

DEPARTMENT OF MATHEMATICS & STATISTICS INFORMATION FOR ALL MAT AND STA COURSES

For each class you take in this department, you will receive a syllabus with specific information about the section in which you are enrolled. The following information applies to all courses in the department.

PREREQUISITES Prerequisites for all mathematics and statistics courses are listed in the NKU catalog and in each semester's Schedule of Classes. These are meant to convey to students the background knowledge expected of each student in the course. Past history indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. Our Department would like you to be successful in these courses; we think that it is imperative that you not take a course until you have mastered the prerequisites for the course. Prerequisites are of two types; specific NKU courses or "placement". In this context, "placement" refers to appropriate high school background, including not only courses taken but also sufficient mastery of the material. Students are responsible for insuring that they comply with the stated prerequisites. The departmental faculty will, to the best of its ability, check prerequisites of students enrolled in MAT or STA classes. ***Students who do not have the prerequisites for a course might be withdrawn front the course when the lack of prerequisite is discovered.***

RESTRICTED CLASSES Any course or sections restriction ***open only*** to or ***not open to*** listed either in the Catalog or the Schedule of Classes will be strictly enforced. These are not recommendations but actual restrictions on who is allowed to register for a course. If a course is listed as ***open only*** to students in certain majors, then only students ***officially declared*** in those majors may enroll.

The obligation to meet course or section restrictions rests with the student. Students who enroll in a restricted course or section without meeting the restriction conditions will be withdrawn from the course, by the department, as soon as their ineligibility is discovered. This can occur at any time during the semester. If discovered after completion, the course may not be allowed to count toward graduation.

CLASS WORKLOAD You cannot learn either mathematics or statistics as a spectator -it is not enough to watch someone else working problems. You must invest time and effort outside of class in studying the material and, most importantly, in working on assigned problems, exercises, projects,

etc. For most three credits hour courses in the department, a typical student should expect to spend 4-6 hours per week studying outside of class. Some students will require more time: very few require less. Students must take out-of-class obligations into account when making out their schedule. If you are unable to make the needed commitment to out-of-class work in your mathematics or statistics class you should consider taking the course at another time when your schedule permits you to devote sufficient time to the course. In order to succeed in mathematics and statistics courses students must read assigned material carefully, paying particular attention to examples, and do the homework and projects on a regular basis.

MID-TERM GRADES Students who have completed fewer than 30 semester hours will receive mid-term grades, available online. Mid-term grades are not part of a student's permanent record. The mid-term grade will be replaced by the final class grade and thus can be altered by the quality of subsequent work.

ACADEMIC HONESTY The work you will do in this course is subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct, a commitment that, individually and collectively, the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. All work to be graded is expected to be completely and solely the student's own, unless specific instructions to the contrary are announced. Any behavior not in keeping with this policy may result in a failing grade for the course.

You are bound by the Student Honor Code neither to give nor receive any unauthorized aid on any assignment.

This does not mean that students should not work together to study and learn the material; we encourage you to do so. However, this should not extend to individual work to be graded.

OFFICE HOURS The instructor's announced office hours are an indication of when he or she can

usually be found in the office. Occasionally other commitments will take an instructor away from the office during these times, so for important matters it is best to set up an appointment in advance. On the other hand, you should not feel restricted to seeing faculty only during office hours. The faculty is here to help you and your instructor is the first person you should turn to for assistance in your class.

WITHDRAWAL FROM CLASS The deadline for withdrawing from class with a grade of W is listed in the Schedule of Classes published for each semester. It is your responsibility as a student to be aware of this deadline. To withdraw from class, a student must process the withdrawal online via MyNKU.nku.edu. Students who stop coming to class without withdrawing officially will receive a grade of F.

Students are generally not permitted to withdraw after the deadline; they must either complete the course successfully or receive a failing grade. Exceptions are made only for very unusual extenuating circumstances, involving some change in the student's situation after the deadline. This will require documentation and the permission of the department chairperson and dean. Permission will not be given students seeking merely to avoid a poor grade.

CHANGES IN THE SYLLABUS The syllabus is a projection of what the instructor reasonably projects for the course. Circumstances may dictate altering the syllabus and the instructor has the right to do so.

RELATIONSHIP TO OTHER COURSES Many students are taking mathematics or statistics courses because they are required to do so by their major department. The majority of our courses serve a diverse clientele who need to know certain ideas or techniques for subsequent work. Applications are included where appropriate but, particularly in elementary courses, they are often simplified and unrealistic. Students may not immediately see the usefulness of course material for their major program of study; often this must await upper-level major courses. Many mathematics and statistics courses teach general skills such as problem-solving that can be applied in many settings (other college courses).

BEHAVIOR The department attempts to maintain a classroom environment that is conducive to learning. Therefore, as stated in the NKU Code of Student Rights and Responsibilities, "disruptive

student behavior will not be tolerated. If a student becomes disruptive, the professor may take disciplinary measures appropriate to protect the learning environment, including dismissal from the course." Disruptive behavior can include the use of cell phones and beepers, excessive chatter and noise, eating or drinking, arriving late, sleeping in class, bringing small children, and monopolizing class time. Any threatening behavior will be considered disruptive.

COMPUTER USAGE POLICIES The Office of Information Technology can provide you with copies of NKU's Instructional Computer Usage Policies. If you violate these policies, you might be asked to leave the lab and your privilege to use the labs may be revoked.

COMPLAINTS Complaints relative to the operation of the course or programs can be brought to the attention of the department chair.

DEPARTMENT OFFICE The office of the Department of Mathematics and Statistics is located in ST 305. The departmental phone number is 859-572-5377.

DISABILITY SERVICES Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with the Disability Services Office. Please contact the Disability Service Office immediately in the University Center, Room 101 or call 859-572-6373 for more information. Verification of your disability is required in the DSO for you to receive reasonable academic accommodation. Visit the website at www.nku.edu/-disability/.

INSTRUCTOR EVALUATIONS Northern Kentucky University takes instructor and course evaluations seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is important that you complete the online evaluations with thoughtfully written comments.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not

available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you.

Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two-week delay in accessing his or her course grade beyond the university's official date for grade availability.

To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

*Eight-week classes will be given one week before classes end to complete evaluations.