

COLLEGE OF LETTERS, ARTS, AND SCIENCES SYLLABUS POLICIES – Spring 2018

Students are responsible for full knowledge of the provisions and regulations pertaining to all aspects of their attendance at MSU Denver, and should familiarize themselves with the policies found in the MSU Denver Catalog: [MSU Denver Catalog](http://catalog.msudenver.edu/) : <http://catalog.msudenver.edu/> . All the information provided on this document is quoted from the sources cited.

WITHDRAWAL FROM A COURSE

Students should be aware that any kind of **withdrawal can have a negative impact** on some types of financial aid and scholarships. For further information, click on the Financial Aid/[Withdrawals](http://msudenver.edu/financialaid/undergraduate/keepingawards/withdrawals/) page: <http://msudenver.edu/financialaid/undergraduate/keepingawards/withdrawals/>

The Withdrawal (W) notation is assigned when a student officially withdraws from a course via the Student Hub after the drop deadline (census date) and before the withdrawal deadline posted in 2017-2018 Academic Calendar: <http://catalog.msudenver.edu/content.php?catoid=26&navoid=1602>. Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the Student Detail Schedule via the Student Hub to review drop and withdrawal deadlines for individual courses. When a student withdraws from a course, no academic credit is awarded. The course remains on the student's academic record with a "W" notation and counts toward the student's attempted hours. The course is not calculated in the student's GPA or quality points. Students who do not officially withdraw from a course are responsible for the full tuition and fees for that course. After the withdrawal deadline, students may not withdraw from a course and will be assigned the grade earned based on the course syllabus. A student-initiated withdrawal will appear as an "F" on the student's academic record in any case of academic misconduct resulting in a permanent "F".

For more information see the *Grades/Notations/Withdrawal* page: [http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608#Grades Notations](http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608#Grades%20Notations)

For your drop/refund or Withdrawal dates logon to your STUDENT HUB account and look at your Student Detail Schedule.

ADMINISTRATIVE WITHDRAWAL

The Administrative Withdrawal (AW) notation is assigned when a student requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student's control.

Students may withdraw themselves online by the withdrawal deadline. Students should meet with an academic advisor prior to withdrawing from a course. After the withdrawal deadline, students may submit a request for AW due to unforeseen or extenuating circumstances.

For more information see *Administrative Withdrawal* page: [http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608#Grades Notations](http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608#Grades%20Notations)

INCOMPLETE POLICY

The Incomplete (I) notation may be assigned when a student who **is achieving satisfactory progress in a course and who has completed most class assignments** is unable to take the final examination and/or does not complete all class assignments due to unusual circumstances, such as hospitalization or disability. Incomplete work denoted by the Incomplete "I" notation must be completed within one calendar year or earlier, at the discretion of the faculty member. If the incomplete work is not completed within one year, the "I" notation will convert to an "F." **Students must have completed at least 75% of the course work** to qualify for consideration for an incomplete. **The student must be passing the course in order to be granted an incomplete.** The course counts toward the student's attempted hours, does not count toward earned hours, and is not calculated in the GPA or quality points.

Determination of eligibility does not guarantee that an incomplete will be granted. Students who meet the qualifications may request an incomplete from the faculty member who is teaching the course. The decision to grant an incomplete is up to the faculty member or at the department chair's discretion. The decision to grant an incomplete as an accommodation based on a student's disability shall be made by the faculty member or the department chair, if the faculty member is not available, in consultation with the Director of the Access Center.

If an incomplete is granted, the student and instructor should fill out and sign an **Incomplete Agreement** form to clarify what the student needs to do to complete the course [emphasis added].

For further information, the *Incomplete* notation page.

BEST GRADE STANDS

A student's grades for repeated courses will be removed from GPA calculations up to 18 semester hours, regardless of the original grade earned. If a student repeats more than 18 credit hours, the student may designate which of the course grades are removed from GPA calculations (up to 18 semester hours). Only the best grade and its associated credit will be calculated in the GPA and earned hours totals. Other attempts for the course will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation. This policy applies only to courses taken at MSU Denver, and it does not apply to courses designated as repeatable toward degree requirements.

For more information, see the *Best Grade Stands* page.

[http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608%20-%20Grades Notations#best_grade_stands](http://catalog.msudenver.edu/content.php?catoid=26&navoid=1608%20-%20Grades%20Notations#best_grade_stands)

ACADEMIC INTEGRITY

As students, faculty, staff and administrators of Metropolitan State University of Denver, it is our responsibility to uphold and maintain an academic environment that furthers scholarly inquiry, creative activity and the application of knowledge. We will not tolerate academic dishonesty. We will demonstrate honesty and integrity in all activities related to our learning and scholarship. We will not plagiarize, fabricate information or data, cheat on tests or exams, steal academic material, or submit work to more than one class without full disclosure.

For further information see the *Academic Integrity* <https://msudenver.edu/policy/policylibrary/policiesa-z/academicintegrity/> and *Academic Dishonesty* page.

<https://msudenver.edu/deanofstudents/studentconduct/academicintegrity/academicdishonesty/>

SEXUAL MISCONDUCT

For information regarding the MSU Denver Sexual Harassment Policy see: <https://msudenver.edu/eoo/shpolicy/>

For information regarding Title IX, see: <https://msudenver.edu/deanofstudents/sexualmisconducttitleix/>

For more information, refer to the *Student Code of Conduct* page:

<https://msudenver.edu/deanofstudents/studentconduct/>

ACCOMMODATIONS TO ASSIST INDIVIDUALS WITH DISABILITIES

From the Access Center: "the Access Center leads MSU Denver in maximizing ability and opportunity for equal access by individuals with disabilities. Our staff encourages students with disabilities to visit our office and meet with one of our Accessibility Coordinators to determine reasonable and appropriate accommodations.

We know that it may be personally difficult for students to disclose their disability and ask for help, but friendly and professional staff will ensure the confidentiality of all your disability related information. Our goal is to help minimize the impact of your disability on your learning by providing reasonable accommodations to help you reach your academic potential.

- [Academic Accommodations](#)
- [Rights and Responsibilities](#)
- [Policies and Procedures](#)
- [Temporary Accommodations](#)
- [FAQ](#)"

For more information please go to: <https://msudenver.edu/access/studentinformation/>

CLASS ATTENDANCE

Attendance during the first week of class is required. It contributes greatly to teaching and learning. Some departments determine a student's enrollment in a course based upon attendance during the first week of class. Consult the department for more information about the attendance policy for the class that you are attending. Students who drop classes are financially responsible for those classes in accordance with withdrawal/refund policies.

Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that proper notice and procedures are followed.

For further information, see the *Class Attendance* policies page. <https://msudenver.edu/policy/policylibrary/policiesa-z/classattendance/>

ELECTRONIC COMMUNICATION POLICY

Use of MSU Denver email services should follow standards of normal academic and professional ethics, and is governed by University policies and applicable law. Inappropriate use may result in revocation of access to University computing systems, and could result in disciplinary action pursuant to the Student Handbook, Faculty Handbook, and Staff Handbook.

For more information, see the *Electronic Communication* policy page.

<https://msudenver.edu/policy/policylibrary/policiesa-z/emailandelectroniccommunicationssecurity/>

GENERAL STUDIES

General Studies is an important part of your degree and makes you a well-educated person. These courses teach you about the world you live in and also provide highly desirable skills for employment. Follow this link to learn about the skills you are learning in each category of General Studies and feel free to use these descriptions in job applications: <https://msudenver.edu/las/studentinformation/generalstudiesjobskills/>

NOTE: If you have any difficulty accessing the hyperlinks in this document, please inform the instructor.