

## COLLEGE OF LETTERS, ARTS, AND SCIENCES SYLLABUS STATEMENTS – Spring 2022

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](#). For more information and most recent updates from these sources, click on the links provided below.

### WITHDRAWAL FROM A COURSE

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 the [Academic Calendar](#). 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. Students who 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 “Grades and Notations” in the “[Academic Policies and Procedures](#)” section of the current Catalog, as well as the [Financial Aid/Withdrawals](#) page.

### ADMINISTRATIVE WITHDRAWAL

The Administrative Withdrawal (AW) notation is assigned when a student, or representative, requests to be withdrawn from a course due to unforeseen or extenuating circumstances beyond the student’s control. When the “AW” notation is assigned, no academic credit is awarded. The course remains on the student’s academic record with an “AW” notation and counts toward the student’s attempted hours. The course is not calculated in the student’s GPA. Students may request an administrative withdrawal from the [Office of the Registrar](#) after the withdrawal deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during part of a semester, including late-start and weekend courses. Students should refer to the [Part-of-Term](#) dates (scroll down to and select “Class Scheduling”) published by the office of the registrar to review drop deadlines for individual courses. For more information see “[Administrative Withdrawal](#)” in the current Catalog under “Grades and Notations.”

### INCOMPLETE POLICY

The Incomplete notation may be assigned when a student is achieving satisfactory progress in a course and is not able to complete all class assignments due to extenuating circumstances, such as documented illness, military leave, disability, internships that fall outside traditional semester timeframes, or circumstances beyond their control. If a student has completed, at a minimum, a majority of course work and/or course contact hours, a student may request an Incomplete after the Withdrawal Deadline posted in the [Academic Calendar](#). Deadlines differ proportionally for courses offered during a part of the semester, including late-start and weekend courses. Students should refer to the [Part of Term](#) dates (scroll down to and select “Class Scheduling”) published by the [Office of the Registrar](#) to review withdrawal deadlines for individual courses. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

The incomplete notation is composed of an "I" (noted on the students transcript) as well as the student's default grade (A, A-, B+, B, etc.), the grade the student has earned when they leave the class out of the total points of the class (the grade the student will earn if no additional work is submitted). Incomplete work must

be completed within the subsequent long semester (fall or spring) or earlier, at the discretion of the faculty member. In the event of extended extenuating circumstances, the completion date for incomplete work may be extended for an additional long semester, at the discretion of the faculty member. If the incomplete work is not completed, the "I" notation will convert to the default grade submitted by the faculty member.

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, if the faculty member is not available.

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 faculty member must fill out and sign an Incomplete Agreement Form to clarify what outstanding work the student should complete within the designated timeframe. Departments may have additional standards and/or criteria. Students should consult with their faculty member and department to determine additional requirements.

Graduating seniors may not graduate with an "I" on their MSU Denver academic record if:

- The course in which the "I" was assigned is required for graduation, or
- The default grade assigned for that course would result in an overall GPA less than 2.00.

The "I" notation may not be given for a self-paced course. If a student does not complete a self-paced course within the semester that they enrolled in the course, they must re-enroll in the course in order to complete it. In this case, the student will pay tuition and fees.

### **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 "[Best Grade Stands](#)" in the current Catalog.

### **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 "[Academic Integrity](#)" on the Dean of Students website.

### **SEXUAL MISCONDUCT**

See the MSU Denver website for information regarding the Sexual Misconduct Policy and [Title IX](#). For more information, refer to the [Student Code of Conduct](#) page.

## ACCESS CENTER – ACCESSIBILITY AND DISABILITY ACCOMODATONS

The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a diagnosed condition/disability which may impact their access, performance, attendance, or grades in this class should contact the Access Center, located in the Plaza Building, Suite 122, 303-615-0200. The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Students will need to provide an Accommodation Notification Letter obtained from the Access Center to their faculty to activate their accommodations. Information pertaining to a student's disability is treated in a confidential manner. Further information is available by visiting the [Access Center](#) website.

## 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.

## 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.

## RESOURCES

The College of Letters, Arts, and Sciences is committed to, and cares about, all students. To help you manage personal challenges and basic needs security, the university offer several resources. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (303-615-0220), the Gender Institute for Teaching and Advocacy (303-615-2052), or our CLAS office (303-615-0600 or 303-615-1301) for support.

## CAMPUS-WIDE EMERGENCY PREPAREDNESS:

In the event the Auraria campus experiences inclement weather, a natural disaster, or any type of campus emergency, it is the responsibility of each student to understand any evacuation and/or "lockdown" guidelines if an emergency is declared. More information can be found at the Emergency Preparedness webpage: <https://www.msudenver.edu/emergency/>.

Please use the following to familiarize yourself with these guidelines:

- Please familiarize yourself with evacuation procedures and Quick Reference Sheet located in each classroom as well as at this website: <https://www.ahec.edu/for-campus-faculty-staff/emergency-preparedness/emergency-procedures/>

- MSU Denver will communicate an emergency event through RAVE notifications (text, email, voicemail). Please visit the RAVE webpage to register, review, and/or update your information: <https://getrave.com/login/DenverAlerts>
- If you need to report an emergency, you can:
  - dial 911 from a campus phone
  - Dial 303-556-5000 from a cell phone
  - Text-a-Tip to 720-593-8477
- Attend campus-wide trainings and/or consult with your instructor if you have any other questions about what to do in an emergency

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