# INSTRUCTOR RESOURCE MANUAL

## Department of Mathematics
The University of Arizona
Fall 2016

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# QUICK REFERENCE GUIDE

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</thead>
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</tr>
<tr>
<td>Math Dept Tutoring</td>
<td><a href="http://math.arizona.edu/academics/tutoring">http://math.arizona.edu/academics/tutoring</a></td>
</tr>
<tr>
<td>Math Dept Syllabus Information</td>
<td><a href="http://math.arizona.edu/academics/courses">http://math.arizona.edu/academics/courses</a></td>
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</tr>
<tr>
<td>Math Common Final Exam Schedule</td>
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</tr>
<tr>
<td>Math Dept Resource People</td>
<td><a href="http://internal.math.arizona.edu/dept/where-to-go">http://internal.math.arizona.edu/dept/where-to-go</a></td>
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## University Information

<table>
<thead>
<tr>
<th>Information</th>
<th>URL</th>
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<td><a href="http://www.arizona.edu">http://www.arizona.edu</a></td>
</tr>
<tr>
<td>Create a UA NetID</td>
<td><a href="https://netid.arizona.edu/newid.php">https://netid.arizona.edu/newid.php</a></td>
</tr>
<tr>
<td>UA Class Rosters</td>
<td><a href="http://uaccess.arizona.edu">http://uaccess.arizona.edu</a></td>
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<tr>
<td>UA Rooms on the Web</td>
<td><a href="http://ctsrooms.arizona.edu/">http://ctsrooms.arizona.edu/</a></td>
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<tr>
<td>UA general catalog</td>
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<tr>
<td>Final Exam schedule</td>
<td><a href="http://registrar.arizona.edu/students/courses/final-exams">http://registrar.arizona.edu/students/courses/final-exams</a></td>
</tr>
<tr>
<td>Important Dates and Deadlines</td>
<td><a href="http://registrar.arizona.edu/courses/dates-deadlines">http://registrar.arizona.edu/courses/dates-deadlines</a></td>
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<tr>
<td>UA Computing Homepage</td>
<td><a href="http://uits.arizona.edu">http://uits.arizona.edu</a></td>
</tr>
<tr>
<td>Course Evaluation Reports</td>
<td><a href="http://tce.arizona.edu/">http://tce.arizona.edu/</a></td>
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<tr>
<td>UAccess</td>
<td><a href="http://uaccess.arizona.edu/">http://uaccess.arizona.edu/</a></td>
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<tr>
<td>D2L</td>
<td><a href="http://d2l.arizona.edu/">http://d2l.arizona.edu/</a></td>
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<tr>
<td>Schedule of Classes</td>
<td><a href="https://uaccess.schedule.arizona.edu/pssp/uazaprd2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT">https://uaccess.schedule.arizona.edu/pssp/uazaprd2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT</a></td>
</tr>
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</table>

## Important University Policies

- **Code of Academic Integrity**
  http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity
- **Student Code of Conduct**
  http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf
- **Nondiscrimination and Anti-Harassment Policy**
  http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

## Services for Students

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<tr>
<td>Disability Resource Center</td>
<td><a href="http://drc.arizona.edu">http://drc.arizona.edu</a></td>
</tr>
<tr>
<td>Campus Health</td>
<td><a href="http://www.health.arizona.edu/">http://www.health.arizona.edu/</a></td>
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## Employee Services

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<th>URL</th>
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<td>UAccess Employee</td>
<td><a href="http://uaccess.arizona.edu/">http://uaccess.arizona.edu/</a></td>
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<tr>
<td>Human Resources</td>
<td><a href="http://www.hr.arizona.edu/">http://www.hr.arizona.edu/</a></td>
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# Guide to Department Academic Services

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<td>brooke</td>
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<td>MATH 108</td>
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<tr>
<td>Academic Integrity</td>
<td>Tina Deemer</td>
<td>deemer</td>
<td>621-4765</td>
<td>MATH 209</td>
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<td>Class Rosters</td>
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<td>brooke</td>
<td>621-6882</td>
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<td>Common Final Room Assignments</td>
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<td>Course Evaluations</td>
<td>Sheri Thompson</td>
<td></td>
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<td>Curriculum</td>
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<td>agaona</td>
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<td>cschustr</td>
<td>626-8980</td>
<td>MATH 202</td>
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<td>Alejandra Gaona</td>
<td>agaona</td>
<td>621-2868</td>
<td>MATH 109</td>
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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 via UAccess – Instructor Center.
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 and GTAs may count one hour spent in our tutoring room toward required office hours. Others should consult with the Associate Head for Entry Level before counting tutoring room time toward office hours.
Syllabus and Course Policy

The distribution of a course information sheet or syllabus is required for all University undergraduate courses. The syllabus is a statement of intent and serves as an implicit agreement between the instructor and students. [Note: Item #17 gives instructors leeway to make certain changes.] It must be distributed (either as a hard copy or online) during the first week of classes, and a hard copy, available to students, must be kept in the department office for a period of not less than one year. (Note: GTA’s must have their course policy approved by their supervisor. For more information, refer to the section on Supervising.) The Undergraduate Course Syllabus policy requires that all syllabi must contain the following minimum information:

<table>
<thead>
<tr>
<th>Required Item</th>
<th>Explanation</th>
</tr>
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<tbody>
<tr>
<td>1. Instructor(s) and contact information</td>
<td>List names (including GTAs), office/room numbers, telephone numbers, and e-mail addresses</td>
</tr>
<tr>
<td>2. Instructor’s availability</td>
<td><strong>In-person courses:</strong> give office hours or explain the “open-door” policy <strong>Online courses:</strong> clarify the instructor’s response time to questions (e.g., 24 hours)</td>
</tr>
<tr>
<td>3. Course objectives and expected learning outcomes</td>
<td>List what the student will learn or accomplish in the course; state learning outcomes in measurable terms; relate learning outcomes to Major or Minor Program goals.</td>
</tr>
<tr>
<td>4. Absence and class participation policies</td>
<td><strong>In-person courses:</strong> State the class absence policies, as well as UA policies on the following kinds of excused absences: *Absences for any sincerely held religious belief, observance, or practice will be accommodated where reasonable: policy.arizona.edu/human-resources/religious-accommodation-policy. *Absences pre-approved by the UA Dean of Students (or dean’s designee) will be honored. <strong>Online courses:</strong> State the class participation policies—what constitutes participation and how that will be evaluated.</td>
</tr>
<tr>
<td>5. Required texts or readings</td>
<td>List both required and recommended texts and readings, and where to locate those readings.</td>
</tr>
<tr>
<td>6. Required or special materials</td>
<td>List special tools or supplies that are needed (e.g., zip disks, drafting tools).</td>
</tr>
<tr>
<td>7. Required examinations and papers</td>
<td>Specify the number of quizzes, examinations, and papers.</td>
</tr>
<tr>
<td>8. Required extracurricular activities</td>
<td>Explain field trips, service-learning activities, etc., with the expected time commitment.</td>
</tr>
<tr>
<td>9. Final examination or project</td>
<td>Identify the date and time of the final exam (or project due date), with links to the Final Exam Regulations, <a href="http://registrar.arizona.edu/courses/final-examination-regulations-and-">http://registrar.arizona.edu/courses/final-examination-regulations-and-</a></td>
</tr>
<tr>
<td>Required Item</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>10. Grading scale and grade policies</td>
<td>Specify in detail the methods of evaluation, how those methods factor into the final grade, and the scale used to determine final grades. State how late assignments and extra credit opportunities, if any, will be handled.</td>
</tr>
<tr>
<td>11. Classroom behavior policy</td>
<td>Present policies to foster a positive learning environment, including use of cell phones, mobile devices, etc.</td>
</tr>
<tr>
<td>12. Threatening behavior policy</td>
<td>State the UA Threatening Behavior by Students policy, which prohibits threats of physical harm to any member of the University community: <a href="policy.arizona.edu/education-and-student-affairs/threatening-behavior-students">policy.arizona.edu/education-and-student-affairs/threatening-behavior-students</a>.</td>
</tr>
<tr>
<td>13. Academic Integrity policy</td>
<td>State the Student Code of Academic Integrity that prohibits plagiarism: <a href="deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity">deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity</a>.</td>
</tr>
<tr>
<td>15. Accommodations for students with disabilities</td>
<td>Include the statement for reasonable accommodations provided by the Disability Resources Center: <a href="drc.arizona.edu/instructors/syllabus-statement">drc.arizona.edu/instructors/syllabus-statement</a>.</td>
</tr>
<tr>
<td>16. Schedule of topics and activities</td>
<td>Present the weekly/daily schedule, including assignment due dates and exam dates.</td>
</tr>
<tr>
<td>17. Subject to change Statement</td>
<td>Include a statement indicating that the information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.</td>
</tr>
</tbody>
</table>

**Sample Syllabus Templates** | **http://policy.arizona.edu/faculty-affairs-and-academics/course-syllabus-policy-undergraduate-template** |

**Effective Term:** Summer and Fall 2016 for all undergraduate courses
In November, 2007, the Undergraduate Committee approved the following revised homework policy.

**Standards for Instructors**

*The Undergraduate Committee recommends that*

1. Homework is assigned and graded at least weekly.
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. Homework covers all major topics in the syllabus.
5. The level of homework is appropriate for the goals of the course.
6. Homework and grading reflect appropriate standards for the course, and reflect the instructor’s expectations for student work on tests.
7. Grading reflects an emphasis on set-up, process, and notation, not just correct answers.
8. Instructors/graders 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.
9. Instructors who use online grading tools should supplement online homework with other written assessments in order to ensure that all of the above standards are met.
10. Instructors who use graders regularly review the homework to see how the students are doing and to ensure that all of the above standards are met.
11. The instructor provides the students with written homework standards, such as those below.

**Additional Standards for Student Graders**

1. Homework should be graded promptly and returned to the instructor in a timely fashion.
2. Grading should be accurate. If the grader does not understand a question, he or she should ask the instructor.
3. The grader should communicate to the instructor things that students are repeatedly having trouble with and the general level of the class.

**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.
5. Students are expected to use proper notation and show all work when solving each problem (even if the problem only asks for a final result).
6. When using an online homework system, students should keep a careful written record of their work, and be prepared to submit this work upon the request of the instructor.
D2L Online Course Management System

D2L is an online course management system that the UA supports for its courses. Using D2L, you can easily create a course website, email students, post grades in a secure fashion, create online quizzes, etc. When you set up a D2L site for your course, a direct link to this site is created in each student’s online schedule (available via UAccess).

In order to get started with D2L, you will need to request a course.

To create a D2L account:
1. Create a NetID if you have not already done so.  https://netid.arizona.edu/
2. Fill out the D2L Course Site Request Form at http://d2l.arizona.edu/csr

For more information on D2L, see
D2L Instructor's Tools Manual    http://help.d2l.arizona.edu/content/tools-manual

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 & UAccess Instructor Center

Class rosters are available via UAccess - Instructor Center, an online application. This program allows you to view and print up-to-date class rosters that contain the student’s email address, ID, major/plan, and class. In order to access this sytem 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. 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.
Obtaining a Class List

To get access to your class rosters, go to http://uaccess.arizona.edu. Under "UAccess Student", click on "Instructor Center". You will need to log in using your NetID and password. Once you get into the system, you should find the navigation easy.

Grades for the semester will be submitted through this system. When logging in at the beginning of the semester, you will not see the icon for submitting grades; it will not be available until the end of the semester. If you are working remotely, you will need to use a VPN. If you don't already have the VPN software installed on your machine, you can download it at http://security.arizona.edu/ua-vpn-client.

If you have any technical questions, you can contact the UITS 24/7 help desk at 626-TECH or http://uits.arizona.edu/departments/the247.

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.

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, can be found at http://catalog.arizona.edu/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. Graduate Teaching Assistants should notify their supervisor immediately. If you are teaching a multi-section course and you are unable to arrange for a replacement, send an email to the course instructor email list or 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 7:30 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://cdb.uaav.arizona.edu. This website contains two pictures of each classroom - one from an instructor’s vantage point, and one from the student’s, as well as a list of equipment. Please note that pictures may not be completely up-to-date.
Changes in Classroom Assignments

Each semester, various circumstances force the reassignment of some classrooms.

Please be sure to check MathInfo and/or UAccess Instructor Center to confirm your classroom assignments, and be aware that if this assignment was changed shortly before the start of classes, students may be arriving late on the first day or two of classes. We will make every effort to email you about last-minute changes.

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 feel there is a need 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.
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 email rooms@math.arizona.edu. 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.

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.
CHANGE OF ENROLLMENT

Adding Students Into Your Class

Class Size
Students may add into your class via UAccess through the first week of classes. 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 Tina Deemer via email at deemer@math.arizona.edu. (Graduate 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 most upper division courses and all courses numbered Math 302B or below. Students not meeting the course prerequisites will be blocked from registration in UAccess. 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 302B or below, should NOT sign University Drop/Add forms. Instructors should direct the students to use UAccess.

In classes not described above, prerequisites may or may not be 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
Instructors should take attendance carefully on the first 2-3 days, and process administrative drops for all students that have not attended and have not contacted them. This policy must be stated in your course syllabus.

Students may be administratively dropped using the Instructor Center. During the first 10 weeks of the semester, you will be able to perform Administrative Drops in your class roster by checking the Administrative Drop check box to the far right of the student’s name. GTAs will need to have their teaching supervisor process administrative drops. Please note: Administrative drops cannot be processed from 8:00pm until 7:00am, the following day, due to nightly UAccess maintenance.
Registration procedures during the first week of classes:

Procedures for Math 302B and below:

All drop/add activity must be done through UAccess. Instructors must NOT sign University Drop/Add forms. The last day that students may use UAccess to add a class or change sections is Monday, August 29*. If there is an extenuating circumstance that requires administrative add, instructors may fill out a departmental permission form, available to instructors in Room 108 (see information below).

Procedures for courses above Math 302B:

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 UAccess.

*Please note: All deadlines listed are for classes with standard meeting dates. Deadlines for classes that have non-standard meeting dates can be found at

http://registrar.arizona.edu/dates-and-deadlines/non-standard-start-dates

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. Staff will not add students who do not meet the stated prerequisites for the course.

Instructors teaching Math 302B and below, 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 over-enroll their assigned classroom as they give out permission forms.

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.

Registration procedures for Independent Study Courses:

The following courses are not open to registration via UAccess: Math 199, 199H, 293, 299, 299H, 393, 399, 399H, 493, 498, 498H, 499, 499H, 599, 900, 910, 920. The registration process is slightly different for undergraduate and graduate courses. The details are below.

Registration Process for Math 199, 199H, 293, 299, 299H, 393, 399, 399H, 493, 498, 498H, 499, 499H: Undergraduate students who wish to add one of these courses must pick up a permission form in Room 108 in the Math Building. The form must be filled out in consultation with an instructor in the Math
Department, and signed by the instructor and the student. Students should return completed forms to Room 108.

Instructors should NOT sign a University change of enrollment (drop/add) form for any of these classes. A student registered in one of these classes without a permission form on file will be subject to an administrative drop.

Registration Process for Math 599, 900, 910, 920:

Graduate students who wish to add one of these courses must obtain the appropriate form, either online or from the respective Graduate Office. The form must be filled out in consultation with an instructor in the Math Department, and signed by the instructor and the student. Students should return completed forms to their respective Graduate Office. Each proposed study plan will be reviewed by the appropriate Graduate Head, and when approved, will be forwarded to Room 108 for processing. Instructors should NOT sign a University change of enrollment (drop/add) form for any of these classes. A student registered in one of these classes without a permission form on file will be subject to an administrative drop.

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/or the math placement 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.

The audit policies were designed with a number of things in mind. 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 UAccess. Students may not register for a grade of audit using UAccess.

- Beginning the first day of classes, students must acquire the instructor’s signature on a Change of Schedule form for a grade of audit.

- In order for a new student or a readmitted student to enroll in audit courses only, the student must complete a non-degree seeking application and be admitted through either the Graduate Admissions 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 roster in the Instructor Center by selecting "XO" if the agreed upon level of participation by the student in an audit enrollment is not met.

See: [http://catalog.arizona.edu/policies](http://catalog.arizona.edu/policies) (refer to Audit Policy).
Transferring Sections

Students may transfer sections via UAccess through Monday, August 29*. Certain courses may have special policies regarding section transfers after that date. Check with the course coordinator before approving any such transfers. *Please note: All deadlines listed are for classes with standard meeting dates. Deadlines for classes that have non-standard meeting dates can be found at http://registrar.arizona.edu/dates-and-deadlines/non-standard-start-dates

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/policies (Refer to Class Attendance.) Please note the parts in italics.

Students are expected to be regular and punctual in class attendance and to fully participate in the course. The University believes that students themselves are primarily responsible for attendance and class participation. Since students may be permitted to add classes beyond the official start date, instructors should be attentive to student enrollment dates when assessing adequate participation for the purposes of administrative drop.

**In-Person Courses.** Instructors will provide students with written statements of their policies with respect to absences and class participation. Excessive or extended absence from class is sufficient reason for the instructor to administratively drop the student from the course. For accelerated courses and for those courses in which enrollment is limited, missing the first class session may be interpreted as excessive absence. The date the administrative drop is posted on the class roster in UAccess Instructor Center determines how the drop affects the student's academic record. If the administrative drop is completed by the first drop deadline, it will result in cancellation of registration in the course. The first and second drop deadlines are defined below.

**Fully-Online Course Delivery.** Instructors will provide students with written statements of their policies with respect to what constitutes student participation and how participation will be evaluated in courses delivered fully or primarily online. The instructor will determine whether the duration or extent of non-compliance with the written policy is sufficient justification for administratively dropping the student from the course. For accelerated courses or for courses with limited enrollment, missing the first required interaction may be interpreted as a failure to adequately participate. The date the administrative drop is posted on the class roster in the UAccess Instructor Center will determine how it affects the student's academic record. If the administrative drop is completed by the first drop deadline, it will result in cancellation of registration in the course. The first and second drop deadlines are defined below.

**Hybrid Courses.** Instructors of hybrid courses will determine whether to apply the attendance policies for In-Person or for Fully-Online Delivery. This will be clarified in the instructor's written policy statement.

**Undergraduate Drop Deadlines** apply to all undergraduate courses, regardless of delivery mode:
• **First Drop Deadline**: Prior to the end of the 2nd week of classes in Fall/Spring (see Dates & Deadlines for a shorter term), the course will be deleted from the student's permanent record.

• **Second Drop Deadline**: An administrative drop in weeks three through ten of Fall/Spring (see Dates & Deadlines for a shorter term) will result in the grade of W, regardless of whether the student is passing at the time.

• **Courses taken for Audit**: The grade of XO is awarded for students who are administratively dropped for courses taken for audit after the first drop deadline.

• **After the Second Drop Deadline**—the end of the 10th week of classes in Fall/Spring (see Dates & Deadlines for a shorter term)—administrative drops will not be processed.

**Graduate Drop Deadlines** apply to all graduate/professional courses, regardless of delivery mode:

• **First Drop Deadline**: Prior to the end of the 4th week of classes in Fall/Spring (see Dates & Deadlines for a shorter term), the course will be deleted from the student's permanent record.

• **Second Drop Deadline**: An administrative drop in weeks five through ten of Fall/Spring (see Dates & Deadlines for a shorter term) will result in the grade of W, regardless of whether the student is passing at the time.

• **Courses taken for Audit**: The grade of XO is awarded for students who are administratively dropped for courses taken for audit after the first drop deadline.

• **After the Second Drop Deadline**—the end of the 10th week of classes in Fall/Spring (see Dates & Deadlines for a shorter term)—administrative drops will not be processed.

PLEASE NOTE: Administrative drop is an instructor's option, not an obligation. 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 drop and withdrawal instructions. Students who remain enrolled in a course throughout the term but fail to attend class may receive an E grade for 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.
Withdrawal Policy

Before the end of the 2nd 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 3 through 10, a student may withdraw from a course with a grade of W.

After the 10th 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 10th week of classes.

See http://catalog.arizona.edu/policies (Search under Grades and the Grading System.)

Withdrawal From the University

A complete withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. This option only applies to the Fall and Spring (regular) Semesters. During the regular semester, students are allowed seven days to complete the withdrawal process after initiating the procedure online through the Registrar's Office. Complete withdrawals cannot be initiated after the last day of classes of any semester and must be completed before the beginning of the final examination period. If a student withdraws from all classes before the end of the fourth week of the semester, all classes are deleted from the student's permanent record for the term. If a student withdraws from the University after the fourth week of classes and before the final exam period, the faculty member for each course may assign a grade of WP (withdrawal while passing) or WF (withdrawal while failing). Grades for a complete withdrawal appear on the permanent record but are not included in the student's grade average. Consult the Withdrawal from the University section in the Schedule of Classes for detailed instructions, deadlines, and refund information.

You can find the policy for complete withdrawals at http://catalog.arizona.edu/policies (Refer to Leaving the University.)

For information about the process for a complete withdrawal, see http://registrar.arizona.edu/academics/complete-withdrawal-term
GRADES

Grades

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 appeals.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>In GPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>yes</td>
<td>excellent (regular grade)</td>
</tr>
<tr>
<td>B</td>
<td>yes</td>
<td>good (regular grade)</td>
</tr>
<tr>
<td>C</td>
<td>yes</td>
<td>satisfactory (regular grade)</td>
</tr>
<tr>
<td>D</td>
<td>yes</td>
<td>poor (regular grade)</td>
</tr>
<tr>
<td>E</td>
<td>yes</td>
<td>failure (regular grade)</td>
</tr>
</tbody>
</table>

|     | no     | superior (alternative grade) |
| P   | no     | passing (alternative grade) |

| P   | no     | passing (pass/fail option) |
| F   | no     | failure (pass/fail option) |

| K   | no     | course in progress |
| I   | no     | incomplete |
| W   | no     | approved withdrawal from a course (drop) |
| WC  | no     | approved complete withdrawal from the U |
| WC  | no     | approved retroactive withdrawal from the U |
| O   | no     | audit |
| WO  | no     | audit, withdrawal |
| XO  | no     | audit, administrative withdrawal |
| CR  | no     | credit for Special Exam for Credit and the final term of 930 courses |
| (Blank) | no | no grade submitted by instructor |

See [http://catalog.arizona.edu/policies](http://catalog.arizona.edu/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).

Qualified 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. Other restrictions may apply.

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.

Courses that are available for pass/fail are designated as such in the Schedule of Classes as "Available: Pass/Fail."

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. This should be indicated on the Incomplete form & signed by the student. Incomplete forms can be obtained in the Academic Office, Room 108. 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 an Incomplete 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.

Filing an Incomplete Form

The University has a form for awarding grades of Incomplete. If you plan to give an incomplete grade, please pick up a form in Room 108.

1. You must fill out an Incomplete form for every student who is awarded a letter grade of “I”.

2. The form must indicate the work that is to be completed, and the method for calculating the final grade. A copy of an exam(s) that must be completed should be attached.

3. A deadline for completion of the work should be given on the form. This date must be within 1 year.

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.

Changing an Incomplete Grade to a Regular Grade

After the course work is completed, the instructor can change the grade on the grade roster in UAccess Instructor by following the process below.

1. Open your UAccess Grade Roster and navigate to the term and class where the grade of Incomplete was assigned.

2. Click on the "Request Grade Change" link.

3. Locate the student and click on the down arrow in the Official Grade column to change the grade from "I" to a final grade.

4. Press the Submit button located at the bottom of the Grade Change Request roster. The Change of Grade process does not require the additional "Post" step.

5. If the incomplete is not removed by the instructor within one year, the grade will revert to a failing grade.
Undergraduates who have not received a bachelor’s degree from the University and have attempted fewer than 60 university credits 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 online 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/policies](http://catalog.arizona.edu/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 addition, candidates for graduation who have a final exam scheduled during their college commencement recognition ceremony shall be given the option of rescheduling that exam.

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 109C, 111, 112, 116, or 120R 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/policies](http://catalog.arizona.edu/policies) (Refer to Course Examinations.)

Exams During the Last Week of the Semester

All forms of examinations (quizzes, take-homes, etc.) are prohibited on any scheduled class day or reading 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

The final exam schedule is located online at [http://registrar.arizona.edu/courses/fall-2016?audience=students&cat1=10&cat2=31](http://registrar.arizona.edu/courses/fall-2016?audience=students&cat1=10&cat2=31)
END OF SEMESTER PROCEDURES

Reporting Final Grades

Class rosters and grading functionality are delivered through UAccess. Grades for the semester will be submitted through this system. The grade roster icon will appear in your class roster(s) shortly before final exams begin. If you are working remotely, you will need to use a VPN. If you don't already have the VPN software installed on your machine, you can download it at http://security.arizona.edu/ua-vpn-client.

How to Submit Final Course Grades

1. Go to http://uaccess.arizona.edu and click on Instructor Center (under UAccess Student). **Note that you will need to use a VPN if you are working remotely.
2. Log in with your NetID and password.
3. Once in the Instructor Center, go to "My Schedule" and be sure the correct term is selected.
4. You should see a list of classes below. Each class should have a couple of icons showing on the left. Click on the Grade Roster icon to the left of the class for which you wish to enter grades.
5. Enter the grade for each student and click on "Save".
6. When finished, change the Approval Status (found on the upper right side of the page) to "approved". **Please note that GTAs must change the Approval Status to "Ready for Review" and click on "Save". The TA Supervisor will then be able submit the grades as usual.
7. Once you've "approved" the grades, the "Post" button should appear below the grade roster. Click on "Post" to submit the grades. **Note that all students must be assigned a grade before submitting.
8. Use the "Notify the Registrar" button at the bottom of your grade roster to report the following (always include student's name and SID in comment):
   - A missing student name
   - A student who dropped the course but still appears on the roster. (You must choose a grade of E for the student. The records will be promptly reviewed and if the paperwork is found, a W will be awarded. If not, the E will remain.)
How to Change Grades in Your Grade Roster

To change a grade after it has been posted, click on “Request Grade Change” under “Grade Roster Action”. During the open grading period, this will allow you to edit the grade. After the open grading period, this will take you to an online grade change request form, which must be approved by the department head and by the Registrar’s office.

How to Get Help with Submitting Grades on UAccess

Refer to the training guide at http://www2.uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Student_Instructor_Center.pdf

Course Evaluations

Once the semester is underway, each instructor will receive information about course evaluation options. As of Fall 2015, official University course evaluations are administered online. For more information about University teacher-course evaluations, see http://tce.arizona.edu/.

Instructors Leaving the University

The Math Department requires the following documentation be left with the Math Department Academic Office:

- your mailbox key
- grade computation sheets for ALL classes you taught in the department
- final exams for the last academic year
- all textbooks, solution manuals, calculators, and laptops loaned to you for teaching purposes.

Your departmental keys should be returned to the Department Head staff in room 109.

Please remember to put your forwarding address on UAccess Employee so your W-2 form can be forwarded to you.
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 GTA 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 GTA about such policies and procedures in a timely manner.
2. The supervisor should serve as a resource for the GTA 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 GTA such items as syllabi, exams, lesson plans, handouts, and projects.
4. The supervisor is required to visit the classroom presentations of all GTAs 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 GTA shortly after each classroom visit to provide constructive feedback.
5. The supervisor is expected to keep in close contact with the GTA throughout the semester to discuss such items as exam results and progress in the course. In the event that the GTA 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 GTA 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 Associate Head for Graduate Programs.
7. The supervisor must approve the content of all syllabi, course policies and exams distributed by the GTA.
8. Course grades should be discussed and agreed upon by both the GTA and the supervisor. The supervisor must submit the GTA’s final grades via the Instructor Center in UAccess Student.
9. Whenever possible, the supervisor should offer to serve as a substitute in the event that the GTA cannot meet with his/her class.
10. 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 GTA being supervised:

1. The GTA 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 GTA should meet with the supervisor on a regular basis to discuss classroom issues, and any special circumstances that may arise, such as classroom discipline problems, being behind or ahead of the syllabus, incompletes, section changes, and so forth.
3. The GTA 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 GTA is unable to meet with his/her class, the GTA should notify the supervisor to arrange for a substitute. In an emergency situation, the GTA should contact the math office.
5. The GTA 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 GTA should report exam results to the supervisor in a timely manner.
6. The GTA 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 GTA 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 Handling 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://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity.

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 an Arizona 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 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://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf
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. The brief outline of the process is:

1. Gather information and collect evidence
2. Send the student an email message to schedule a meeting
3. Conduct the Faculty/Student Conference meeting
4. Determine if a violation has occurred
5. Complete the online Faculty/Student Conference Form
6. Distribute the Record of Faculty/Student Conference Form

When you encounter what you believe to be a violation of the Code, you can find more details about the process at http://deanofstudents.arizona.edu/reporting-violation. Also, please feel free to consult with Tina Deemer (deemer@math.arizona.edu) on these matters before proceeding.

The Faculty-Student Conference

Please refer to the Dean of Students resources for faculty before beginning this process. http://deanofstudents.arizona.edu/academicintegrityforfaculty

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. Set a meeting time via email, indicating to the student that the meeting concerns a possible violation of the Code of Academic Integrity. You are required to include a detailed reason for the conference in this 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.

If the suspected violation occurs at the end of a semester, the Faculty-Student Conference can 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. The procedures spell out how to involve witnesses in the conference if any are necessary. A brief summary of the conference details follows:

- Present the evidence and share why you suspect a violation.
- Attempt to keep the names of others affected confidential.
- Remain calm and approach the meeting with an open mind.
- Listen and ask questions. Allow the student to respond.
- The meeting should be private; however, the student is allowed to have an “advisor.” The advisor can consult with the student, but is not allowed to speak during this initial meeting.
- The instructor can invite a witness (often a colleague) to the meeting; however, the role of this individual should be clearly defined and the student must grant permission to have this additional person at the meeting.

The Conference is the first opportunity for the student to respond to the instructor’s concerns. If a student requests a follow-up conference for any reason, this request must be granted.

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. 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 as soon as possible. Notify the student in writing of the meeting via email (template email is provided at http://deanofstudents.arizona.edu/reporting-violation), and include a detailed reason for the meeting.

2. Set a time limit on the meeting at the start. You really should not need more than 30-40 minutes. You still have the option of extending the meeting if you determine that it would be productive to do so.

3. Try not to prejudge the situation until you have heard the student’s response to the accusation. 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 with the student. 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.

5. Try to conduct the meeting according to a 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. 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.

7. The Faculty-Student Conference is not a forum for the instructor to chastise the student for prohibited behavior. The instructor can, however, convey the seriousness of the infraction while discussing the severity of the penalty.

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 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. You, however, are meant to be an objective evaluator of the student.

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 the steps outlined at http://deanofstudents.arizona.edu/reporting-violation
Please note: If the student has indicated in writing 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 there has been a final decision made 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 Sanctions

Possible sanctions are described at [http://deanofstudents.arizona.edu/academic-integrity/faculty/academic-integrity-sanctions](http://deanofstudents.arizona.edu/academic-integrity/faculty/academic-integrity-sanctions). The following are department guidelines:

- 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.

If you have questions about sanctions, please speak to the Director of Academic & Support Services (Tina Deemer) before completing the Record of Faculty-Student Conference. This will help the entire appeal process, if there is one, go more smoothly.

Assigning Semester Grades

If the student indicates in writing 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 College Dean has not received an appeal and 10 days have passed from the time that the student received written notice of the outcome, 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.

The Appeal Process

A student appeals, first, to the Dean of the College, and then, if allowed, to the Hearing Board. In an appeal to the Dean of the College, the Dean reviews the complaint and the sanctions to see that the student was treated fairly. The Dean will likely contact the instructor to discuss the case.
It is only on appeal beyond the Dean 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. A well prepared statement of your position, properly filed paperwork, and a fair sanction are the best defenses in the case of an appeal. The Department’s administration will guide you through any additional steps that you must take in the case of an appeal.

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://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf.

If you have any questions regarding the Student Code of Conduct, please contact the Dean of Students Office.

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. The University policy can be found at http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy.

Students’ Right to Privacy

The University complies with all provisions of the Family Educational Rights and Privacy Act (FERPA) 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.

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. Student information is considered private, and should be released only to the
student him/herself. In particular, an instructor cannot 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 students’ 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.

2. You may NOT leave homework, tests, etc. in a public place for students to pick up.

3. You may not pass homework tests, etc. around the class for students to look through. Work must be returned individually to students.

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 GTA, the supervisor is also accountable.

Each instructor should complete the UA online FERPA Training Course. The course can be found at http://registrar.arizona.edu/personal-information/ferpa-tutorial?topic=ferpa

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/policies (Refer to Religious Observation and Practice, Accommodation of).
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. The student 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 he/she receives 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

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
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<tbody>
<tr>
<td><strong>Final Exam Schedule</strong></td>
<td><a href="http://registrar.arizona.edu/students/courses/final-exams">http://registrar.arizona.edu/students/courses/final-exams</a></td>
</tr>
<tr>
<td><strong>General Catalog</strong></td>
<td><a href="http://catalog.arizona.edu/">http://catalog.arizona.edu/</a></td>
</tr>
<tr>
<td><strong>Important Dates and Deadlines</strong></td>
<td><a href="http://www.registrar.arizona.edu/courses/dates-deadlines">http://www.registrar.arizona.edu/courses/dates-deadlines</a></td>
</tr>
<tr>
<td><strong>Course Evaluation Report</strong></td>
<td><a href="http://tce.arizona.edu/instructors/view-your-tce-reports">http://tce.arizona.edu/instructors/view-your-tce-reports</a></td>
</tr>
<tr>
<td><strong>Schedule of Classes</strong></td>
<td><a href="https://uaccess.schedule.arizona.edu/psp/uazsapr2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT">https://uaccess.schedule.arizona.edu/psp/uazsapr2/UA_SCHEDULE/HRMS/h/?tab=DEFAULT</a></td>
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<tr>
<td><strong>Student Services Center</strong></td>
<td><a href="http://uaccess.arizona.edu/">http://uaccess.arizona.edu/</a></td>
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<tr>
<td><strong>Instructor Center</strong></td>
<td><a href="http://uaccess.arizona.edu/">http://uaccess.arizona.edu/</a></td>
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**General Catalog**
You will also find information about Academic Policies, the Academic Calendar, and Important Deadlines.

**Course Evaluation Report**
You must have a UA NetID to browse this site.

**Schedule of Classes**
The Schedule of Classes, Final Exam Schedule, Important Dates, Registration Instructions and Class Availability

**Student Services Center**
Students access to personal information, such as grades, class availability, and course evaluations

**Instructor Center**
Obtain class roster, perform administrative drops, and assign final grades. You must have a UA NetID to use this site.
DEPARTMENTAL POLICIES AND PROCEDURES

The Math Placement Process

Each major at the UA has a specific 3-unit math requirement. The appropriate course for an individual student will depend on the student's interests, as well as the requirements for his or her major and minor.

In order to register for a math course, a student must satisfy the prerequisites for that course, and must meet eligibility criteria. Many courses require that a student obtain a specific math placements including:

- PHYS 102, 131, 141
- LING 178
- MCB 181R
- CHEM 151, 152
- MATH 105, 109C, 111, 112, 113, 116, 120R, 122A, 125, 163, 263 and 302A

A student’s math placement is determined by considering the following factors:

- The UA Math Placement Test score (ALEKS)
- Previously taken (and passed) UA math courses
- Transfer or testing credits obtained from: *
  - AP Test scores, CLEP Test scores, IB Test scores
  - Approved college transfer math credits with a grade of C or higher

*For advising & placement purposes, all incoming students are asked to take the math placement test.

Detailed information about eligibility rules, math placement scores, transfer credit, and the math placement test may be found on the Math Placement home page at http://math.arizona.edu/academics/placement.
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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>PREREQUISITES</th>
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<tbody>
<tr>
<td>105 Math in Modern Society</td>
<td>Placement via ALEKS</td>
</tr>
<tr>
<td>109C College Algebra with Data Analysis</td>
<td>Placement via ALEKS</td>
</tr>
<tr>
<td>111 Trigonometry</td>
<td>Placement via ALEKS</td>
</tr>
<tr>
<td>112 College Algebra</td>
<td>Placement via ALEKS</td>
</tr>
<tr>
<td>113 Brief Calculus</td>
<td>Math 109C/112 or higher or placement via ALEKS</td>
</tr>
<tr>
<td>116 Calculus Concepts for Business Majors</td>
<td>Math 109C/112 or higher or placement via ALEKS and MIS 111</td>
</tr>
<tr>
<td>120R Precalculus</td>
<td>Placement via ALEKS</td>
</tr>
<tr>
<td>122A Calculus with Applications</td>
<td>Math 120R or Math 112 and Math 111, or placement via ALEKS or AP Calc credit</td>
</tr>
<tr>
<td>122B Calculus with Applications</td>
<td>Grade of “C” or higher in Math 122A</td>
</tr>
<tr>
<td>125 Calculus I</td>
<td>Placement via ALEKS or AP Calc credit</td>
</tr>
<tr>
<td>129 Calculus II</td>
<td>Grade of “C” or higher in Math 122A</td>
</tr>
<tr>
<td>163 Basic Statistics</td>
<td>Math 109C/112 or higher or placement via ALEKS</td>
</tr>
<tr>
<td>313 Introduction to Linear Algebra</td>
<td>Grade of “C” or higher in Math 129 or 250A</td>
</tr>
<tr>
<td>223 Vector Calculus</td>
<td>Grade of “C” or higher in Math 129 or 250A</td>
</tr>
<tr>
<td>243 Discrete Mathematics in Computer Science</td>
<td>Math 129 or 250A</td>
</tr>
<tr>
<td>254 Intro Ord. Differential Equations</td>
<td>Grade of “C” or higher in Math 129 or 223</td>
</tr>
<tr>
<td>263 Statistical Methods in Biological Sciences</td>
<td>Math 109C/112 or higher or placement via ALEKS</td>
</tr>
<tr>
<td>302A Understanding Elementary Math - A</td>
<td>Math 109C/112 or higher or 105 within the last three years or placement via ALEKS. (For elementary education majors only.)</td>
</tr>
<tr>
<td>302B Understanding Elementary Math – B</td>
<td>Math 302A. (For elementary education majors only.)</td>
</tr>
<tr>
<td>315 Intro Number Theory and Modern Algebra</td>
<td>Math 313</td>
</tr>
<tr>
<td>322 Math Analysis for Engineers</td>
<td>Math 254 or 355</td>
</tr>
<tr>
<td>323 Formal Mathematical Reasoning and Writing</td>
<td>Math 313</td>
</tr>
<tr>
<td>330 Topics in Geometry</td>
<td>Math 313</td>
</tr>
<tr>
<td>355 Analysis of Ord Diff. Equations</td>
<td>Math 313</td>
</tr>
<tr>
<td>362 Intro Probability Theory</td>
<td>Math 129 or 250A</td>
</tr>
<tr>
<td>Other</td>
<td>See catalog <a href="http://catalog.arizona.edu/">http://catalog.arizona.edu/</a></td>
</tr>
</tbody>
</table>
Teaching Supplies

1. **Textbooks.** Desk copies are available through the Academic 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 Academic Office, Room 108.

3. **Chalk, Markers and Erasers.** Chalk, white board markers, overhead markers, and erasers are available in Room 108A*. Please re-cap all markers after use and keep them for future use. Do NOT leave these items in the classroom.

4. **Office Supplies.** Other supplies needed for teaching, such as pens, paper, tape, staples, paper clips, and notepads are available in Room 108A*.

5. **TI Calculators.** A limited number of TI graphing calculators are available to be checked out for single-day usage. The department also has TI 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 graphing calculator for the semester. See staff in Room 108 to check on availability and to sign out calculators or calculator projectors.

6. **Computer/Computer Projector.** If you have a need for a computer and/or computer projector for a class period or seminar, etc., the Academic Office has one laptop computer and three computer projectors available for checkout. A computer projector has been installed in rooms 501 and 102 of the Math Bldg.

7. **Classroom Clickers.** Three sets of classroom clickers are available for 1 day checkout in the Academic Office, Room 108.

*Please note: A small supply of basic items are kept in the cabinets in the lobby of ENR2 3rd floor south. These supplies will be re-stocked periodically, as staff time permits.
Technical Typing

We have technical typing services available to instructors on an “as needed” basis. If you need this service, please go to room 109 and speak with the staff. Please allow at least 48 hours turnaround time (please take into account additional time needed for photocopying).

Photocopy Services

You may request photocopies of your PDF using our online form at

http://internal.math.arizona.edu/services/photocopies/request/

PLEASE NOTE: You don’t need to remember that web address! From the department homepage http://internal.math.arizona.edu/ just go to "Services" and then on the left side choose "Photocopies".

When requesting photocopies, be sure to send your document as a PDF. On department-maintained Windows systems, you can create such a PDF from just about any application by going to "Print..." and choosing "CutePDF Writer" as the printer. This will create the PDF file for you. On personal machines, if you don't already have a way to create PDFs, download CutePDF Writer from www.cutepdf.com.

We encourage everyone, when possible, to use the online form.

Scanning Services

The copy machine also has scanning capabilities. Documents can be scanned and sent directly to an email account. You must submit the following:

1. A completed work request form (available in Room 108)
2. Clean 8.5 x 11 white originals, single-sided, loose and unstapled

The pages will be sent as a PDF file from copieservice@math.arizona.edu.

Please allow at least a 24-hour turnaround time period if at all possible for these services. 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, instead of photocopying, please do so.
University Copy Services

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 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.

**FAST COPY (in Student Union)** [http://union.arizona.edu/fastcopy/](http://union.arizona.edu/fastcopy/)

- 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:
  
  621-5313

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.

The Department maintains a small number of Gmail mailing groups for general use. More information is available here: [http://internal.math.arizona.edu/services/computing/faq#q24](http://internal.math.arizona.edu/services/computing/faq#q24)

All other email addresses may be found on the Math Department website at: [http://math.arizona.edu/people/](http://math.arizona.edu/people/)
Room Scheduling

To schedule a room *in the Math/ MTL/ENR2 Buildings or a room outside the Math Department* for a meeting or study session, email rooms@math.arizona.edu. A staff member from Room 108 will notify you by email once a room has been confirmed. PLEASE NOTE: Room requests for weekend events must be submitted by the end of the day Wednesday prior to the weekend of the event.

Math Department Course Scheduling

The Math Department Schedule of Classes may be found at http://info.math.arizona.edu. When available for a given semester, you can log in to this site to see your schedule, as well as a listing of any TAs being supervised.

Business Services

For all business/operations questions, contact the Business Office at business-office@math.arizona.edu.

Keys

Information on office space, keys, and key cards is available in the Head’s Office, Room 109. If you are ever locked out of your office during regular business hours, go to Room 108 to temporarily check out a master key. See the Office Assistant in Room 108 to get your mailbox key.

Math Building/Office Maintenance

Report all Math Building/MTL/ENR2 maintenance, repair, or temperature control problems to building@math.arizona.edu.

Payroll

Contact payroll@math.arizona.edu regarding any payroll/personnel related matters.

Change of Address

Go to UAccess Employee Service at http://uaccess.arizona.edu to change your address or phone number.
Office Space

Issues involving office assignments and telephones should be directed to Alejandra Gaona in Room 109 (agaona@math.arizona.edu).

Sick Leave Policy

From the University Handbook for Appointed Personnel:

Absence from duty because of illness or accident must be reported...within three days. Eligible academic year employees may earn nine [9] days per academic year.

See [http://hr.arizona.edu/policy/appointed-personnel/8.02.01](http://hr.arizona.edu/policy/appointed-personnel/8.02.01) for the full text of the policy.

Computing

Facilities for Graduate Students

Mathematics Department graduate students have access to a dedicated graduate student facility of Linux and Windows systems 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, and email. Information about departmental graduate student computing is available from the Mathematics website [http://internal.math.arizona.edu/services/computing/](http://internal.math.arizona.edu/services/computing/). Information about accounts on the central University systems can be obtained from [http://uits.arizona.edu/services/account types](http://uits.arizona.edu/services/account types).

If you intend to connect any computer that is not departmentally provided to the Mathematics network you must first register the computer by contacting system@math.arizona.edu.

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

Facilities for Faculty

Computing arrangements for new faculty members are facilitated through the Department Head in Room 109. 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 Library, Room 401 (no account necessary) for visitors needing email/web communications. The University of Arizona does not provide the Department of Mathematics with resources to purchase computers for all faculty or to maintain and support existing office computing systems, 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.
Information about departmental faculty computing is available from the Mathematics website http://internal.math.arizona.edu/services/computing/.

If you intend to connect any computer that is not departmentally provided to the Mathematics network you must first register the computer by contacting system@math.arizona.edu.

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

**Computer Support**

Documentation, FAQ s, and policies are available at http://internal.math.arizona.edu/services/computing/ , which includes links to resources elsewhere on campus.

Any requests for computer or network support related to the Mathematics Department should be emailed to: system@math.arizona.edu.

**Math Department Homepage**

The Mathematics Department maintains a website located at http://math.arizona.edu . The departmental website provides links to faculty and graduate student homepages, building/telephone/office directories, graduate/undergraduate program information, departmental colloquia and seminar schedules, etc. Personal homepages can be set up on the various University systems, including math department accounts.

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 University Information Technology Services (UITS) help desk at 626-TECH. The UITS homepage at http://uits.arizona.edu/, offers information, help, and resources for faculty, staff, and students.
RESOURCES FOR STUDENTS

Tutoring Services Available to Students

Math Tutoring Rooms

Tutoring for most lower-level courses (Math 129 and below) is offered through the Think Tank; upper division tutoring for Math 129 and above is offered through the department. All instructors* should sign up to assist in one of the following tutoring services for at least one hour per week. Sign-ups can be completed online.

1. Mid-level tutoring for Math 129, 223, 254, 263, 315. This will be held in MTL 121 on M-Th 11 am – 4 pm, and Fridays 11 am – 2 pm. All instructors who are currently teaching one of these classes, as well as all regular faculty, post-docs, and other instructors with PhDs are urged to sign up for this tutoring room.

2. Upper division tutoring for Math 323-499. This tutoring is held in Math 220.

3. Math 302A/B tutoring. Location and times TBA. Generally, these hours are staffed by the instructors of Math 302A/B.

4. Math 254 office/tutoring hours. Location and times TBA. Staffed by the faculty member and GTAs currently teaching the course.

5. Think Tank Tutoring. The Think Tank will provide drop-in tutoring in multiple locations. We do have a sign-up sheet in Room 108 for this tutoring, and we will work with the Think Tank team to coordinate this involvement. See the Think Tank site for more information at http://thinktank.arizona.edu/.

*Note that TAs do not need to sign up for a tutoring hour as part of their normal teaching duties unless they are working directly with the Math 254 class. However, TAs may be assigned to help with tutoring activities as a part of the extra hours that they owe the department. These assignments are generally given out within the first 1.5-2 weeks of the beginning of the semester.

Current tutoring room schedules are available at: http://math.arizona.edu/academics/tutoring/.

Other Campus Tutoring Services

The Think Tank provides free drop-in tutoring services, as well as an assortment of fee-based tutoring for all math courses at the level of Calculus II (Math 129) and below. You can find more information at http://thinktank.arizona.edu/.

There are various other tutoring services provided by organizations across campus. Many are free and open to all students, but some carry a fee and/or restrictions on who can participate. The Mathematics Department maintains a listing at: http://math.arizona.edu/academics/tutoring/.
Private Tutoring

A list of private tutors is maintained by our Center for Retention and Recruitment. This list can be found at http://crr.math.arizona.edu/tutoring.php.

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 students 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.

Resources for Students with Disabilities

Disability Resource Center (DRC)

The University of Arizona is committed to equal educational opportunities for students with disabilities and values the richness that disabled individuals bring to the campus community. To support inclusion of all students, Disability Resources offers services, consultation, and support to both students and instructors.

DRC is located at 1224 E. Lowell Street, 621-3268, http://drc.arizona.edu. Information for instructors can be found at http://drc.arizona.edu/faculty-staff.

Instructor Notification of Students' Disability Accommodations

When students must use reasonable accommodations to fully participate in a class (to mitigate access issues caused by the interaction of their disability and course requirements), they are responsible for informing their instructors of the accommodations that Disability Resources has determined are reasonable.

Course instructors access this information on their class roster via the Instructor Center. A small Disability Resource Center icon appears in the upper right corner of each Course Roster Webpage. Clicking on that icon will provide a list of students who have asked to be identified and lists of the accommodations each student might use.
This system is consistent for all classes at the University and can be accessed as soon as the semester is loaded in UAccess.

Students initiate the process so that they can select the courses in which they will need to use accommodations.

There may be additional students with disabilities in the course who have not chosen to identify themselves; the course instructor has no obligation to provide accommodations for these students.

If the instructor’s assistance is required to implement any accommodation, he or she will receive additional information from Disability Resources or from the student; the instructor is not required to do anything based only on the original notification.

Even though formal notification is sent through this web-based process, Disability Resource staff encourages students to meet with their instructors to discuss accommodations and how their disability might impact access to the course. Additionally, we encourage instructors to contact the student to demonstrate their interest in assuring that all course information is accessible.

DRC Testing Accommodation Services
DRC, 2nd floor, 621-5760, Fax: 621-6729

When timed, in-class, paper and pencil exams are a part of the curriculum, many disabled students may need test accommodations to effectively demonstrate their learning. Typical modifications, or test accommodations, include: extended time, use of a scribe, reader, computer or assistive technology. Instructors can provide accommodations themselves within their classroom/academic department or can request that DRC administer their exams with accommodations. Please refer to the following list of student, instructor, and DRC responsibilities when students test at the DRC Testing Center: http://drc.arizona.edu/.

The DRC has provided the Math Department with a cover sheet to be used with math tests that are sent to the Testing Center. Copies of this cover sheet will be available in Room 108 after the semester starts.

Special Testing Accommodations Procedures for Math 109C/111/112/120R:

Instructors of courses listed above should check their class roster in the Instructor Center to determine if any students have signed up to take their exams at the Testing Office. It is important to check on a regular basis in order to keep track of any additional students who have identified themselves to take their tests at the Testing Office.

You will receive an email from the Academic Office approximately 2 weeks prior to your test dates listed on the syllabus to verify the date and allotted testing time. At least two days before each exam date, you will need to complete a cover sheet, turn in one copy of your exam for each student who has signed up and one copy for the Academic Office. The Academic Office will take care of delivering the exam and picking it up after completion. The completed exams can be picked up from them.

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.

**Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) [http://www.health.arizona.edu/counseling-and-psych-services](http://www.health.arizona.edu/counseling-and-psych-services) is located on the 3rd floor of the Campus Health Center, 1224 E. Lowell. CAPS provides crisis intervention, brief counseling, and consultation to help students resolve personal problems/crisis 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.