

## Department of Mathematics & Statistics – Common Information for all MAT/STA Courses

*For each class you take in the Department of Mathematics & Statistics, you will receive a syllabus with specific information about the section in which you're enrolled. The following information applies to all courses offered by the department.*

<b>Topics Covered:</b>	<a href="#">Academic Misconduct</a>	<a href="#">Prerequisites</a>
	<a href="#">Class workload</a>	<a href="#">Respect &amp; Belonging</a>
	<a href="#">Grade Appeal</a>	<a href="#">Sexual Misconduct</a>
	<a href="#">Inclement Weather</a>	<a href="#">Student Accessibility</a>
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	<a href="#">Learning Management Software</a>	<a href="#">Student Support Resources</a>
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### Academic Misconduct

The [Student Honor Code](#) [the “Honor Code”] is a commitment by students of Northern Kentucky University, through their matriculation or continued enrollment at the University, to adhere to the highest degree of ethical integrity in academic conduct. It is a commitment individually and collectively that the students of Northern Kentucky University will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. For more information, please visit the [Student FAQ page](#) on the University’s Academic Integrity website. The purpose of the Honor Code is to establish standards of academic conduct for students at Northern Kentucky University and to provide a procedure that offers basic assurances of fundamental fairness to any person accused of violations of these rules. Each Northern Kentucky University student is bound by the provisions of the Honor Code and is presumed to be familiar with all of its provisions. Students also should aspire to conduct themselves in a manner that is consistent with the highest degree of ethical integrity in all matters, whether covered in the Honor Code or not. The success of this commitment begins in the diligence with which students uphold the letter and the spirit of the Honor Code.

Students, faculty, staff, and administrators at NKU strive to achieve the highest standards of scholarship and integrity. Any violation of the Student Honor Code is a potentially serious offense because it threatens the quality of scholarship and undermines the integrity of the community. All NKU faculty members are asked to report incidents of academic misconduct to the Dean of Students. While academic in scope, a violation of the NKU Honor Code may be considered a violation of the NKU Code of Student Rights and Responsibilities and will follow the adjudication processes described therein.

Through the NKU Honor Code, students who are responsible for academic dishonesty may receive sanctions, including, but not limited to, a final grade of “F,” or removal from the course in which the violation occurs. In the case of repeated violations of the NKU Honor Code, or when suspension or expulsion from NKU may be a possible outcome of the violation, the incident will be referred to the Dean of Students.

Additional information is available at: <https://inside.nku.edu/scra.html#policies>

### Class Workload

Students cannot learn by simply being spectators – it is not enough to watch and listen in class. Success requires an investment of time and effort outside of class in studying the material and, most importantly, in working on assigned readings, exercises, projects, research, and papers. For most three-credit courses offered in the full academic session, a typical student will spend at least nine hours per week studying outside of class. For courses offered in accelerated sessions, the time spent out-of-class will likely double. Some students will require more time than this; very few can get by with less. Students must take this out-of-class study time into account when developing course schedules. Students unable to make the needed commitment of time for class attendance *and* out-of-class study should consider taking the course some other time when their schedule will allow them to devote sufficient time

to the material. Success in courses requires students to read assigned material carefully and to do assignments, projects, and papers on a regular basis.

Expect the unexpected. Power outages, computer crashes, Internet interruptions, and otherwise unavoidable problems *will* happen. Students must take steps to ensure they can complete their work on time. Do not wait until the last possible moment to complete assignments. Have a backup plan in case the unexpected occurs. For example, ensure you have access to a second Internet-accessible computer (e.g., at a friend's or at the library) and avoid saving projects directly to your device (e.g., use your NKU OneDrive account).

### **Grade Appeal**

Please see the Policies and Procedures Section of the Undergraduate Catalog for information on appealing a final grade. The specifics of the process are detailed under [Academic Appeals – Course Related](#).

### **Inclement Weather**

If NKU is open, classes will meet. For information on NKU closings, students may:

- sign-up for Norse Alert (<http://norsealert.nku.edu/>)
- call the university/weather closings hotline: 859-572-6165 or 859-572-6166
- listen to local media (information will be provided to all area radio/television stations).

### **Incomplete Policy**

The grade of “I” (incomplete) may be assigned at the *request of a student* when a portion of the assigned or required class work, or the final examination, has not been completed because of a documented serious illness and/or extreme personal circumstance not caused by the student's own negligence.

An incomplete will only be issued when the following conditions are met:

- the quality of work is satisfactory (passing), but some essential requirement has not been completed;
- evidence of a serious illness and/or extreme personal circumstance not caused by the student's own negligence has been presented to the professor; and
- the student has developed a plan with the professor outlining the requirements and specific deadlines for completion of the missed work.

The plan developed with the instructor will include a date by which outstanding work must be completed. If the coursework is not completed by this date or by the last day of the subsequent spring or fall semester, then the incomplete grade will revert to an F.

### **Learning Management Software**

[Canvas](#) is an integral component of our courses. Most of the course materials (e.g., syllabus, schedule, readings, and movies) are only available on Canvas. Any questions or problems with the course Canvas site should be brought to the professor's attention as soon as possible.

In addition to downloading and installing Office 365 (free for NKU students, see <https://inside.nku.edu/it/service-catalog/software/softwarecatalog/microsoft-stu.html>), students who need access to Microsoft products (e.g., Word, Excel, PowerPoint) or Adobe Acrobat Pro and SPSS off campus may access NKU software and network drives from anywhere using NKU Virtual Desktop (VMWare View, <https://one.nku.edu/task/all/virtual-desktop>).

All technology problems must be addressed directly to the [NKU IT Help Desk](#).

### **Midterm Grades**

All undergraduate students enrolled in courses numbered 100-499 will receive mid-term grades. Mid-term grades will be posted in myNKU by the deadline established in the [Academic Calendar](#). Mid-term grades are not part of a student's permanent record.

## **Non-Attendance Policy**

### *Face-to-Face/Hybrid Courses*

NKU students are expected to attend the first scheduled class session of each course for which they are enrolled. If a student does not attend the first day of class, the instructor may drop the student for non-attendance. Attendance is necessary but not necessarily sufficient for satisfying course requirements. *Specific requirements that must be met to satisfy attendance will be outlined on each course syllabus.*

Students who know they will be absent must contact their instructor(s) prior to the first class meeting to explain their absence and request to remain enrolled in the course.

### *Online*

If the student does not log onto Canvas and access course materials or contact the instructor by the date indicated in the syllabus, the instructor is required to drop this student for non-participation (i.e., non-attendance). *Additional attendance/participation expectations may be found on the specific course syllabus.*

### *Observance of Religious Holidays for Class Attendance*

NKU values diverse religious perspectives and beliefs and recognizes religious practice is, for many individuals, an important element of personal identity, intellectual development and psychological well-being, and is, in many cases, inseparable from cultural identity. As the diversity of our community has increased, additional religious holidays now affect a significant number of students. Consistent with our commitment to creating a diverse and inclusive community, Northern Kentucky University believes every reasonable effort should be made to allow members of the NKU community to observe their holidays without jeopardizing the fulfillment of their academic obligations. NKU students who are unable to attend classes or participate in any examination, study, or work requirement on some particular day(s) because of their religious belief must submit a formal request to the instructor within 3 weeks of the beginning of the semester so appropriate arrangements can be made.

## **Prerequisites**

Prerequisites for all courses are listed in the [NKU Course Catalog](#). These are meant to convey the background knowledge expected of each student in the course. History indicates that students who do not meet the prerequisites for a course are unlikely to succeed in the course. As such, it is imperative that students not take a course until they have mastered the prerequisites for that course. Prerequisites are typically one of two types: either (i) completion of specific NKU courses, or (ii) placement by satisfactory performance on a standardized exam. Students are responsible for ensuring compliance with the stated prerequisites. The department also checks prerequisites; students may be withdrawn from a course if they are found to have not met the course prerequisites.

## **Respect & Belonging**

At NKU, we believe individual differences can deepen understanding of one another and the world around us rather than divide us. Instructors at this university value people of all races and ethnicities, genders and gender identities, religions and spiritual beliefs, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, viewpoints, and nationalities.

It is the responsibility of all citizens of the NKU community to promote a campus environment and classroom climate that is safe, respectful, and free from prejudice. As a college student, you will have the opportunity to discuss many topics that will elicit a variety of responses and ideas. An important part of a college education is taking these varied viewpoints into consideration when forming an educated opinion. Our discussions are opportunities for each of us to challenge underlying assumptions about our beliefs as we advance our knowledge, skills, and dispositions as professionals in our chosen discipline. As such, it is critical that we not only share our rich arrays of perspectives and experience, but that we actively listen to the experiences of others.

Instructors reserve the right to intervene in discussions/communication between and among students if the atmosphere begins to appear hostile or aggressive in any manner. It is the instructor's role to foster a classroom environment that is optimal for the learning of all students. Any students who believe their differences may in some way isolate them from the class community or have

approved accommodations from the Office of Student Accessibility should contact their instructor early in the semester about their concerns to create a learning environment conducive to engagement in the course and NKU community.

## **Sexual Misconduct**

Northern Kentucky University is committed to fostering a safe educational and work environment free from sexual misconduct, including sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating and intimate partner violence, relationship and domestic violence, stalking and gender-based bullying. For more information please see: <https://inside.nku.edu/titleix/policy/sexual-harassment-policy.html>.

Staff and faculty in the following areas are Officials with Authority (OWAs): Office of Title IX; Student Conduct, Rights, and Advocacy; Human Resources; Athletics; University Police; Vice President of Student Affairs; Legal Affairs; Office of the Provost; Board of Regents. OWAs are individuals who can address and correct allegations of sexual harassment and/or retaliation. Although all staff and faculty are not mandated reporters, all staff and faculty are encouraged to report any information a student shares regarding sexual misconduct that occurred on NKU's campus or involves an NKU student. Any student who has or is experiencing dating violence, domestic violence, sexual assault, or stalking is encouraged to contact the Norse Violence Prevention Center (NVP Center). The NVP Center provides free, confidential advocacy services. Contact the center at 859-572-5865, or by email at [nvp@nku.edu](mailto:nvp@nku.edu). For more information, please see <http://nvp.nku.edu/support.html>.

## **Student Accessibility**

The University is committed to making reasonable efforts to ensure that otherwise qualified students are provided equal access to academic and co-curricular programs through reasonable accommodations, appropriate to their disability, and student-centered assistance. Any current and admitted NKU student with a disability and those who have reason to believe they may need accommodations, is asked to initiate contact and self-identify to NKU [Office for Student Accessibility](#) preferably prior to the start of the semester or as soon as the disability becomes known. The Office for Student Accessibility communicates a student's approved accommodations via letters that are requested and delivered by the student to their instructors. The letters include all of the classroom accommodations that are approved for an individual student.

## **Student Evaluation of Instructor & Course**

NKU takes instructor and course evaluations very seriously. They represent an important means of gathering information about instructors and courses, information that will be used to enhance student-learning opportunities. As such, NKU asks its students to participate responsibly in the instructor and course evaluation process and to include thoughtfully written comments.

For a full-semester course, evaluation periods begin two weeks prior to final exams. For seven-week courses, evaluation periods begin at midnight the Thursday of week 6 and close 11:59 p.m. the Sunday of week 7. For five-week courses, evaluation periods begin at midnight the Thursday of week 4 and close 11:59 p.m. the Sunday of week 5. Students are notified by email when the online evaluation process is available and are sent several reminders until evaluations are completed. Student evaluations are strictly confidential, and results are not available to instructors until after final grades for the course are posted. The university has established extensive precautions to prevent individual student comments from being identified. In addition, students should be aware:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.
- For more information and to view the instructor and course evaluation schedule, visit the student evaluation home page (<http://eval.nku.edu>).

## Student Support Resources

NKU offers a wealth of support resources for enrolled students:

**Math & Stat Lab:** The [Math & Stat Lab](#) offers **free**, drop-in tutoring for lower-level MAT/STA courses. The lab is located on the 4<sup>th</sup> floor of MEP in room 455. Tutors are available Monday – Thursday from 10 am – 3pm and Friday from 10 am – 12pm.

**Counseling Services:** Anxiety, depression, and other mental health concerns are common among college students. Any student who feels such emotions are getting in the way of their day-to-day activities and/or academic success is encouraged to contact NKU's [Counseling Services](#). To make an appointment, call the office at 859-572-5650 or walk in at University Center 440.

**Health Services:** For high quality, accessible medical treatment; prevention services; or health education, students may contact the [St. Elizabeth Physicians Student Health Clinic](#) at NKU, a confidential and inclusive resource focused on helping the campus community achieve and maintain optimal levels of physical functioning. Located in the University Center Room 460, open Monday through Thursday from 8am to 4:30pm. Call (859) 578-5660 to schedule an appointment.

**Norse Violence Prevention:** Students impacted by sexual assault, dating violence, and stalking may contact [Norse Violence Prevention](#). Located in Albright Health Center 246, NVP provides confidential advocacy services to students, and engages the NKU community with innovative prevention strategies. To access an advocate or request information, please call (859) 572-5865 or email [nvp@nku.edu](mailto:nvp@nku.edu).

**FUEL NKU:** [FUEL NKU](#), our campus food pantry, is an excellent resource for any NKU student who needs free food, hygiene products, and/or cleaning supplies. Students are welcome to visit FUEL NKU twice a week to supplement their grocery shopping. Campus and community partners, along with contributions from generous donors, make this resource possible for any NKU student. FUEL NKU is located in Albright Health Center 104, and may be reached at [fuel@nku.edu](mailto:fuel@nku.edu).

**Care Closet @ NKU:** [Care Closet @ NKU](#) offers students new and gently used casual and professional clothing. Located in UC 142 and open five days a week. For more information, please email us at [carecloset@nku.edu](mailto:carecloset@nku.edu).

**University Connect and Persist:** [University Connect and Persist](#) (UCAP) offers any student the opportunity to meet one-on-one with knowledgeable staff to navigate financial, academic, and personal topics. For more details about our services and how you can connect with UCAP, please email [ucap@nku.edu](mailto:ucap@nku.edu).

**W. Frank Steely Library:** Students seeking research sources and/or information for assignments, general knowledge, or interest can visit, email ([library@nku.edu](mailto:library@nku.edu)), chat, call (859-572-5457), or text (859-534-9800) Steely Library, or request a research appointment to work with a librarian. Sources, services, and more information can be found at <https://inside.nku.edu/library.html>.

**Military Affiliate & Veteran Students:** NKU recognizes military affiliate and veteran students have served our country and have chosen to return to school in order to further their education and continue their service to society. In recognition of the uniqueness of many veterans and active-duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, etc.), the university welcomes and encourages students to communicate these, in advance if possible, to their instructors. If, during the semester, a student becomes absent due to military service, they must [complete the appropriate documentation](#). As a reminder, NKU offers the [Veterans Resource Station](#) (VRS) located in MP 230 for all military affiliate and veterans. This space is specifically designed for military affiliate and veteran students, and has a lounge, computers, printer, and staff that can act as a liaison with local, state, federal, and campus resources. They can be reached Monday thru Friday from 8:15 a.m.-4:30 p.m., by phone at 859-572-7867, or by email at [veteransresource@nku.edu](mailto:veteransresource@nku.edu).

**Learning PLUS:** [Learning PLUS](#) offers a variety of peer academic support programs. These include:

- PLUS Tutoring: One-on-one assistance with undergraduate course content and concepts. Available by appointment, in person or online.
- Writing Center: One-on-one assistance with writing for any NKU course (graduate or undergraduate), as well as other university-related writing (application and appeals letters, etc.). Available by appointment, in person or online, as well as limited drop-in hours (see our webpage for current times and locations).
- Success PLUS: One-on-one assistance with general academic skills including time management, study strategies, and note-taking. Available by appointment, in person or online.
- Supplemental Instruction (SI): Proactive support for historically difficult courses. Visit our webpage to view current and upcoming courses served.

## **Withdrawing from a Course**

The deadline for withdrawing from class with a grade of W is listed in the [Academic Calendar](#) published for each semester. It is a student's responsibility to be aware of this deadline. To withdraw from class, a student must process the request online via <https://myнку.nku.edu>. Students who stop attending class without officially withdrawing will fail the course.

Students are generally not permitted to withdraw after the deadline; after that date 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 chair and the dean. Permission for late withdrawal will not be given to students who merely seek to avoid a poor grade.