the course coordinator.
5. Require the final exam as scheduled in the Schedule of Classes.
6. Return all homework and exams in a timely manner to students.
7. Submit grades at the end of the semester to the department staff in Math Room 108.
8. Attend all required course meetings.

Office Hours

A minimum of three (3) office hours per week should be posted and kept. These hours should NOT all be in one class time block sequence (e.g. MWF 10-10:50).

Office hours should be listed on your class syllabus, posted outside your office door, and given to the Main Office, Room 108, for inclusion in the department listing of office hours.

If a student is unable to see you at the posted times, you should make yourself available to the student by appointment.

Regular faculty may count one hour spent in the Faculty Tutoring Room toward required office hours. TA's should consult the course coordinator about whether tutoring hours may count toward office hours. Others should consult with the Associate Head for Entry Level or the Associate Head for Instruction before counting tutoring room time toward office hours.

Syllabus and Course Policy

Instructors should share their expectations about the course with the class at the beginning of the semester, and distribute in writing basic course information to all students within the first few days of class. **Please give a copy of your syllabus to the Technical Word-Processing Staff in Room 108, and to your course supervisor (in the case of TA's).** (Note: TA's must have their course policy approved by their supervisor. For more information, refer to the section on Supervising.)

The course policy/syllabus should include the following basic information (items marked with an asterisk are mandated by the Provost):

- *1. Title and number of course, section number
- *2. Name of instructor, and, in the case of TA's, the name of the supervisor
- *3. Office location and office hours
 4. Information on how students may reach you (office phone number, e-mail address)
 5. Required and optional texts
- *6. Outline of chapters covered in textbook
- *7. Course requirements, such as:
 - Attendance
 - Homework
 - Hour exams and final exam (and how hour exams will be announced)
- *8. Method of determining grade from course requirements.
 - Missed exam policy
 - How the grades of W and E are determined when withdrawing between the 4th and 8th weeks
 - How grades of W (passing work) and E (failing work) are determined when withdrawing after the 8th week
 - How final grades of A, B, C, D and E are determined
9. Homework policy, including information on how homework will be graded, how late homework will be handled, etc.
- *10. Policy on Administrative Drop:

An instructor may drop a student administratively from a class for excessive absences. The forms for doing this are in the Main Office, Room 108. Each instructor should specify his or her policy regarding this to the class, especially as to what "excessive absences" means (e.g. "more than 3 unexcused absences, or ..."). Instructors of multi-section courses should follow the guidelines as set forth by the course coordinator. Instructors are not required to drop students who fail to attend class. Any student who intends to drop or withdraw from a course must do so following withdrawal instructions available in the *Schedule of Classes*. Students who are enrolled in a course but fail to attend class will receive an E grade in the course.
11. Special materials required for the class, if any.
12. Tutoring services available to students through the department.

Department Homework Policy

On December 3, 1997, the Undergraduate Committee approved the following homework policy.

Standards for Instructors

The Undergraduate Committee recommends that:

- (1) Instructors assign homework no less frequently than once a week.
- (2) Instructors are available to help students with the homework they assign.
- (3) Instructors take personal responsibility for seeing that homework is graded accurately and returned promptly.
- (4) Instructors who use graders regularly look at the homework to see how the students are doing and to check the accuracy of the grading and the appropriateness of the comments.
- (5) Homework covers all major topics in the syllabus.
- (6) The level of homework is appropriate for the goals of the course.
- (7) The instructor provides the students with written homework standards, such as those below.

Standards for Students

- (1) Although discussion of homework problems with other students and with the instructor is encouraged, students should write their own answers.
- (2) Homework should be handed in on time.
- (3) Homework should be written in complete sentences, showing calculations and reasoning in a clear, logical order.
- (4) Homework should be legible; sheets should be stapled together.

Standards for Graders

- (1) Homework should be graded promptly and handed back on time.
- (2) Grading should be accurate. If the grader does not understand a question, he or she should ask the instructor.
- (3) The grader should provide students with brief explanations of the grading, pointing out where the student went wrong and, if appropriate, giving suggestions on how to avoid making similar mistakes in the future.
- (4) The grader should communicate to the instructor things that students are repeatedly having trouble with and the general level of the class.

Web Posting of Course Information

The Department will maintain a web page directing students to course information. The page will be arranged by course and section and will provide links to the course information handout that all instructors are required to provide their students. We want to make this as convenient and flexible as possible to meet the needs of all. Here is how it will work:

- If you have your course information sheet typed by the word processing staff, this sheet will be posted automatically unless you provide an alternate link for course information.
- If you choose to type your own information sheet, you should provide the Technical Word-Processing Staff with an electronic copy of a single file in Microsoft Word, which will be posted for you. If you do type your own handout, please use a word processor that can produce files readable by Microsoft Word. Please realize that unless you use Microsoft Word, the page formatting may change when your file is posted.
- If you prefer to maintain your own web pages for students, you should provide the word processing staff with the web address you want students directed to.

It would be best if every section of every course had an active link, but this might be difficult to maintain. We will remove any links to private pages that do not work. If you do not provide a method for posting your course information, this will be noted on the Department's page. Each semester this link page will be updated, and the old page will be deleted. The information pages may be archived, but they will not remain posted.

Online Course Homepage Registration

You can now register your online course homepages with the University. All registered course homepages will be linked within the Schedule of Classes and to each student's class schedule. Registering your course homepage will make it easier for your students to find the course information they need.

Course Homepage Registration form: <http://www.arizona.edu/syllabus-entry>

If you are interested in options for creating a course homepage, contact either the Learning Technologies Center via their web form at <http://ltc.arizona.edu/ts.cfm>, or send an email to CCIT Instructional Applications Support at: ISGsupport@listserv.arizona.edu

For more information, contact the UAWeb Team at uaweb-team@listserv.arizona.edu or 621-9997.

Course Meetings

All multi-section courses have mandatory course meetings at the beginning of every semester. In addition, most multi-section courses will have regular course meetings throughout the semester. You are expected to attend all meetings for the course(s) you are teaching.

Class Rosters

Instructors will receive four class rosters each semester. The schedule for distribution is:

- First day of classes
- End of first week of classes
- End of fourth week of classes
- End of eighth week of classes

Instructors will also receive two rosters with only the names of those students for whom grades of "W" or "E" have been posted:

- Approximately the seventh week of classes
- Approximately the twelfth week of classes

Requesting a Class List from the University Account System

The Math Office will provide you with a class list on the first day of class; however, you should be able to access subsequent class lists. In order to do so you will need a University NetID. If you do not already have a University NetID, you will need to create one.

Creating a University NetID:

Go to the website <https://netid.arizona.edu/> . Choose *Create UA NetID* and follow the steps.

Please Note: You will need your 9 digit employee ID and the last 6 digits of your CatCard ID.

Obtaining a Class List:

Once you have a NetID, go to <https://account.arizona.edu/classlist-form.html> . You will be prompted for course information (see examples below), then for your University login and password. It will take a minute for the class list will appear on your screen. You can copy and paste into Word or Excel from there (it will probably need some formatting).

Examples (Class): MATH120R
 MATH110

Examples (Section): 002
 010

Important: Your class list will be in constant flux as students will be able to add/drop math

courses throughout the first week of classes. If you do not have a University NetID, you should apply for one ASAP as it can take a couple of days to get your account established.

The University Information System (UIS) can also be used to retrieve student and course section enrollment data. Requests for access to UIS can be made at:

<http://iiewww.ccit.arizona.edu/uisaccess>.

Class Attendance

If a student has been attending class, but is not on your roster, discuss the situation with the student. No students should be allowed to remain in your class without being officially registered. These discrepancies need to be resolved quickly in order to avoid repercussions at the end of the semester.

A copy of the University Class attendance policy as it appears in the general catalog, is discussed on page 14. Also see <http://catalog.arizona.edu/2003-04/policies>, (refer to Class Attendance).

Missing a Class

If you should need to miss a class for any reason, you are responsible to arrange for a replacement. Teaching Assistants should notify their supervisor immediately. If you are teaching a multi-section course and you are unable to arrange for a replacement, ask the course coordinator for assistance. If you still cannot find a replacement, contact the Math Office at 621-6892 as soon as possible so that an attempt can be made to find a substitute. (If calling between 7:00 a.m. and 8:00 a.m., call 621-6882.) In any event, the Math Office should be notified as to who will be covering your class.

Classroom Assignments

It is a good idea to look at your assigned classroom(s) prior to the beginning of the semester. Instructors may view the classroom that they have been assigned by visiting the website <http://www.fcii.arizona.edu:8585/RoomIndex.jhtml>. This website contains two pictures of each classroom - one from an instructor's vantage point, and one from the student's. These pictures and a description of the classroom can also be found in a notebook available in the Math Office, Room 108.

Changes in Classroom Assignments

Each semester, various circumstances force the reassignment of some classrooms from those printed in the University's Schedule of Classes.

Please be sure to check the schedule posted on the bulletin board across from Room 108 to

confirm your classroom assignments, and be aware that if this assignment is changed from that in the Schedule of Classes, students may be arriving late on the first day or two of classes.

Classroom Problems

If you have concerns about your classroom, inform the Math Office staff in Room 108. Notify the Math Office IMMEDIATELY if your class includes a student with a disability who cannot access the classroom, or who needs an accommodation that the classroom does not provide.

University and Department Classroom Regulations and Customs

Per a memo from Room and Course Scheduling, dated 9/11/2002:

1. In order to promote a clean teaching environment, food, drinks, and smoking are prohibited in all centrally-scheduled rooms.
2. For the safety of students, faculty, staff, and University property, do not prop open exterior building doors at any time.
3. Contact building monitors prior to using hallway space outside of auditoriums.
4. Only teaching materials may be posted on classroom walls. All other material will be removed.
5. Do not move chairs, tables, or desks in or out of classrooms. If you change the seating arrangement in your classroom, return the room to its original arrangement at the end of the session.
6. If you decide to change the location of your class, contact your department representative (Main Office, Room 108) and he or she will make the necessary arrangements. To avoid conflicts with courses and special events scheduled throughout the semester, do not move your course prior to receiving confirmation from Room & Course Scheduling.
7. If your course requires updates (i.e. instructor name, maximum enrollment, meeting time or location, number of units, etc.), contact your department representative.
8. If you would like to reserve a classroom for a special event such as a review session, guest lecture, or department event contact your department representative. Be sure to bring a copy of the confirmation to your event as you may be asked to show it to Campus Security. Campus Security is not responsible for unlocking classroom doors.
9. Report any broken, damaged, or missing furniture or equipment to your department representative.
10. Report any suspicious activity to Campus Security immediately (621-UAPD).

Also, please observe the following:

1. At the end of a class, the board should be erased, leaving it clean for the next class.
2. No smoking is permitted in University buildings, including classrooms.

Graders

The Department has a limited budget for hiring graders to assist instructors in the grading of homework. Grader request forms may be obtained in the Math Office, Room 108. Return completed forms to the Math Office. Requests will be reviewed and the number of grader hours authorized will be based on the instructor's class load, class size, and other department responsibilities.

Chris Mikel, Math Center Coordinator, Math East 146B, keeps grader applications on file and can assist you with the selection of a qualified grader, if you do not have one in mind. However, instructors are ultimately responsible for selecting their own graders.

CHANGE OF ENROLLMENT

Adding Students into Your Class

Class Size

Students may add into your class using Student Link up through Friday, August 29 at 12:00 noon. The Department sets maximum enrollment guidelines for each of its classes. After classes start, instructors may override the Department's maximum to the capacity of the room assigned. This choice is at the discretion of the instructor, and students who take issue with established class maximums can be referred to the Department administration. Instructors who do wish to increase their class size should inform the Main Office, Room 108, in writing after classes begin. (Teaching assistants need their supervisor's approval.)

Drop/Add Procedures

There are different procedures for adding students to a class caused by the enforcement of course prerequisites.

Prerequisites are enforced by the Department in all courses numbered Math 125 or below and in Math 160, Math 263, and Math 302A. Students not meeting the course prerequisites will be blocked from registration in Student Link. The Registrar's office will process University Drop/Add forms without checking for prerequisites, but eventually students without the prerequisites will have their registration canceled. This is why instructors of courses numbered 125 or below should NOT sign University Drop/Add forms. They should direct the students to use Student Link.

In classes not described above, prerequisites are not automatically enforced. Still instructors should not sign University Drop/Add forms in order to avoid over enrolling their assigned rooms. It is possible that another student will register for an open seat before a Drop/Add form is processed. If an instructor wishes to add a student past the established class maximum, they can do this by signing a University Drop/Add form, but they must inform the Main Office that they have done so.

Administrative Drop

The University administration has asked us to administratively drop all students who do not attend class on the first day of class. Instructors should take roll on the first day, and process administrative drops for all students that have not contacted them by the end of class. Forms for this are available in the Main Office, Math Room 108. Students have been informed of this policy.

Registration procedures during the first week of classes:

Procedures for Math 125 and below, Math 160, Math 263, and Math 302A:

All drop/add activity must be done through Student Link. Instructors must NOT sign University Drop/Add forms. We will close online registration for students on Friday, August 29 at 12:00 noon. Departmental forms for administrative drops are available in Math Room 108.

Procedures for courses above Math 125:

The Math Department strongly recommends that instructors in classes close to the maximum enrollment NOT sign University Drop/Add forms. Students can drop and add these courses through Student Link. Departmental forms for administrative drops and increasing the class maximum are available in Room 108.

Registration procedures after the first week of classes:

The Department strongly recommends that instructors not add new students, nor allow students to switch sections within a course after online registration is closed. Nevertheless, the Registrar will process University Drop/Add forms throughout the semester. Instructors who choose to ignore the Department's policy and sign late add forms are cautioned to obtain a written agreement with the student about how work will or will not be transferred between sections, and how previous work will be made up. Students who take issue with the Departmental policy on switching sections should be referred to the Department administration

Instructors teaching *Math 125 and below, Math 160, Math 263, and Math 302A* who choose to add a student after online registration is closed should NOT sign a University Drop/Add form, but instead should use a Department permission form. Department permission forms are available in Room 108 starting the second week of classes. Students CANNOT pick up these forms themselves. You should return or destroy any unused forms. Instructors should take care not to overenroll their assigned classroom as they sign permission slips.

The Main Office, Math Room 108, can assist students wishing to drop back into a lower course; however, the current instructor's assistance in finding an available slot is essential in these cases.

Auditing a Class

Only students who are legitimately registered for your class should be allowed to attend. If you have any student who is "sitting in" on your class, but is not officially enrolled, they should register to audit the class. This prevents the possibility of problems at the end of the semester.

Students who wish to audit a math course must register for the course by using a Change of Schedule form. Such students do not need to meet the prerequisites and Math Readiness Test requirements. They may be added for audit at your discretion - please make sure to mark the audit box on the Change of Schedule form. Students may register for audit through the fourth week of classes.

Beginning with the Fall 2000 semester the Audit policy has changed. The reasons for this change are:

First, to encourage instructors and students to explicitly agree on their understanding of "audit." The policy says, "...the instructor and the student will agree on the student's level of participation in the class." This refers to in-the-classroom participation as well as homework and exams.

Second, to allow instructors to administratively drop students who sign up for audit and then disappear. Thus, students who register for audit and then do not actually audit will not have the audit grade of O appear on their record. (Auditing students who are administratively dropped will receive the new grade of WO.)

The official policy as stated by the University is:

Audit is a registration status allowing students to attend a course without receiving credit. Both graduate and undergraduate students may audit courses. Audit units do not count toward full-time status, nor do audited courses count toward the determination of continuous enrollment for catalog purposes.

Registration for audit is at the course instructor's discretion; at the time of approval for audit registration, the instructor and student will agree upon the student's level of participation in class. The instructor may administratively drop the student for nonattendance. Students are required to process a change of schedule form to withdraw from the class.

Students may change registration in a course from credit to audit under the following conditions (this applies for all sessions):

- (1) The deadline to drop without a grade of "W" is also the deadline to change from credit to audit or vice versa with only an instructor's signature
- (2) After the deadline to drop without a grade of "W," a change from credit to audit will be permitted only if the student is doing passing work in that course and receives the approval of course instructor.
- (3) After the deadline to drop with a grade of "W," a change from credit to audit, or vice versa, will be permitted only if the student receives the approval of the course instructor AND the dean of the student's college.

Audit Procedures

- Fees for auditing courses are the same as for credit courses and must be paid immediately. To avoid late payment fees, students are encouraged to prepay for audit courses using Student Link. Students may not register for a grade of audit using Student Link.
- Beginning the first day of classes, students must acquire the instructor's signature on a Change of Schedule form for a grade of audit.
- A student enrolled only in audit courses, who is not a continuing student, must complete a non-degree seeking application and be admitted through either the Graduate or Undergraduate Admissions Office.
- The grade of "O," with no grade-point value, is awarded for courses taken for audit. This grade is not awarded unless the student is registered for audit.
- The grade of "WO" is awarded if the student withdraws after the deadline to drop without

a grade of "W".

- The grade of "XO" is awarded if the agreed upon level of participation by the student in an audit enrollment is not met.
- The grade of "XO" is awarded for students who are administratively dropped for courses taken for audit after the deadline to drop without a grade of "W".
- The grade of "XO" can be assigned by the Instructor on the grade sheet by crossing out the "O" and writing in the "XO" if the agreed upon level of participation by the student in an audit enrollment is not met.

See: <http://catalog.arizona.edu/2003-04/policies> (refer to Auditing a Course).

Transferring Sections

Certain courses may have special policies regarding transferring sections and grades. Check with the course coordinator before approving any such transfers.

Absences-Administrative Drop

Below is a copy of the University Class Attendance policy as it appears in the general catalog. See <http://catalog.arizona.edu/2003-04/policies>. (Refer to Class Attendance.) Please note the two parts in italics.

Students are expected to be regular and punctual in class attendance. The University believes that students themselves are primarily responsible for attendance. *Instructors will provide students with written statements of their policies with respect to absences.* Excessive or extended absence from class is sufficient reason for the instructor to recommend that the student be administratively dropped from the course. For those courses in which enrollment is limited, missing the first class session may be interpreted as excessive absence. If this action is filed in the Registrar's Office by the end of the fourth week of classes, it will result in cancellation of registration in the course. The date received by the Registrar determines how the administrative drop affects the student's academic record.

Prior to the end of the 4th week of classes in Fall/Spring (or the end of the 1st week in a Summer term), the course will be deleted from the student's record at the end of the semester. An administrative drop in weeks five through eight of Fall/Spring (2nd week in a Summer term) will result in the grade of W or E (F if a student is enrolled in the class Pass/Fail). The course instructor determines this grade. After the end of the 8th week of classes in Fall/Spring (end of 3rd week in a Summer term), administrative drops will not be processed.

The student may notify the Office of the Dean of Students when an absence from class of one week or more is unavoidable. The office will maintain a file of such reports available to

instructors upon request.

PLEASE NOTE:

Administrative drop is an instructor's option, not an obligation. Instructors are not required to drop students who fail to attend a class. Any student who intends to drop or withdraw from a course must do so following withdrawal instructions available in the Schedule of Classes. *Students who are enrolled in a course but fail to attend class will receive an E grade in the course*

Written Medical Excuses for Absences

The following is a memo from Campus Health Service, dated 1/2001:

To: Faculty
From: Harry McDermott, M.D., M.P.H.
Director
Subject: Written Medical Excuses for Absences

The University of Arizona Faculty Senate, reaffirmed by the Advisory Council, has asserted a longstanding University policy that faculty members should not require students to obtain written excuses from the Campus Health Service for absences related to illness.

It has been emphasized that the matter of class absence should be between the student and the instructor. It is neither appropriate nor feasible to require separate excuses since the staff of the Campus Health Service sees several hundred students daily. If there are questions regarding this University policy, please feel free to call 621-7428.

The Campus Health Service very much appreciates your support.

Withdrawal Policy

Before the end of the fourth week of classes, official withdrawal (drop) from a course cancels the registration for the course. In essence, this deletes the record of enrollment in the course. A dean's approval is not required. No grade for the course will appear on the student's permanent record.

During weeks five through eight, a student may withdraw from a course with the instructor's permission with a grade of W (approved withdrawal) or E (failure). If a student is passing at the

time of withdrawal, a grade of W is awarded. The grade of E may be awarded to students not passing at the time of withdrawal. Multi-section courses may have established policies regarding the awarding of W or E during this period. Check with your supervisor or course coordinator if you have any questions about such policies.

After the eighth week of classes, the grade of W can be awarded only with the approval of the student's academic dean, and only under exceptional circumstances. **In multi-section courses, consult with your supervisor or course coordinator if you have a student who wishes to withdraw after the eighth week of classes.**

See <http://catalog.arizona.edu/2003-04/policies> / (Search under Grades and the Grading System.)

Withdrawal From the University

Under a ruling of the University Faculty Senate, students who completely withdraw from the University through the Dean of Students Office will be "automatically" awarded grades of "WP" (Withdrawal Passing) as the withdrawal grade. At the end of the term, instructors will be allowed the option of changing this "WP" grade to a "WF" (Withdrawal Failing) grade, if the student was failing at the time the student stopped attending class. Instructions for making this change are provided at the end of the semester along with the official grade roster.

See <http://catalog.arizona.edu/2003-04/policies> (Refer to Leaving the University.)

GRADES

Grading

The method for determining the final grade should be clearly explained in the course policy handed out during the first week. Please do not change the method during the semester, as this can give rise to official grade complaints.

The grading system used by the University of Arizona is as follows:

A	Excellent
B	Good
C	Average
D	Poor
E	Failure
I	Incomplete
W	Approved Withdrawal
O	Audit
WP	Approved Withdrawal from the University while passing
WF	Approved Withdrawal from the University while failing

See <http://catalog.arizona.edu/2003-04/policies/> (Refer to Grades and the Grading System.)

Certain courses may have a standard grading scale. See your course supervisor or course coordinator for specific grading policies for the course you are teaching.

Pass-Fail Option

For certain courses, a qualified student may elect to register under the pass-fail option. Under such registration, the only final grades available to the student are P (pass) or F (fail).

Undergraduate students may elect to take courses under the pass-fail option only after they have attained sophomore status and only if they have earned grade-point averages of 2.000 or better.

Students may change from pass-fail enrollment to enrollment for a regular grade, or vice versa, only during the time period prior to the last day of the fourth calendar week during which classes are held, except with special permission of the student's college dean.

Courses taken under the pass-fail option must be electives only, and may not be used to fulfill major, minor, or other specified curriculum requirements.

Caution: The rules governing pass-fail are somewhat involved. Students interested in this option should be referred to their academic advisor for further information.

Incomplete Grades

The grade of "I" (incomplete) may be awarded to a student under certain, very specific conditions. The following is an excerpt from The University of Arizona General Catalog:

The grade of "I" may be awarded only at the end of the semester, when all but a minor portion of the course work has been satisfactorily completed. The grade of "I" is not to be awarded when the student is expected to repeat the course; in such a case, the grade of "E" must be assigned.

Important points to keep in mind about the grade of "I":

1. THE INSTRUCTOR WHO GIVES THE INCOMPLETE IS RESPONSIBLE FOR ADMINISTERING THE REMOVAL OF THE INCOMPLETE. A common situation is when a student has missed the final exam for unavoidable reasons. The student contacts the instructor and arranges to be given an "I" and to complete the work. At this time you should be sure it is clear to the student what work needs to be done to remove the incomplete and WHEN it is to be done. If a student comes to the Math Office to see about removing an incomplete, the student will be referred directly to the instructor.
2. An instructor need not grant an incomplete if the student's grades are such that the student will fail the course regardless of how he or she does on the work not complete - in this case, the appropriate grade would be an "E".
3. The University policy states that if a grade of "I" is not removed within one year, the student will receive an "E". In many cases, the incomplete work can be completed shortly after the end of the semester in which the "I" was given; when possible, this is probably the best option for both student and instructor. It is recommended that instructors make arrangements with the student for the date by which the "I" will be removed. Students may be required to make up work before one year.
4. When a grade of "I" is assigned, the instructor must file a form with the Main Office detailing the work to be completed and how the final grade will be calculated upon completion of said work. Attach a copy of any exams to be administered. The purpose of this is to give the Department information on how to handle the incomplete grade **in case you are unavailable**. You can obtain Incomplete forms in the Math Office, Room 108. See below for more information about filing an Incomplete form.
5. After the course work is completed, the instructor will need to fill out a Change of Grade form (available in the Math Office) and submit it to Carole Anderson. The form will then be forwarded to the Office of the Registrar for processing. If the incomplete is not removed by the instructor within one year, the grade will revert to a failing grade.

Filing an Incomplete Form

There is a new University form for awarding grades of Incomplete. It is not that much different from the Department's old form, but it does include a place for the student's signature and requires that a copy be given to the student. There are some practical issues about using this form for the Department; but since the form stays here, we do have some latitude.

Here is how Math will handle the form:

1. The Department will not process grade sheets that award a letter "I" without the completed form.
2. We will accept a copy of an email to the student as the explanation of the grade and a statement of what it will take to make it up. It will also count as the student's copy.
3. We will accept a copy of an email acknowledging the terms of the "I" with a header that shows a "u.arizona.edu" account as equivalent to a student's signature.
4. We will accept a form without a student signature, but we will require a written request to allow this from the instructor. We will generally not grant this request if the instructor will no longer be in the Department at the time set to make up the missing work.
5. When a change of grade form is used to replace an "I" after the date set for making up the incomplete, we will require a written explanation for the delay from the instructor. The default for making up an "I" is one year, at which time the registrar changes the grade to "E" (or "F".)

Grade Replacement Opportunity (GRO) Policy

Undergraduates who have not received a bachelor's degree from the University may repeat, **only once**, courses in which they received the grades of C, D, or E. Three courses, not to exceed a maximum of 10 units, may be replaced. Students must file a GRO request with the Registrar within the first four weeks of the semester.

Grades earned in the first and second attempt will remain on record, but the grade earned in the second attempt will be used in the grade-point average, **even if lower than the first attempt**. In cases in which a student passes the first attempt, but fails the repeat attempt, the failing grade is calculated in the grade-point average; however, the units earned in the first attempt may be applied toward degree requirements. Grades of O or W will count as an attempt, but will not replace the original grade. A repeated course will replace only one previous grade.

See <http://catalog.arizona.edu/2003-04/policies> (Refer to Grade Replacement Opportunity).

EXAMS

Final Exams

All courses offered for credit shall include a final examination given at the regularly scheduled examination time. The Final Exam Schedule is printed in the Schedule of Classes. **No deviation from the final exam schedule, once it is printed, is authorized.**

Specific exceptions for certain courses may be granted by obtaining prior approval from the department head and academic dean. Students shall be informed of any such exceptions prior to the end of the fourth week of classes.

In the event that a student has two final exams scheduled at the same time, the final exam in the course with fewer students enrolled must be rescheduled. If you are teaching a course with a common final, discuss any final exam conflicts with the course coordinator.

Instructors are required to keep their students' final exam papers for one year. If you are teaching Math 110, 111 or 112 the final exams are kept with the Main Office staff in Room 108.

For more information about final and mid-semester examination policies, see the general catalog at <http://catalog.arizona.edu/2003-04/policies> (Refer to Examinations – Final and Semester.)

Exams During the Last Week of the Semester

All forms of examinations (quizzes, take-homes, etc.) are prohibited on any scheduled class day during the week in which regularly scheduled final exams begin. This prohibition may be waived only with the permission of the Department Head and the Dean.

Final Exam Schedule

A copy of the final exam schedule is located in the front section of this booklet or online at <http://www.registrar.arizona.edu/schedules/finals.htm>

END OF SEMESTER PROCEDURES

Reporting Final Grades

You will receive an official grade form for the Registrar's office near the end of the semester. This form must be completed and signed by the instructor (and by the supervisor, in the case of TAs) and returned in a timely manner. Generally, final grades are due within 48 hours of the scheduled final exam. You will receive a list of deadlines for returning grade forms along with the forms themselves.

All grade forms must be turned in to the Math Office in Room 108.

Course Evaluations

All instructors are required to give students an end-of-semester teacher-course evaluation from the University Teaching Center. Near the end of the semester, each instructor will be given the choice between the short form and the long form of the evaluation. If you fail to select a form, you will automatically be given the short form.

The Math Department also has a departmental evaluation form for math courses. Each instructor may choose whether or not to give this evaluation - it is entirely optional.

Instructors Leaving the University

The Math Department requires grade books, computation sheets, and one year's final exam papers to be left on file here. When you leave the department, please ensure that the above materials are left with the Math Office (Room 108), and check with the Business Office (Room 117) regarding keys, etc. Please return all textbooks to Carole Anderson in Room 108. A forwarding address and telephone number would also be appreciated.

SUPERVISING

The Supervisor/TA Relationship

The role of the supervisor is to serve as a mentor to the teaching assistant with respect to all aspects of teaching, including, but not limited to, classroom presentation, course materials, methods of evaluation, and administrative procedures. The supervisor is considered the instructor of record for the class the TA is teaching.

Specific duties* of the supervisor:

1. The supervisor should stay informed of course policies and procedures set forth by the course coordinator, and should inform the TA about such policies and procedures in a timely manner.
2. The supervisor should serve as a resource for the TA on all teaching issues, such as teaching methods, preparation of lecture, grading, examinations, classroom discipline, departmental/course procedures and policies.
3. The supervisor should make available to the TA such items as syllabi, exams, lesson plans, handouts, and projects.
4. The supervisor is required to visit the classroom presentations of all TAs being supervised at least twice during the semester, once during the first two weeks of class. More classroom visits may be necessary, depending on the situation. The supervisor should arrange to meet the TA shortly after each classroom visit to provide constructive feedback.
5. The supervisor is expected to keep in close contact with the TA throughout the semester to discuss such items as exam results and progress in the course. In the event that the TA is seriously ahead or behind the syllabus, the supervisor should work with him/her to determine the best course of action.
6. The supervisor should serve as a resource and a point of contact for the TA in all matters relating to his/her class, such as discipline problems, violations of the Code of Academic Integrity, incompletes, section changes, and so forth. When applicable, the supervisor should refer such matters to the course coordinator or the Chair of the Undergraduate Committee.
7. The supervisor must approve the content of all syllabi, course policies and exams distributed by the TA. Course grades should be discussed and agreed upon by both the TA and the supervisor.
8. Whenever possible, the supervisor should offer to serve as a substitute in the event that the TA cannot meet with his/her class.
9. The supervisor is responsible for completing the GTA Evaluation Form provided by the Graduate College, and an in-house evaluation form. In the case of serious infractions, such as lack of preparedness, excessive tardiness or absences, ineffective teaching, unprofessional behavior, failure to cooperate with the supervisor, and so forth, the supervisor should notify the Associate Head for Graduate Programs immediately to discuss the appropriate course of action.

Specific duties* of the TA being supervised:

1. The TA should stay informed of course policies and procedures set forth by the course coordinator, and should discuss any questions about such policies with the supervisor.
2. The TA should meet with the supervisor on a regular basis to discuss classroom issues, and any special circumstances which may arise, such as classroom discipline problems, being behind or ahead of the syllabus, incompletes, section changes, and so forth.
3. The TA should IMMEDIATELY notify the supervisor in the case of serious problems such as violations of the Code of Academic Integrity or Code of Conduct violations to determine the appropriate course of action.
4. If the TA is unable to meet with his/her class, the TA should notify the supervisor to arrange for a substitute. In an emergency situation, the TA should contact the math office.
5. The TA should give a copy of each hour exam to the supervisor for review at least a week prior to the test date. After giving the exam, the TA should report exam results to the supervisor in a timely manner.
6. The TA should give a copy of all course policies, syllabi, and any other handouts to the supervisor for review prior to distribution. The supervisor must also approve any subsequent policy changes.
7. Course grades should be discussed and agreed upon by both the TA and the supervisor. The supervisor or the course coordinator must approve any subsequent grade changes.

*NOTE: Certain duties may vary slightly by course. The course coordinator will provide any course-specific information.

Course Coordinators

The Undergraduate Committee appoints course Coordinators. In general, every multi-section course is assigned a coordinator. The primary responsibilities of the coordinator include the distribution of an up-to-date syllabus specifying the textbook and sections to be covered, the distribution of a daily/weekly schedule of material coverage when appropriate, and calling instructor meetings to discuss course policy, academic issues, or other matters of interest to all instructors. At the end of the semester, a coordinator may make recommendations to the Undergraduate Committee on the textbook, syllabus, or other changes to improve the course.

**UNIVERSITY
POLICIES
FOR STUDENTS
AND
INSTRUCTORS**

Code of Academic Integrity

Below is a synopsis of The University of Arizona Code of Academic Integrity:

Integrity is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own.

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the provisions of the Code whether or not faculty members establish special rules of academic integrity for particular classes. Failure of faculty to prevent cheating does not excuse students from compliance with the Code.

Conduct prohibited by the Code consists of all forms of academic dishonesty, including, but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism as set out and defined in the Code of Conduct; modifying any academic work for the purpose of obtaining additional credit after such work has been submitted to the supervising faculty member unless the supervising faculty member may approve such alterations; failure to observe rules of academic integrity established by a faculty member for a particular course; and attempting to commit an act prohibited by this Code. Any attempt to commit an act prohibited by these rules shall be subject to sanctions to the same extent as completed acts.

Students found guilty of violating the Code are subject to any one or a combination of the following sanctions: written warning, disciplinary probation, loss of credit for the work involved, reduction in grade, failing grade assigned in the course, suspension, expulsion, or other sanctions imposed by a University Hearing Board.

Department of Mathematics Dealing with Violations of the Code of Academic Integrity

The Various Written Policies

Student behavior that we often describe as cheating is covered under the University's Code of Academic Integrity. The full policy can be found at <http://w3.arizona.edu/~studpubs/policies/cacaint.htm>.

There are two other related, but separate codes. The Code of Conduct governs the behavior of all people affiliated with the University: faculty, students, staff and even visitors. It includes definitions and specifically prohibits all forms of academic dishonesty, and it is a Board of Regents document. The Code of Academic Integrity should be thought of as a codicil to the Code of Conduct covering the specific case of student academic dishonesty. The Code of Conduct can be found at <http://w3.arizona.edu/~studpubs/policies/cofc.htm>.

The Student Code of Conduct is the University's policy spelling out the details of how the Code

of Conduct applies to student issues, including academic dishonesty. It can be found at <http://w3.arizona.edu/~studpubs/policies/studcofc.htm>.

In general, the Codes of Conduct allow for more severe penalties for infractions than the Code of Academic Integrity. The Dean of Students decides when a student's actions constitute a violation of the Code of Conduct, although faculty can make recommendations in this regard.

Brief Outline of the Process

It is incumbent upon all instructors that they closely follow the Procedures in the Code of Academic Integrity. The procedures allow instructors a great deal of latitude in the penalties they assign, and it is not necessary that all penalties be severe. It is, however, very important that instructors report every violation no matter how light the penalty. Following the procedures of the Code protects the instructor against later complaints, alerts the student to the seriousness of certain behavior, and provides an important service to the student's future instructors.

The Procedures in the Code of Academic Integrity are quite easy to follow, although there are time limits that must be observed. An instructor who suspects that a student or a group of students has violated the Code of Academic Integrity must conduct a Faculty-Student conference. It is important to note that this Faculty-Student conference is not a hearing, but rather a first step in determining whether a violation has occurred and setting a fair penalty. The instructor conducts the meeting, presents the students with the specific issues that caused the meeting, and listens to the student's responses.

If, after the conference, the instructor concludes that the student or students have committed an act prohibited by the Code, the instructor assesses a penalty up to and including a failing grade for the course. If any penalty is assessed, no matter how minor, the instructor must fill out the form "Record of Faculty Student Conference." If the student does not accept the outcome of the conference, he or she has the right to file an appeal with the Department Head.

No matter the outcome of the conference, however, both the instructor and the student should proceed as though the matter was settled. The instructor should be careful not to allow the matter to influence later interaction with the student, and the student should allow the appeal process to progress to its own conclusion. If a student intends to appeal a decision that could result in a failing grade, it is particularly important that the student continue in the course as usual.

The Faculty-Student Conference

The purpose of the Faculty-Student Conference is to allow the instructor to express concerns about a student's actions, and to allow the student an opportunity to provide an answer to those concerns. The instructor should try not to make a determination about whether a violation has occurred prior to this meeting.

Setting up the Conference

Since there are time limits in the procedures, it is important that you act quickly if you suspect a violation. Try to set a meeting time at the next class meeting or via email. If you do not hear from the student within 5 days, write a letter asking for a Faculty-Student Conference and send it registered mail, return receipt. You can use copies of the emails and the return receipt as evidence that the student has turned down the opportunity to respond to your suspicions at a conference. You can then act unilaterally. Include copies of this material with the “Record of Faculty-Student Conference” form

If the suspected violation occurs at the end of a semester, the Faculty-Student Conference can be held by phone, or postponed until the start of the next semester. The student should be informed of a postponement in writing, and the Conference scheduled within 15 days of the start of the next semester. The Code contains detailed procedures for cases involving students who are not available for a conference.

Details of the Conference

The Faculty-Student Conference should be private, and only the student suspected of dishonesty should attend. The procedures spell out how to involve witnesses in the conference if any are necessary. In the case of group work, one group meeting is sufficient. A supervisor or other Department administrator may also attend at the instructor’s discretion. A student may invite an advisor (defined by the Code as “an individual selected by the student to advise him/her”) to attend this conference.

The Conference is the place for an instructor to present evidence or suspicions of a violation. The student must have an opportunity to review the physical evidence in the case, so the instructor should prepare this material in advance. Witness testimony should be in writing if possible. The Conference is also the first opportunity for the student to respond to the instructor’s concerns. The student need not be warned about the substance of the meeting beforehand; however, if a student requests a follow-up conference for any reason, this request must be granted.

The instructor can draw a conclusion and assign a penalty at the end of the meeting if he or she so chooses. The instructor can, however, reflect on the conference and make a decision later, as long as it meets the required time frame and it is communicated to the student promptly.

If you suspect that the student violated the Code of Conduct (e.g. forged a University document, misrepresented his or her identity, or intimidated another student), contact the Dean of Students immediately. The Department administrators can help you determine the seriousness of particular situations. Report any threats of physical violence to the University Police.

Recommendations for Conducting a Faculty-Student Conference

1. Act quickly. If you are going to discuss a suspected violation with a student, try to arrange a Conference at the next class meeting. Have your evidence arranged and in order before the class, so that you can hold the conference directly after if possible.
2. Set a time limit on the meeting at the start. You really should not need more than 30-40 minutes. Start the meeting by saying, “I have another meeting to go to in 30 minutes.” (Yes, lie.) You still have the option of extending the meeting if you determine that it

would be productive to do so, but you can also avoid a protracted one sided discussion with the student.

3. Try not to prejudge the situation until you have heard the student's response to the accusation. This is often difficult given the evidence that you might have. Still it is important that you listen to the student's answer to the charge, and that your opinion could be changed by what he or she has to say.
4. Avoid arguing about the facts of the case in the Conference or outside it. In the Conference, present your position and allow the student to respond. You should ask and answer questions about the evidence or the definitions of dishonesty, but you should not engage in point-counter point discussions of these things. This type of discussion can be avoided if you are well prepared and can state the full details of the evidence at the beginning. If the student challenges your definitions of dishonesty or deception, realize that you do not need to defend them to the student. (You may need to defend them to an appeal committee at a later time, though.)
5. Try to conduct the meeting according to your own pre-planned agenda. A reasonable such agenda would be
 - The instructor presents his or her suspicions and any tangible evidence or witnesses, and finishes by asking the student for an explanation.
 - The student responds to the instructor's concerns. The instructor should try to limit the student to matters directly related to the situation under discussion, but as much as possible allow the student to respond to the concerns uninterrupted. The instructor should answer any questions directly and succinctly and allow the student to continue.
 - The instructor asks follow up questions about the student's response. Since all evidence was presented in the first part of the conference, the instructor should only ask clarifying questions at this point. The questions should be as non-accusatory as possible.
 - The instructor asks the student if he or she has any questions, and answers them as completely as possible.
 - The instructor concludes the Conference by describing the next step the instructor will take. The instructor strongly suggests that the student learn about the implications of the Conference and his or her options by consulting the University's Procedures for the Code of Academic Integrity.
6. Take notes or write a synopsis of the meeting immediately afterwards. You can keep the notes for your own reference or include them with the Dean of Students form.
7. The Faculty-Student Conference is not the time to speak to students about honesty or the lack of it. The Conference is not a hearing, but it is close to one. This should not be a forum for the instructor to chastise the student for prohibited behavior, no matter how blatant. The instructor can, however, convey the seriousness of the infraction while discussing the severity of the penalty (for the good of the student, not the instructor.)
8. Inform someone – a colleague, supervisor, or course coordinator – of the meeting who can check in with you at the scheduled ending time.

9. As a general rule, the Math Department administration will not interfere in discussions between an instructor and a student without a clear invitation from the instructor. If, however, we learn of an ongoing confrontation, we will try to provide you an escape or an opportunity to ask for assistance, usually through a telephone call or a visit. You can plan such an opportunity in advance by asking for a phone call at a specific time during the meeting.
10. Do not get emotional over the violation or the process. Students often are quite disturbed over such accusations, and their appeals are often emotional. The response to an accusation can be personal and even vitriolic. After all, a violation of the Code is a direct threat to a student's academic career. You, however, are meant to be an objective evaluator of the student. Appeal Committees tend to be overly permissive in what they will accept in a student's appeal and yet be very suspicious of any hint that an instructor has personal difficulties with the student. The more you project objectivity throughout the process, the more likely your decisions will be upheld.

Follow-up Procedures

After the conference, the instructor must determine whether there has been a violation of the Code. If the student provides an adequate explanation of your suspicions, and you feel that there has been no violation of the Code, you can inform the student of this on the spot and let the matter drop. In this case, you should destroy any notes or written records you have made regarding the incident.

If, on the other hand, it is the instructor's opinion that a violation of the Code of Academic Integrity has taken place, the instructor must follow these steps:

1. Contact Alexis Hernandez at the Dean of Students' Office to inquire if the student has any prior violations of the Code. This information will factor into the decision about which penalty will be assessed.
2. Determine an appropriate penalty (see guidelines below).
3. Fill out the Faculty-Student Conference form, available in Word format at <http://math.arizona.edu/~deemer/forms.html> . If you would like assistance in filling out the form, contact the Math Department Academic Programs Coordinator (Tina Deemer).
4. Write a (first person) letter to the student to let him or her know of your decision in the matter. The letter should specifically tell the student that he or she has 10 days to appeal the decision to the Department Head, and should refer the student to the official University Policy for further information. A template letter (in Word format) can be found at <http://math.arizona.edu/~deemer/forms.html> .
5. Send the letter and the completed Dean of Students' Faculty-Student Conference form to the student, with copies to all those listed on the form. The Math Department's office staff can help identify University officials and provide correct addresses for all. The letter should either be hand-delivered to the student or sent registered mail, return receipt. Copies to University personnel can be sent through campus mail.
6. If the student agrees with the outcome of the conference, and has indicated that he or she will not appeal the decision, the penalty is assessed immediately. In every other case, the

penalty is assessed only when the student misses an appeal deadline, or when the University Hearing Board makes a final decision in the case. If the semester ends before an appeal is concluded, or before the student has had the opportunity to appeal, a grade of “I” should be given to the student.

Assigning Penalties

Be fair in assigning penalties.

- For a single instance of copying or plagiarism that does not involve the intentional action of other individuals, a zero on the particular assignment should be sufficient.
- For deliberate preplanned actions such as collusion with others, modifying one’s work as a means of deception, or bringing extra written material to a test, a zero on the work in question and/or letter grade reduction might be appropriate.
- A letter grade reduction is appropriate for deliberately assisting another student during a test. (However, it is important that you meet with the student privately and take any claim of coercion as a serious and mitigating factor. Such a claim could indicate a Code of Conduct violation by the other student and should be reported as such by both you and the student involved.)
- An automatic failing grade in the course should be reserved for the most grievous cases.
- A student who has prior violations of the Code on record with the Dean of Students Office should be subject to a harsher penalty than you would otherwise give.

If you feel that a harsh, unique, or unusual penalty is appropriate in your situation, please speak to the departmental administrator that handles appeals to the Department Head (Dan Madden) before you assign the penalty. This will help the entire appeal process, if there is one, go more smoothly.

Assigning Semester Grades

If the student indicates that he or she accepts the outcome of the Faculty-Student Conference, the semester grade can be submitted with the rest of the class. If the student expresses their intention to appeal the outcome, a final grade should not be awarded until the appeal process is complete.

There are situations where a semester grade can be awarded. If the Department Head has not received an appeal and 10 days have passed from the time that the student received written notice of the outcome of the conference, you should award the penalized grade. If the penalty does not have an impact on the final letter grade, you can award that grade. If the student would receive a passing grade after the penalty is assessed, you can report this grade with the student’s permission. Since Mathematics courses are often used as a checked prerequisite for other courses and programs, a grade of incomplete might restrict the student’s ability to register for the next semester. You should explain this during the conference, and ask the student if they want the penalized grade reported should the semester end before their appeals are exhausted.

The Appeal Process

A student appeals, first, to the Department Head, and then to the Dean of Students. In an appeal

to the Department Head, the Head reviews the complaint and the penalty to see that the student was treated fairly. The Head may conduct a second conference, but the Head can only make recommendations to the instructor about the case. Alternately, the Head can choose to take no action.

It is only on appeal to the Dean of Students that the student has a hearing to determine whether or not they are guilty of a violation of the Code. It is at this University Hearing that the final penalty is assessed; it can be either lighter or harsher than the instructor's recommendation. The official criterion for finding that a student is guilty is that a, "violation ... was more likely than not to have been committed by the student."

Students often do appeal the results of Faculty-Student Conferences even when the facts are pretty clear. A well prepared statement of your position, properly filed paperwork, and a fair penalty are the best defenses in the case of an appeal. The Department's administration will inform you of the progress of an appeal, and guide you through any additional steps that you must take.

Preventing Academic Dishonesty

Dealing with a violation of the Code of Academic Integrity is not a pleasant experience for anyone involved. The best possible situation is to avoid such situations as much as possible without rewarding dishonest behavior.

Suggestions for Preventing Academic Dishonesty

1. Include information about the Code of Academic Integrity on your course syllabus. Ask students to read the Code to become familiar with what constitutes prohibited behavior.
2. Set rules on collaborative work and work outside of class at the beginning of the semester, especially if your grading system places substantial weight on homework or group assignments.
3. Be clear about your policies on in-class tests. The clearer your instructions are at the start, the easier time you will have with the Code of Academic Integrity.
4. Proctor tests and exams diligently. Walk around the room during exams, and don't focus on your own work. Don't permit any communication between students during exams, including sharing calculators. Know your students' names, and have each student hand in his or her exam to you personally.
5. Use two versions of exams if possible, especially in crowded classrooms. Provide adequate space for students to write on exams, and don't allow students to use their own paper if possible.
6. When you have a suspicion that students might attempt to cheat, take preventative action. Discretely separate students; make seat assignments for tests; keep copies of returned assignments; make direct and prolonged eye contact with someone engaged in questionable behavior during a test. Often only the slightest bit of intimidation will push a panicking student past a momentary indiscretion.

Student Code of Conduct

Classroom Conduct

Students at The University of Arizona are expected to conform to the standards of conduct established in the Student Code of Conduct. Prohibited conduct includes:

1. All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Interfering with University or University-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
3. Endangering, threatening, or causing physical harm to any member of the University community or to oneself or causing reasonable apprehension of such harm.
4. Engaging in harassment or unlawful discriminatory activities on the basis of age, ethnicity, gender, handicapping condition, national origin, race, religion, sexual orientation, or veteran status, or violating University rules governing harassment or discrimination.

Students found to be in violation of the Code are subject to disciplinary action. For more information about the Student Code of Conduct, including a complete list of prohibited conduct, see <http://info-center.ccit.arizona.edu/~studpubs/policies/studcofc.htm> .

If you have any questions regarding the Student Code of Conduct, please contact the Dean of Students Office, Old Main, Room 203, phone 621-7057.

Sexual Harassment

The University of Arizona is committed to the creation and maintenance of an atmosphere in which students, faculty, staff and administration can work together free of sexual harassment, exploitation and intimidation. Every member of the University community should be aware that behavior to the contrary is prohibited both by law and by the University.

Students' Right to Privacy

The University complies with all provisions of the Family Educational Rights and Privacy Act of 1974 dealing with the release of educational records. A copy of the University's policy for implementation of the act is available in the Dean of Students Office, Old Main 203.

In general, instructors may not reveal information regarding a student's progress or status in a course in any public way. Public posting of grades by name or student ID number is not permitted. Due to the public nature of electronic mail, instructors may not e-mail any such information to a student without prior written consent. Student information is considered private, and should be released **only** to the student him/herself. In particular, an instructor can not discuss a student's progress or grades with the student's parents. Parents can be referred to the Dean of Students about this policy.

It is important that all instructors be aware of, and adhere to the following:

1. You may NOT post student's grades unless you use the method described below. You may not post grades by name; it is a federal offense to use any portion of a social security number; it does not matter if you have a student's written permission. **EXCEPTION:** each student is assigned a random ID number, and grades are posted in random order (i.e., not alphabetically).
2. You may NOT leave homework, tests, etc. in a public place for students to pick up.

If a student initiates legal action concerning violation of these rules (and this HAS happened at UA) the instructor affected is on his/her own. If the instructor is a TA, the supervisor is also accountable.

Policy on the Accommodation of Religious Observance and Practice

No employee, agent or institution under the jurisdiction of the Arizona Board of Regents shall discriminate against any student, employee, or other individual, because of such individual's religious belief or practice or any absence thereof.

Administrators and faculty members are expected to reasonably accommodate individual religious practice. A refusal to accommodate is justified only when undue hardship would result from each available alternative of reasonable accommodation.

No administrator or faculty member shall retaliate or otherwise discriminate against any student, employee or prospective employee because that individual has sought a religious accommodation pursuant to this policy.

It is the responsibility of the president of each university, and the executive director of the Board as to the central staff, to take such actions as are necessary to insure that the intent of this policy is implemented. In implementing this policy, the president of each university shall insure that the policy is included in the university catalog and in such other publications as will assure that all members of the university community are advised of its existence, and the manner in which information regarding its implementation may be obtained.

Persons wishing clarification of the nature or proper application of this policy should consult the Dean of Students Office. See <http://catalog.arizona.edu/2003-04/policies> (Refer to Religious

Accommodations).

Students on University Sponsored Travel

Students may be excused from classes for university sponsored travel, but they must make arrangements to reschedule a test, exam, or assignment in order to participate in such a trip. The student must first make arrangements with the Dean of Students. They will receive a form from the Dean that includes the details of the trip, and, in particular, the times for which the student is excused.

The student is excused only for the times given on the form, but the instructor should be reasonable in dealing with late return times. The instructor can decide the timing of makeup work, and can schedule it before or after the student's trip. The student should notify the instructor of the travel as soon as possible after they receive authorization from the Dean's office.

The official policy states:

1. A student may be excused from classes for attendance at officially authorized functions, in accordance with the authorization directives below, and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of their quiz or laboratory sections of these excused absences.
3. Trips for groups of students shall be scheduled at times other than those days reserved for final examinations each semester.
4. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.

Important University Websites

Final Exam Schedule	http://www.registrar.arizona.edu/schedules/finals.htm
General Catalog You will also find information about Academic Policies, the Academic Calendar, and Important Deadlines.	http://catalog.arizona.edu/
Important Dates and Deadlines	http://www.registrar.arizona.edu/schedules/dates.htm
Course Evaluation Report (you must have a u.arizona email account to browse this site.)	http://aer.arizona.edu/ click on "Instructor Reports" Log in with UA Net ID and Password
Schedule of Classes The Schedule of Classes, Final Exam Schedule, Important Dates, Registration Instructions and Class Availability	http://www.arizona.edu/newschedule/parse-schedule-new.cgi
Student Link students access to personal information, such as grades, class availability, and course evaluations	http://www.arizona.edu/student_link/
UAInfo The online information service, providing access to information posted by campus offices and organizations	http://www.arizona.edu/

DEPARTMENTAL POLICIES AND PROCEDURES

The Math Readiness Test

Registration in all mathematics courses below MATH 129, as well as MATH 160 and MATH 263, requires all students to take the UA Mathematics Readiness Test (MRT). Test scores are valid for one year. This requirement includes transfer students with or without mathematics credit and students with credit by examination, such as Advanced Placement, CLEP, or International Baccalaureate. The MRT is administered by the University Testing Office in Old Main, Room 223. The phone is (520) 621-7589.

Students may register only for a course at or below the level placed into by their MRT score. Transfer credits in mathematics may be used in conjunction with the MRT score for placement purposes. In this case, students must contact the Mathematics Department for advising about placement. Transfer credits in mathematics and credits by AP, CLEP, or IB do not exempt a student from taking the MRT in order to be eligible for the courses listed above. New freshmen with a reported RSAT 1 mathematics test score of at least 670, or an ACT mathematics score of at least 29, may register for MATH 120R or lower, as well as MATH 160 and MATH 263, without taking the MRT. This waiver is only valid if the student begins taking mathematics courses during their freshman year.

There are two versions of the Math Readiness Test. Test A covers elementary and intermediate algebra skills, and places students into algebra courses or Math in Modern Society. Test B covers college algebra and trigonometry skills and measures preparation for precalculus, finite math, or calculus.

If you would like more information about the Math Readiness Test, math placement, or eligibility issues, visit the Undergraduate Math Placement site. If you have questions, you can also contact the Mathematics Department (520) 621-6892, or email the MRT Coordinator at mrt@math.arizona.edu.

Prerequisites for Undergraduate Math Courses

The following is a list of prerequisites for undergraduate courses numbered below 400. Please be aware of the prerequisites for the courses you are teaching; they give an indication of the background you can expect of your students. It is suggested that you announce the appropriate prerequisite(s) at the first class meeting.

COURSE		PREREQUISITES
105	Math in Modern Society	An acceptable score on the UA Math Readiness Test
110	College Algebra	An acceptable score on the UA Math Readiness Test
111	Trigonometry	An acceptable score on the UA Math Readiness Test.

COURSE		PREREQUISITES
112	College Algebra Accelerated	An acceptable score on the UA Math Readiness Test.
113	Brief Calculus	Math 110 or an acceptable score on the UA Math Readiness Test B.
115A	Business Math I	Math 110 or an acceptable score on the UA Math Readiness Test B, and MIS 111.
115B	Business Math II	Math 115A
120R	Precalculus	Acceptable score on the UA Math Readiness Test B and college algebra and trigonometry in high school.
124	Calculus with Applications	Calculus Prep 120R or Math 110 and Math 111 or an acceptable score on the UA Math Readiness Test B
125	Calculus I	An acceptable score on the UA Math Readiness Test B.
129	Calculus II	Math 124 or 125
160	Intro to Statistics	Math 110 or an acceptable score on the UA Math Readiness Test B.
215	Introduction to Linear Algebra	Math 129
223	Vector Calculus	Math 129
250A	AP Calculus/Differential Equations	4 or 5 on the AB AP Calculus exam
254	Intro Ord. Differential Equations	Math 223
263	Statistical Methods in Biological Sciences	Math 110 or an acceptable score on the UA Math Readiness Test B.
294A	Practicum	Math 129
302A	Understanding Elementary Math - A	Math 110 or 105 within the last three years or an acceptable score on the UA Math Readiness Test. (For elementary education majors only.)
302B	Understanding Elementary Math – B	Math 302A. (For elementary education majors only.)
315	Intro Number Theory and Modern Algebra	Math 215
322	Math Analysis for Engineers	Math 223 and 254 or 355
323	Formal Mathematical Reasoning and Writing	Math 215
330	Topics in Geometry	Math 215
355	Analysis of Ord Diff. Equations	Math 215 (Co-requisite)
362	Intro Probability Theory	Math 113 or 129
397	Workshop	Math 315 or 330

Teaching Supplies

1. **Textbooks.** Desk copies are available through the Main Office, Room 108.
2. **Syllabi.** Course Coordinators will provide course syllabi, including information on textbooks, topics covered, and approximate pace. Syllabi for courses are available from the Main Office or the Math Center.
3. **Overhead Transparencies.** If you wish to have something copied onto overhead transparencies, please see the Office Assistant in Room 108A. Write-on transparencies are available in the Business Office, Room 117.
4. **Chalk, Markers and Erasers.** Chalk, white board markers, overhead markers, and erasers are available in the copy room, Room 108A. Please re-cap all markers after use and keep them for future use. Do NOT leave these items in the classroom.
5. **Office Supplies.** Other supplies needed for teaching, such as grade books, pens, paper, tape, staples, paper clips, and notepads are available in the copy room.
6. **Overhead Projectors.** Classrooms should be equipped with overhead projectors. If your classroom does not have an overhead projector, you may sign one out at the Main Office, Room 108.
7. **TI-82/83 Calculators.** A limited number of TI-82/83 graphing calculators are available to be checked out for single-day usage. The department also has TI-82/83 graphing calculator projectors that may be checked out for single-day usage. If you are teaching a course that requires a graphing calculator, you may borrow a TI-82/83 graphing calculator for the semester. See staff in Room 108 to check on availability and to sign out calculators or calculator projectors.

Word Processing & Photocopy Services

Word processing services are available to instructors through the Technical Word-Processing Staff, Room 108, by submitting a Work Request Form along with your work. Please allow at least 48 hours turnaround time (please take into account additional time needed for photocopying).

Photocopy services are available by submitting work to be copied with a Work Request form available in the Main Office, Room 108. Please allow at least a 24-hour turnaround time period if at all possible. Please keep walk-up requests to a minimum as we will do our best to accommodate your copying needs. We discourage use of small copying machines except for emergency purposes. All copying should be completed on the large machine for budgetary reasons. Please be reasonable about the amount of photocopying that you request. If you can post material on a website or on WebCT, instead of photocopying, please do so.

If you have multiple-page handouts (such as Class Notes) that you wish to make available to students, you may want to utilize Fast Copy Services or Arizona Print/Copy Services to assist

you in providing hard copy course materials. You can drop off your orders directly to them or you can bring your order to our copy room (in Rm. 108) and we will have your orders picked up for you or provide in-house delivery service. There are flyers and order forms available from both vendors in the copy room for your information.

FAST COPY (located in Student Union)

- Non-copyrighted material is guaranteed to be ready for sale/distribution within 5 business days. Due dates are negotiable should you require a faster turn-around.
- Copyrighted materials are guaranteed to be ready within 5 weeks. Due dates ARE NOT negotiable. Fast Copy uses this 5-week span to obtain permission to reproduce the materials. In some cases, copyright clearance may not take as long, and your packet will be ready much sooner.
- All packets are sold in the textbook department at the Bookstore (Student Union Bookstore only). The original quantities that are stocked on the shelves are based on the class enrollment. Once these quantities are used up, the student will have to place an order with the bookstore. The packet will then be ready for pick-up the next morning.
- Packets can be produced to the instructor's specifications. Options include page numbering, stapling, 3-hole drilling, binding, and more. In addition, Fast Copy "cleans" up the document to give it a more professional look.
- The contact information for our Class Note & Copyright Department: Kristin Sweetser or Kristin Kamell 621-5313

ARIZONA PRINT/COPY (1033 N. Park, south of Speedway next to Domino's)

They use Online Permissions for copyrighted materials and claim in many cases permissions are granted almost immediately. They need the Publisher-Title-Author-Year Published and the page numbers you would like permission to use.

In the case of non-copyrighted materials, they will offer a turnaround of 3-5 days (depending upon how many pages). Once the semester begins, the turnaround time can be less. They also supply the instructor with a complimentary copy of your course pack.

For more information about Arizona Print/Copy, please call 882-3995

Mail and Email

A tremendous amount of important information will be sent out via math email accounts or put in your Department mailbox. For this reason, it is imperative that you check your mail and email at least once a day, especially at the beginning and end of the semester. Notices about mandatory meetings, policies, and procedures, will usually be distributed via email, and sometimes may go out in mailboxes.

Room Scheduling

To schedule a room *in the Math Building* for a meeting or study session, see Carole Anderson in the Main Office, Room 108.

Business Services

For all business/operations questions, contact the Business Office in Room 117. (See list of Administration and Staff in front section of this book.)

Keys

Information on office space, keys, mailbox keys, and key cards is available in the Business Office, Room 117. If you are ever locked out of your office during regular business hours, go to Room 117 to temporarily check out a master key.

Math Building/Office Maintenance

Report all Math Building/office maintenance, repair, or temperature control problems to Room 117.

Payroll

See Deborah Gaines in Room 115 regarding any payroll/personnel related matters.

Change of Address

Give your new address and phone number to the Business Office, Room 117, and to the Main Office, Room 108.

Office Space

Issues involving office assignments and telephones should be directed to Faye Villalobos in Room 112.

Facilities for Graduate Students

Mathematics Department graduate students have access to a local cluster of Linux workstations as well as central University systems. Graduate student accounts on the departmental systems are arranged through the graduate offices (Mathematics and Applied Mathematics). The departmental graduate computing systems provide local access to commonly used applications software such as TeX, Mathematica, Matlab, Maple, Netscape, email, and the C/Fortran/Pascal compilers. Information about departmental graduate student computing is available from the Mathematics web server (<http://math.arizona.edu>), and Graduate Student Software Interest Group (SWIG) web pages at <http://math.arizona.edu/~swig/>. Information about accounts on the central University systems can be obtained from <http://www.ccit.arizona>.

Facilities for Faculty

Computing arrangements for new faculty members are facilitated through the relevant hiring office (either the Department Head in Room 109, or the Entry Level in Room 108). Accounts for visiting faculty and guests should be requested through the Department Head's Office (Room 109). Please contact the Department Head's office, Room 109, two weeks prior to your guest's arrival in order to arrange computer access.

Computers are available in the Math Building, Room 103 (no account necessary) for visitors needing telnet/ftp/web communications. The University of Arizona does not provide the Department of Mathematics with resources to purchase computers for all instructional faculty or to maintain and support existing office computing system, even though such may be necessary for essential research, service and instructional activities. Maintenance and support of existing systems is provided as finances and staffing allow.

It is the responsibility of all computer users to maintain complete backup of their necessary and important electronic information.

Computer Support

In addition to the SWIG pages, <http://math.arizona.edu/~swig/>, there is additional information at <http://support.math.arizona.edu>, which includes links to resources elsewhere on campus.

Math Department Homepage

The Mathematics Department maintains a webserver located at <http://math.arizona.edu>. The departmental webserver provides links to faculty and graduate student homepages, building/telephone/office directories, graduate/undergraduate program bulletins, the University course catalogues, departmental colloquia and seminar schedules, the Mathematics Weekly News articles, computing and web documentation, search engines, and various other hopefully useful information. Personal homepages can be set up on the various University systems, including math department accounts. Information and templates to assist with setting up personal homepages are available from the SWIG pages, <http://math.arizona.edu/~swig/>.

Please be aware that appropriate use of the facilities and resources of The University of Arizona is accordant with formal University and departmental mission and objective statements.

Campus Computing Information

Computing information and support is available via the Center for Computing and Information Technology (CCIT) help desk at 621-HELP. The CCIT homepage at <http://computing.arizona.edu>, offers information, help, and resources for faculty, staff, and students. Free copies of CCIT's computing guide are available at many distribution points around campus, including the Computer Center.

RESOURCES FOR STUDENTS

Tutoring Services Available to Students

Tutoring services are available through the Math Department and through other departments on campus. The following is a list of some of the services available for tutoring in lower level math courses:

- 1. Math Tutoring Room.** The Mathematics Department offers open tutoring to students in our classes. This is a very popular service, and is greatly appreciated across campus. Upper division tutoring is offered through the Math Center. Lower level tutoring is divided into two groups:
 - **Tutoring for courses numbered 120 or below** takes place in Math East Room 149, Monday through Thursday from 11:00 am until 4:00 pm, and Friday from 11:00 am until 2:00 pm
 - **Tutoring for courses numbered between 120 and 300** takes place in Math East Room 145, Monday through Thursday from 10:00 am until 3:00 pm, and Friday from 10:00 am until 2:00 pm.
- 2. University Tutoring Services.** University Tutoring Services offers tutoring for registered students in various formats:
 - **Drop-in Tutoring.** Available M-Th 11-9, F 11-3, and Sunday 5-9. The fee is \$25 per semester. Register in Old Main.
 - **Small Group Tutoring.** Students meet in small groups once a week for 90 minutes. The fee is \$25 per group. Register in Old Main.
 - **Online Tutoring.** Free tutoring for select math courses. For more information or to register, go to onlinet.ulc.arizona.edu
- 3. Private Tutor Index.** The Private Tutor Index contains referral information of University students working as private tutors for an hourly fee. It can be accessed on site at Old Main, room 202. If you're interested in finding a tutor or getting your name and number listed in our private tutor index, please visit the Old Main 202 or call 621-4548.
- 4. Math Department Private Tutor List.** The Math Department also maintains a list of persons offering private tutoring for an hourly fee. The list is available outside the Math Office, Room 108.
- 5. Guide to Free Tutoring.** A listing of free tutoring available across campus. Listings may be obtained online at <http://www.tutoring.arizona.edu> .

Tutoring For Pay by Faculty and Staff

Faculty and graduate students are reminded of the following University policy on private tutoring (University Handbook for Appointed Personnel, 1988, 7.01.02):

Appointed personnel are not permitted to tutor University students for pay. With the approval of the department head, graduate and undergraduate assistants may tutor individuals or groups for pay provided that the students who are tutored are not enrolled in regular University sections or classes taught by the tutor, that the tutor has no advance knowledge of any examination to be given to the student s being tutored, and that the tutor has no part in determining grades for any student whom he or she has tutored. University facilities used by persons tutoring for pay are subject to a nominal rental charge. The University does not furnish facilities for tutoring by persons who are not members of its faculty or staff.

Other Resources For Students

University Learning Center

The University Learning Center provides Learning Assistance Workshops and courses designed to help students develop learning skills.

Free, non-credit study strategies workshops such as Note-Taking Strategies, Reading Textbooks, Exam Preparation, Test-Taking Strategies, and Time Management are offered.

Contact University Learning Center in Old Main, Room 202, 621-4548, for more information.
<http://www.ulc.arizona.edu>

The Freshman Center

The Freshman Center, ILC Room 103, 621-7763, is an academic support unit of the University College. The Center supports freshman as they transition from the high school environment to the university. The Center offers services to:

- All freshmen who need information and/or referral.
- All students who need information about tutoring.
- All students who need assistance with major exploration.
- Freshmen in the College of Science, the College of Humanities, the College of Social and Behavioral Sciences, and University College who need advising concerning their general education requirements.

Visit the Freshman Center website at <http://w3.arizona.edu/~fvc> .

Resources for Students with Disabilities

Disability Resource Center (DRC)

The Center's mission is to equalize the educational opportunities for students and provide support services for faculty and staff with disabilities. DRC provides many programs and services, including classroom and academic accommodations. The University requires that students meet with a Specialist and provide official documentation of disability in order to determine eligibility for services. DRC is located at 1540 E. Second St., Phone 621-3268.

<http://drc.arizona.edu>

Testing Accommodation Services

Science Library, Room 400A, 621-5760

Students with disabilities may require special testing accommodations that address individual needs. The Testing Accommodations Center allows students who have disability documentation on file with the University (at DRC) to test in an environment which suits their individual needs. Special Accommodations may include: extended time (typically specified as double time, but may vary), exam readers and/or writers, large print, Braille, or taped exams, and/or private rooms to eliminate distractions. *Any student needing special accommodations must provide the instructor with a letter of identification from a DRC Specialist within the first few weeks of the semester.*

The following is a memo from the Director of DRC regarding the procedures for using Testing Accommodations:

DATE: January 15, 2003

TO: The University Community

FROM: Sue Kroeger,
ADA (Americans With Disabilities Act) Compliance Officer

RE: Disability Resource Center - Testing Accommodations

The University of Arizona has an obligation under the law to provide an accessible environment for individuals with disabilities. The Disability Resource Center (DRC) is the office designated to determine eligibility for services; provide or arrange reasonable accommodation; and provide training and consultation to the campus community to help ensure equal learning and working opportunities.

Providing access requires the active participation of all faculty members and University administrators.

One of the most common services DRC provides to faculty members is administration of their classroom exams with accommodations. In order to appropriately administer exams, it is imperative that DRC receive 1) information regarding test administration (open book, length of exam, etc.) and 2) a copy of the exam to be administered in a timely manner. Since receiving this information has been a problem, DRC is now implementing a process to facilitate its ability to deliver testing accommodations more efficiently:

1. DRC testing staff will contact faculty members as soon as their students register to take their exams with accommodations at DRC. Faculty will be asked to complete an on-line test administration form.
2. Several days prior to each exam, DRC will remind faculty to send a copy of their exam to its testing facility (via e-mail, FAX, or in person).
3. If DRC has not received both test administration instructions and a copy by the day before the exam, one final effort will be made to reach the faculty member and the Department Chair.
4. If the necessary information is still not delivered to DRC, the University's ADA/504 Compliance Officer will contact the Department Chair.
5. In cases where administration instructions and/or the exam are not available to DRC in time to be administered to the student, the faculty member will be responsible for either accommodating the student or rescheduling the exam with no penalty to the student.

Please contact me if you would like additional information on this new process or to discuss concerns.

626-7674

sue-kroeger@email.arizona.edu

www.drc.arizona.edu

Special Testing Accommodations Procedures for Math 110/111/112:

Instructors in Math 110, 111 and 112 need to turn in a copy of the student's letter of identification to Brooke Zang in Room 108. Students will then be provided with a contact from the Department of Mathematics prior to taking their tests in the testing center. This must be signed and returned before your student will be allowed to take any exams or quizzes at the testing center. You will need to notify Brooke of your exam dates when they are established. At least two days before each exam date, you will need to fill out a test administration form and turn in **two** copies of your exam to Brooke in the Main Office, Room 108. She will take care of delivering the exam and picking it up after completion. You may pick up completed exams from Brooke.

NOTE: *Students are expected to take the exams at the same time as the class with extra time added on if necessary. If a student is unable to do this, (s)he must see Tina Deemer(621-4765, deemer@math.arizona.edu) to make arrangements for testing.*

Remember that it is the student's responsibility to inform the Testing Center of the dates of all exams, including final exams, for which they require accommodations. Failure to do so in a timely manner will result in the student NOT being accommodated by the Center and therefore they will need to take their test in the classroom

Strategic Alternative Learning Techniques (S.A.L.T.) Center

The S.A.L.T. Center provides services designed to assist students who have specific learning

disabilities and attention deficit disorders. The Center provides educational support services aimed at developing learning and compensatory strategies. Admission to the S.A.L.T. Center is by application only. A fee is charged for all S.A.L.T. services. The S.A.L.T. office is located at 1010 N. Highland Ave, Their phone is 621-1242.

<http://www.salt.arizona.edu>

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) is located on the 2nd Floor of the Campus Health Center. CAPS provides crisis intervention, brief counseling, and consultation to help students resolve personal problems/crises that get in the way of academic success. If you know a student who is undergoing such a problem/crisis, you can either refer the student directly to CAPS or call CAPS yourself to consult with a mental health professional. When in doubt, call and consult: 621-3334

ADVISING STUDENTS

The UA Catalog Description of the Mathematics Requirement for Graduation:

College Algebra (MATH 110), or any three unit mathematics course numbered above MATH 110 is required of all students. MATH 105, Math in a Modern Society, is a satisfying requirement for some majors. The Math Readiness Test is required of all students prior to enrolling in MATH 160, MATH 263, MATH 301, or any math course numbered below MATH 129. Test scores are valid for one year.

Entry level mathematics students should choose one of three strands according to their interests, preparation, and intended major. All strands presume that students will have completed the high school mathematics required for entry to the University.

The three strands are:

G (General Knowledge)

This strand involves a general understanding and appreciation of how mathematics is used to solve problems in everyday life, as for example, the mathematics of voting and elections or of networks and paths.

M (Moderate Knowledge)

This strand involves reasonable facility with algebra and algebraic functions, graphs, and simple modeling.

S (Substantial Knowledge)

This strand involves skill and facility with calculus.

It is important to note that each strand provides a different level of mathematical training. The G-strand does not prepare a student for any further mathematically based work; it is a terminal course. Students who choose the M-strand are prepared for further mathematical work. This work may include MATH 113 (Elements of Calculus) or a statistics class from outside the Mathematics Department. Students who successfully complete the S-strand may continue on to MATH 129, 223, or beyond. Those who choose, but are not ready to begin, the S-strand will be required to take preparatory work.

Each major indicates the mathematics strand that is most appropriate for its students. Because the S-strand presumes the M-strand and the M-strand presumes the G-strand, students will retain the most flexibility in their major choice by aiming for the S-strand. A student who chooses to meet the general education mathematics requirement with the G-strand will have the most restricted set of major choices available.

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