



COURSE SYLLABUS

Course Number: MAC 2311 Section 002	Course Title: Calculus I
Prerequisite(s): MAC 1105 and MAC 1114; or MAC 1147	
Course Credit: 4	Course Hours: 4
College: Science and Technology Department: Mathematics	Required Text: Calculus 7 edition Authors: Ron Larson and Bruce Edwards WebAssign: Sign up through Canvas.
Faculty Name: Dr. Narayana Bandara	Term and Year: Fall 2023 Place and Time: Monday, Wednesday, Thursday and Friday from 9.05am to 9.55am at University Commons Room 112 Modality: Face to Face
Office Location: Jackson- Davis Hall room 303	Telephone: 850-599-8732 e-mail: narayana.bandara@fam.u.edu

Office Hours	Monday 1.00pm -2.30pm (in person and online)	Tuesday	Wednesday 1.00pm -2.30pm (in person and online)	Thursday	Friday
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OR

by appointment at other times if your schedule prohibits you from attending my office hours. I am happy to meet with you during my office hours. Please email me the date and time when you would like to meet with me on Zoom during my office hours or by appointment at other times. Please use the Zoom Office Hours link provided on Canvas Home page in Contact Information and Office Hours link. To enter this Zoom Office Hours meeting you must use your FAMU email address for username and be logged in your Zoom account on iRattler (your FAMU Zoom account, not your personal Zoom account).

Contacting Your Professor

You can contact your professor through emails send to narayana.bandara@fam.u.edu. It is important to have the Subject for the email as “**STA 2023E-502 (your question/concern)**”.

If you have any questions or concerns, please contact me through my email.

You will get a reply within 24 hours from the time you sent the email. **If you do not get any reply, then you may need to forward the original(first email) message again.**

Any messages coming from WebAssign will not be considered as an official method of contacting.

The response time will be on Monday-Friday from 8.00am to 5.00pm. If you send a message during the weekend or on a holiday, you would get a reply on the next business day.

Course Description and Goals

Differentiation of algebraic and transcendental functions, applications of the derivative, differentials, indefinite integrals, definite integrals. Partially fulfills Core Mathematics requirement. We will cover Chapters 2 – 5 and 7.3. The goal here is developing the student's geometric insight into the concepts of differentiation and integration, and applying these concepts to problem solving and "real world application".

Overall Goals of the Course & Student Learning Outcomes

- ❖ Students will be able to remember, select and calculate limits, derivatives, definite and indefinite integrals.
Competencies:
 - Evaluate the limit of a function at a finite point or at infinity both algebraically using limit laws and graphically;
 - Use the definition of a limit to verify a value for the limit of a function;
 - Use the limit to determine the continuity of a function and to find the derivative of a function;
 - Find derivatives involving powers, exponents, sums, products and quotients, composed functions (Chain rule),
 - logarithmic and trigonometric functions, and inverse functions;
 - Estimate area using Riemann sums and express the limit of a Riemann sum as a definite integral;
 - Evaluate the definite integral using geometry, integrate algebraic, exponential, and trigonometric functions;
 - Evaluate definite integrals using the Fundamental Theorem of Calculus;
 - Integrate using substitution.

- ❖ Students will be able to use concepts of limits and derivatives to determine extrema, monotonicity, concavity of functions, calculate areas and to apply these concepts to solve problems of science, finance and engineering.
Competencies:
 - Use the first derivative to find critical points;
 - Using the first derivative to determine the monotonicity and extrema of a function;
 - Using the second derivative to determine the concavity, inflection points and extrema of a function;
 - Sketch the graph of the function using information gathered from the first and second derivatives;
 - Construct and interpret graphs of functions;
 - Use the derivative to find velocity, acceleration, and other rates of change;

- Use the derivative to find the equation of a line tangent to a curve at a given point;
 - Use optimization techniques in areas such as economics, the life sciences, the physical sciences, and geometry;
 - Solve related rates problems; Use differentials to estimate change
- ❖ Students will be able to deduce basic rules concerning limits, derivatives and ant derivatives
- Competencies:
- Use epsilon-delta arguments to prove limits for functions.
 - Deduce product, quotient, chain derivation rules, as well as, expand those rules to products and chains of several functions.
- ❖ Students will be able to interpret and apply Mean Value Theorems, Intermediate Value Property, Fundamental Theorem of Calculus and apply/explain connection between definite and indefinite integrals.
- Competencies:
- Interpret the geometrical meaning of Rolle and Mean Value Theorems concerning derivatives;
 - Interpret the geometrical meaning of Mean Value Theorems concerning definite integrals;
 - Find area using Riemann sums and recognize limits of which expressions can be calculated using definite integrals;
 - Evaluate integrals using substitution method and argue that FTC connects two different concepts;
 - Interpret the geometrical meaning of Rolle and Mean Value Theorems concerning derivatives;
 - Argue that IVP is a consequence of continuity and show how this can be used to prove existence of some equations.

Assignment Guidelines

WebAssign (WA)

WA is an online learning platform where students will complete online homework and online quizzes. Following the instructions in the Canvas orientation module to access WA. Please note that it is possible to get two weeks access to WA before needing to pay for the service.

You can access your course in WebAssign through Canvas by clicking on or through Cengage WebAssign webpage: <https://www.webassign.net/wa-auth/login>.

FAILURE TO PURCHASE AN ACCESS CODE TO WEBASSIGN WILL RESULT IN FAILING THIS COURSE.

Students who enroll in WA after the due date for any assignment will receive a zero all assignments that are past due. You will sign up for WA through Canvas. Please note that it is possible to get free access to WebAssign for two weeks before needing to pay for the service.

WA Homework

Doing homework is extremely important for your success in this course. Homework will be assigned in **WebAssign** for each section from the textbook that is scheduled to be covered in this course. See **Pacing Guide**. For this type of assignment (Homework) you submit answers by questions and not by submitting the entire assignment. After you click anywhere within the question, the *Submit Answer* button will appear below the question.

You will be required to use a new randomization after every 2 question submissions to generate a similar question with different values. After you click on the *Submit Answer* button the second time, the correct answer will be displayed next to your wrong answer if you miss the question the second time. Click anywhere within the question for the *New Randomization* button to appear on the screen below the missed question. Click on the *New Randomization* button to generate a similar question with different values. Your best submission for each question will be used for the final score of the question. You can solve problems in the homework assignment in any order you like. You do not have to finish the entire homework assignment in one sitting. You can save your homework assignment progress by clicking on the *Save Assignment Progress* button to continue working on it later. You must finish it before the due date unless you request an extension (See *Late Work Policy* below). You will not be able to work on the assignment after the due date. All homework assignments of the week must be complete by **11:59 pm on Sunday** of the same week.

WA Quizzes

A quiz will be due in **WebAssign** each week on Monday. Quizzes are made of questions from homework of the previous week. For this type of assignment (Quiz) you submit the entire quiz before you can see which problems you missed and which ones you did correctly. You can solve problems on the quiz in any order you like. Each quiz is time restricted. Once the quiz is opened, you will have **ONE hour** to complete it. The remaining time will be displayed in the upper right corner. You must finish each quiz before the due date. You will not be able to work on the quiz after the due date unless you request an extension (See *Late Work Policy* below). All quizzes (except six quizzes that are due on the day of the test) must be complete **by 11:59 pm on Monday. The quizzes that are due on the day of the test are exceptions. They must be completed by 8:00 am on the day of the test.**

In-class Assignments

In-class assignments are to practice the material learn in each day during the class. In class assignments also used to determine attendance. **Make-ups for in class assignments will not be given regardless of circumstances. No late assignments will be accepted for any in class assignments.**

Weekly Schedule

Read sections in textbook (see pacing guide), take handwritten notes, and review your notes prior to coming to class. Complete the remaining WA homework and Quizzes by the end of the weekend (Sunday night at 11:59 pm and Monday night at 11.59pm respectively).

Grading and Final Examination

Grading

Your course grade will be determined by:

Your grade for the course will be based on the following percentages:

15%	online homework assignments	(completed in WebAssign)
15%	online quizzes	(completed in WebAssign)
10%	class work/attendance	(completed during class meetings)
40%	4 tests	(completed during class meetings)
20%	Final Exam	(completed in class)

Your course grade is calculated as:

Course Grade = 0.15(All online homework) + 0.15 (All online quizzes) + 0.10(All in class Assignments/attendance) + 0.40 (Test-01 + Test -02+ Test -03+ Test -04) + 0.20 (Final)

The final course grade will be a weighted average based on the percentages of the five categories described in the **Grading Policy** above. A letter grade will be assigned to your rounded to the nearest whole number course grade. The following grading scale will be **strictly** followed:

Percentage %	100-89.5	89.4-79.5	79.4-69.5	69.4-59.5	59.4-0
grade	A	B	C	D	F

Final Exam Administration

The **Final Examination** will be given in class during the final's week according to the University Final Examination Schedule. See **Pacing Guide**. The Final Exam is **comprehensive and cumulative** and, therefore, will cover all the material of the semester. You will have **TWO hours** to complete the exam.

Test/Final Exam Policy, Makeup Tests and Late Work Policy

Test/Final Exam Policy

- Tests/Exams will not be graded in the presence of the student to whom the exam belongs.
- Grades will not be emailed or given over the phone. Graded exams will be returned in class or during office hours.
- Students are not allowed to use any electronic devices during the tests and the final exam. This includes, mobile phones, iPad, air pods, earbuds, headphones. Also, no notes are allowed during the tests/exams and the final exam.

- The instructor has the right to investigate any test violations and come up with a final decision. and Any test/exam violations will result in a grade of 0 for the respective test/exam.
- No bathroom breaks will be given during the tests/exams and the final exam.
- No exam will be provided/ can be taken 15 minutes after starting the exam/test.

Make-Up Tests

Make-up tests will be allowed only in extraordinary circumstances with an excused absence, taken from the students' college dean, submitted within the first week of the test date. It is the responsibility of the student to keep track of the dates of the absences and to submit the official excuses on time.

Any make-up test must be completed within the first week of the date of the test.

However, a student cannot request a makeup test for more than one missed test regardless of reasons, and if more than one test is missed, the score on one of the tests remains zero.

The instructor will assess the student's online participation (work on homework, quiz and self-checks) before granting a request for a makeup test. The instructor will determine how and when a makeup test is offered in the semester.

If you cannot take the test at the scheduled time, you must notify me through email before the test.

NO MAKE-UP EXAM WILL BE ARRANGED AFTER 08th OF DEEMBER 2023.

NO MAKE-UP EXAM WILL BE GIVEN FOR THE FINAL EXAM.

Late Work Policy

Make-ups for in class assignments will not be given regardless of circumstances. No late assignments will be accepted for any in class assignment.

It is the student's responsibility to keep up with class assignments. Don't procrastinate! Don't wait until the last minute!

Students who enroll in WA after the due date for any assignment will receive a zero all assignments that are past due. You will sign up for WA through Canvas. Please note that it is possible to get free access to WebAssign for two weeks before needing to pay for the service.

For WebAssign homeworks and quizzes, the late work policy explained as below.

Within a period of 2 days (48 hours) of the due date, students can request and receive ONE automatic extension of 3 days per assignment. The request should be made through email clearly stating the

assignment name/number. Late submission requests for assignments will be accepted with a 30% penalty on the points earned after the due date and will not be accepted more than 2 days (48 hours) from the due date, unless prior agreement has been made with the professor for an alternate due date. The due dates of the assignments can be found in the *Pacing Guide* and are displayed in WebAssign next to the assignment. If the due date of an assignment is changed, it will be announced via Canvas email and Canvas announcement.

No test retakes are allowed in this course. Every student is allowed to take each test only once.

Attendance and Office Hours

Attendance

Attendance is mandatory and is up to the instructor's discretion when to take roll. Attendance may be taken at any time during the scheduled class period. In class assignments also used to determine attendance. Students not present at the time that attendance is taken will be marked as absent.

Students whose number of absences is greater than two may have 2 points deducted from their overall course grade for each additional absence. Students whose number of absences is greater than 5 may be assigned a grade of "F" in the course. Exceptions may be made at the discretion of the instructor in the case of verifiable, unavoidable emergencies.

Students are responsible for all information and materials given in class whether or not they were present. Being absent from a class does not excuse you from any assignments or exams that may occur the following class. You need to notify your instructor through email before class if you cannot come to class for any reason.

Excused absences include documented illness, deaths in the immediate family and other documented emergencies, call to active military duty or jury duty, and official university activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a **valid excuse taken from their college dean and submitted to the instructor through an email within the first week of the return to the class after any absence. No late excuses will be accepted. It is the responsibility of the student to keep track of the dates of the absences and to submit the official excuses on time.**

Attendance Holds

Unless you **register at WebAssign and submit assignment**, your attendance on the iRattler will not be recorded.

Tardiness/Leaving Early

Any activity that disrupts classroom events will result in the student(s) being asked to leave the classroom. In addition, students who come to class late or leave early disturb other students as well as the instructor. The instructor reserves the right to deduct points at his discretion from the course grade of any student who persistently participates in disrupting behavior. If the problem becomes chronic, the student(s) will be assigned a grade of "F" in the course.

Office Hours

- Students are expected to have their notes/questions organized before coming to my office for help.
- If a student comes to my office, I will expect to see where homework has been attempted.

Required Technology and Technical Assistant

Required Technology

- Computer
- Internet connection (DSL, LAN, or cable connection desirable) to access Canvas and WebAssign

Technical Assistance with CANVAS

If you need technical assistance at any time during the course or to report a problem with CANVAS you can:

- Visit the [Office of Instructional Technology](#) page.
- Contact the Office of Instructional Technology at 850-599-3460 or oit@famu.edu
- View student [CANVAS Guides](#) to learn more about using Canvas.

Technical Assistance with WebAssign

If you need technical assistance at any time during the course or to report a problem with WebAssign you can:

- Visit the [WebAssign Student Help](#) page
- Contact WebAssign at 800-354-9706.

MAC 2311 Schedule

Important Note:

This is a tentative schedule for the course, and the instructor may change it without any prior notice.

Refer to the course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your professor.

Remember

1. Each weekly homeworks are due by the end of the weekend (Sunday at 11:59 pm).
2. Each weekly Quizzes are due by the Monday of the following week (Monday at 11:59 pm).
3. Tests are the start of the week

<u>For the week starting</u>	<u>Material to be covered in class</u>
WEEK 1 August 28	Sections 2.2, 2.3
WEEK 2 September 4	Sections 2.4, 2.5
WEEK 3 September 11	Sections 2.5
WEEK 4 September 18	Test 1 (covers 2.2-2.5) Sections 3.1, 3.2
WEEK 5 September 25	Sections 3.2-3.4
WEEK 6 October 2	Sections 3.5-3.8
WEEK 7 October 9	Sections 3.8-3.11
WEEK 8 October 16	Test 2 (covers 3.1-3.11) Sections 4.1, 4.2
WEEK 9 October 23	Sections 4.3 - 4.5
WEEK 10 October 30	Sections 4.5, 4.6, 4.8
WEEK 11 November 6	Test 3 (covers 4.1-4.8 except 4.7) Sections 5.1-5.2
WEEK 12 November 13	Sections 5.3-5.4
WEEK 13 November 20	Sections 5.5-5.6
WEEK 14 November 27	Test 4 (covers 5.1-5.6)
WEEK 15 December 4	Sections 7.3
WEEK 16 December 11	FINAL EXAMINATION

Holidays Labor Day (September 04), Veterans Day (November 11), Thanksgiving (November 22-24)

Course Structure and Canvas

Course Structure

This course's information will be delivered online through the course management system CANVAS. You will use your FAMNet username and password to login to the course from the FAMU [CANVAS](#) page.

In CANVAS, you will access online lessons, course materials, and resources. At designated times throughout the semester, we will participate in a blend of self-paced and group-paced activities using CANVAS and alternative Internet-based technologies. Activities will consist of chat, discussion forums, email, and web posting.

FAMU CANVAS Access

To access this course on FAMU CANVAS (<https://famu.instructure.com/>) you will need access to the Internet and a supported Web browser (Internet Explorer, Firefox, Safari, and Google Chrome). To ensure that you are using a supported browser and have required plug-ins please run the [Check Browser](#) from your CANVAS course.

Covid-19

COVID-19 and Face Coverings

Wearing a face covering in public can help prevent the spread of COVID-19 in the community. In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, Florida A&M University expects everyone to wear a face covering in university buildings, including classrooms, regardless of vaccination status. Face coverings should be worn appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person. Everyone is expected to wear one while inside any university building or public space in which social/physical distancing cannot be observed. Face coverings other than those provided by the University are acceptable so long as they provide appropriate coverage (mouth and nose).

Face coverings protect the health and safety of individual students as well as the health and safety of their classmates, instructor, and the university community. Anyone attending class in person without a face covering or whose face covering does not provide appropriate coverage may obtain a face covering, free of charge from University locations throughout the University. Instructors will end class if anyone present creates a disruption in class regarding behavioral expectations.

Students should observe signage or otherwise sit, stand, and situate themselves in the seating arrangement identified by their instructor. Disruptive students may face disciplinary action for Student Code of Conduct violations. Students may consult with the Center for Disability Access and Resources (CeDAR) for accommodations, as necessary.

- Finally, students who are experiencing COVID-19 related symptoms must not attend class in person and are encouraged to contact a health care provider. Students must report their absence to the course instructor. Alternatively, students may contact Student Health Services to report their absence, who will work with the student to communicate with the course instructor.

- If you have Covid 19/exposed to Covid 19 and being in quarantine, first you have to email your instructor informing about it.
- Then instructor will inform Student Health Services and they will contact and guide the student throughout that time.
- When you return to the class you need to bring an official excuse through your college dean within the first week of your return stating clearly whether the student was in quarantine or being sick with Covid 19 with a valid evidence.
- **If the student is not sick with Covid 19 as they exposed to an infected person, it is student's responsibility to complete all the homework/quizzes.**
- **If the student infected with Covid 19, you must request extensions for WebAssign homework/quizzes that you missed, through an email with the assignments name. The extensions will be granted only if the student provide sufficient evidence to prove the students was sick with Covid 19. Extensions will be granted only for 3 days from the day of the students request.**
- **No make-up will be given for in class assignments.**

Recording

In-Class Recording FAQs and Protocols When can a student record?

A student may record a class lecture for three specified purposes as outlined in House Bill 233/section 1004.097, Florida Statutes:

1. For the student's own personal educational use;
2. In connection with a complaint to the University where the recording is made; or
3. As evidence in, or in preparation for, a criminal or civil proceeding.

What can students record?

Students may audio or video record a class lecture for a class in which the student is enrolled. A class lecture is defined as an [educational presentation delivered by faculty or guest lecturer] OR [faculty-delivered educational presentation], as part of a Florida A&M University course, intended to inform or teach enrolled students about a particular subject. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

When are students allowed to record?

Students may record at any time during a class lecture, so long as the recording is made for one of the above listed specific purposes.

Do students need permission to record?

No. Students do not need to seek permission from the lecturer prior to recording a class lecture. However, the recording must be made in accordance with the three specified purposes.

Can a student share a recording with another student?

No. A recording of a class lecture may not be published without the [written] consent of the professor. Publish means share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section.

Additionally, a recording, or transcript of the recording, is considered to be published if it is posted on or uploaded to, in whole or part, any media platform, including but not limited to social media, magazine, newspaper or leaflet.

Are students required to inform faculty that they are recording a class lecture?

No. Students may record a class lecture under the specified purposes listed above without informing the lecturer or receiving consent from the lecturer.

What happens if a student publishes a recording without getting written consent first?

If a student publishes a recording of a class lecture without the lecturer’s written consent, and it is not in connection with a University complaint or as evidence in a criminal or civil legal proceeding, the student could face severe legal and/or disciplinary consequences. Per HB 233/section 1004.097, Florida Statutes, the unauthorized publishing of the recording allows the lecturer to take the student to court for damages, including attorney’s fees, totaling as much as \$200,000. Additionally, the student may be referred to the Office of Student Conduct and Conflict Resolution for a potential violation of the Student Code of Conduct.

Does HB 233/section 1004.097, Florida Statutes, affect a student’s accommodations granted through the Center for Disability Access and Resources (CEDAR)?

No. If a student has an accommodation through CEDAR to record class activities, the accommodation is for the student’s own personal educational use. Accordingly, the student may not share the recordings without the lecturer’s written consent.

Important Information and Deadlines

University’s Americans with Disabilities Act (ADA) Policy Statement

To comply with the provisions of the Americans with Disabilities Act (ADA), please advise instructor of accommodations required to insure participation in this course. Documentation of disability is required and should be submitted to the Learning Development and Evaluation Center (LDEC). For additional information please contact the LDEC at (850) 599-3180.

University’s Non-discrimination Policy Statement

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment.

Dropping This Course

It is the student’s responsibility to understand when they need to consider dropping a course. Refer to the FAMU Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student’s family.

Last day to withdraw: 09th of November 2023.

Communication/ Critical Thinking/ Technology

The student will demonstrate competence in writing, reading and speaking about mathematics. The student will be expected to demonstrate critical thinking skills measured by the ability to apply mathematical methods to the solution of real-world as well as theoretical problems. Regularly check e-mails from the university.

The student will be expected to demonstrate proficiency in the use of technology measured by the ability to input data and interpret numerical results. The student will be expected to use the WebAssign online system to turn in homework and quizzes. Computer facilities are available in the (1) Math learning lab, Dyson Pharmacy Building, Room 128 (2) Math Lab, Jackson Davis 105 and (3) the Media Center in the Coleman Library.

Academic Honor Policy/Plagiarism

It is your responsibility to know the university's policy on academic/intellectual dishonesty (Section 6C3-2.012(10)(s) of the FAMU Student Handbook). Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All assignments must be original work, clear and error-free. All ideas/material that are borrowed from other sources must have appropriate references to the original sources.

Any student caught cheating in any manner is awarded the grade of F. No warnings are given; it is your responsibility to do your own work. All persons collaborating in cheating will receive the grade of F. The University's Academic Honor Policy is located in the FANG Student Handbook, under the Student Code of Conduct- Regulation 2.012 section, beginning on page 55-56. **A visible cell phone or any device which can access the Internet or a calculator during tests or the final exam will result in the student failing the exam.** Read more about FAMU's [Academic Honesty Policy & Procedures](#)

Etiquette

1. **Respect others and their opinions.** In online learning, students from very different backgrounds come together to learn. It is important to respect their feelings and opinions even when they are quite different from your own.
2. **Watch your language and tone carefully.** When you are communicating online, you have to rely solely on words to get your point across. The other person cannot see your facial expression or hear your tone of voice, so things like sarcasm and humor often don't come across very well. That's why it's important to take your time, choose your words carefully, and be as straightforward as you can.
3. **Consider people's privacy.** Always ask for permission before you forward someone's email messages to somebody else, and if you do reuse somebody else's words (with their permission), make sure to acknowledge them appropriately. Keep in mind that all private email mail is considered copyrighted by the original author.
4. **Avoid inappropriate material.** It's tempting to forward messages you find clever or links to websites you find entertaining to classmates. If they are not directly relevant to the course, please don't do this, especially if the material is sexually suggestive, politically sensitive, or otherwise "edgy." Same goes for frivolous "joke" emails and chain messages. This is not the place for it.
5. **Be forgiving.** If someone writes something that you find offensive, mention it directly to the instructor. He or she is best equipped to address the situation. Remember that the person contributing to the discussion might be new to this form of communication. What you find offensive may have been unintended.

6. **Be concise.** When you are contributing to a discussion, be as brief as you can to get your point across. Adding a lot of unnecessary words just makes your message less clear. Try to stick to the point and not go off on irrelevant tangents.

7. **Read first, write later.** Don't add your comments to a discussion before reading the comments that are already there. And if you are responding to a previous comment, always make clear which comment you are responding to.

8. **DON'T TYPE IN ALL CAPS OR USE EXCESSIVE PUNCTUATION!!!!!!!** Most people find this annoying and you may not be communicating your thoughts effectively.

Think before you hit the send button. Learning to be your own editor is a difficult and important skill. Think carefully about the content of your message before you send or post it. Once you push the button, there is no taking it back. Grammar and spelling errors reflect badly on you, and misspelled words or poorly constructed sentences can make it hard to decipher your meaning accurately.

I Grade

The "I" grade is given at the instructor's discretion and then only to students who are PASSING* and who are prevented from completing the course by UNAVOIDABLE circumstances not of their own doing. Students who have missed more than one test are not eligible for an "I" grade.

*Passing means: Getting at least a C on each test, online work and class quizzes. It should also be accompanied with almost a perfect attendance. Check your printout for course & sections number. If you are not attending the section for which you are officially enrolled, the instructor of the section for which you are officially enrolled will assign you an "F" grade on the final grade roll and that will be your FINAL GRADE.

Last day to request I grade: 06th of December 2023 on or before 5pm.

Procedure for Resolving Faculty-Student

- a) Student first attempts to resolve issue with professor.
- b) Student submits written notification of problem to department chair.
- c) Chair forwards student letter to instructor.
- d) Instructor responds in writing to chair.
- e) Chair meets with instructor and/or student if necessary.
- f) Chair forwards response/recommendation to Dean's office.
- g) Dean decides what further course of action is available to the student.

College of Science & Technology Grievance Deadlines /Intent to Grieve Form

Students must submit Intent to Grieve Forms, online, within two weeks of grades being made available for students to view in accordance with the University Registrar's calendar. Students cannot submit an Academic Grade Grievance without submitting an Intent to Grieve Form unless they receive an exception from the Academic Dean.

Grievances submitted to the College of Science and Technology Grievance Committee for Fall Semester grade disputes must be communicated to the College of Science and Technology Dean's office by the deadlines listed below. These will only be reviewed if an Intent to Grieve Form was filed by the stated deadline or an exception is provided by the Associate Dean allowing the student to submit a grievance without filing an Intent to Grieve Form.

Biology, Chemistry, Math, Physics courses—student must submit the grievance no later than March 1st (or next business day).

CIS courses- No later than three weeks after the student receives notification of the outcome of the Academic Complaint Process from the CIS chairperson.