MATH 1401-003: Calculus I

Department of Mathematical and Statistical Sciences College of Liberal Arts and Sciences, University of Colorado Denver COURSE SYLLABUS

Instructor:	Troy Butler	l'erm: Sprin	ng 2018
Office:	(AB1) Student Commons Bldg, Room 4008	8 Class Meeting Days:	Mondays & Wednesdays
Phone:	303-315-1734 (worst way to reach me)	Class Meeting Times:	4:30 – 6:20 pm
E-Mail:	troy.butler@ucdenver.edu	Location:	North Classroom 1402
Website:	Canvas: <u>https://ucdenver.instructure.com/</u> (Using discussion boards on Canvas is awe	Recitation: some!)	M/W 3:30 – 4:20 pm
Office Hours:	M/W 2:00 – 3:00 pm	Location:	North Classroom 1402
Course Captain: Joe Bilello; joseph.bilello@ucdenver.edu; 303-315-1706; AB1-4122 Associate Chair: Stephen Billups; <u>Stephen.Billups@ucdenver.edu</u> ; 303-315-1735; AB1- 4221			

COURSE OVERVIEW

I. Description

First course of a three-semester sequence (MATH 1401, 2411, 2421) in calculus. Topics covered include limits, derivatives, applications of derivatives, and the definite integral. This course fulfills the university's undergraduate CORE requirement.

Note: No co-credit with MATH 1080

Semester Hours: 4

II. Course Prerequisites

MATH 1120 or 1130 and satisfactory score on the placement exam

III. Required Texts and Materials

- Textbook Calculus: Early Transcendentals, Briggs/Cochrane, 2nd edition, Addison Wesley (Pearson Publishing)
- MyMathLab Software cost includes access for Calculus II also (if taken Fall/Summer 2017)

There are 2 options available:

Option #1: New Hard Copy of the Textbook, Including MyMathLab Access Code *Used books do not have valid access codes

Option #2: MyMathLab Access Code, Includes digital access to the textbook

MyMathLab Course ID: butler77287

IV. Colorado Commission on Higher Education Learning Objectives

The Colorado Commission on Higher Education has approved MATH 1401 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-MA1 category. For transferring students, successful completion with a minimum grade of C-grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to <u>http://highered.colorado.gov/academics/transfers/gtpathways/curriculum/html</u>.

GT Pathways Mathematics (GT-MA1) Content Criteria:

a) Demonstrate good problem-solving habits, including:

• Estimating solutions and recognizing unreasonable results.

- Considering a variety of approaches to a given problem, and selecting one that is appropriate.
- Interpreting solutions correctly.

b) Generate and interpret symbolic, graphical, numerical, and verbal (written or oral) representations of mathematical ideas.

c) Communicate mathematical ideas in written and/or oral form using appropriate mathematical language, notation, and style.

d) Apply mathematical concepts, procedures, and techniques appropriate to the course.

e) Recognize and apply patterns or mathematical structure.

f) Utilize and integrate appropriate technology.

GT Pathways Mathematics (GT-MA1) Competencies:

A. Quantitative Literacy: Competency in quantitative literacy represents a student's ability to use quantifiable information and mathematical analysis to make connections and draw conclusions. Students with strong quantitative literacy skills understand and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc.).

Students should be able to:

1. Interpret Information.

a. Explain information presented in mathematical forms (e.g., equations, graphs, diagrams, tables, words).

2. Represent Information.

a. Convert information into and between various mathematical forms (e.g., equations, graphs, diagrams, tables, words).

3. Perform Calculations.

a. Solve problems or equations at the appropriate course level.

b. Use appropriate mathematical notation.

c. Solve a variety of different problem types that involve a multi-step solution and address the validity of the results.

4. Apply and Analyze Information

a. Make use of graphical objects (such as graphs of equations in two or three variables, histograms, scatterplots of bivariate data, geometrical figures, etc.) to supplement a solution to a typical problem at the appropriate level.

b. Formulate, organize, and articulate solutions to theoretical and application problems at the appropriate course level.

c. Make judgments based on mathematical analysis appropriate to the course level.

5. Communicate Using Mathematical Forms.

a. Express mathematical analysis symbolically, graphically, and in written language that clarifies/justifies/summarizes reasoning (may also include oral communication).

B. Problem Solving: Competency in problem solving represents a student's ability to design, evaluate, and implement a strategy to answer a question or achieve a goal.

Students should be able to:

1. Define a Problem.

- a. Construct a detailed and comprehensive problem statement or goal.
- b. Identify relevant contextual factors.

2. Propose a Strategy.

a. Identify reasonable approaches to solving the problem within the given context.

3. Evaluate Potential Strategies.

a. Provide an evaluation of the potential strategy(ies) which may include:

- i. the history of the problem,
- ii. the logic behind the potential strategy(ies),
- iii. the feasibility of the proposed strategy(ies), and
- iv. the potential impacts of the proposed strategy(ies).
- b. Choose a feasible strategy.

4. Apply a Strategy.

- a. Implement chosen approach(es).
- b. Gauge success of the chosen strategy(ies) and revise as needed.

V. Course Schedule

Week	Day	Date	Sections	Topic/Reading
1	Monday	1/15/2018		No class
	Wednesday	1/17/2018		Introduction
			2.1	Idea of Limits
			2.2	Definition of Limits
2	Monday	1/22/2018	2.2	Definition of Limits
			2.3	Computing Limits
	Wednesday	1/24/2018	2.4	Infinite Limits
			2.5	Limits at Infinity
3	Monday	1/29/2018	2.6	Continuity
				MML Homework #1 Due (2.1 - 2.5)
	Wednesday	1/31/2018	3.1	Introducing the Derivative
			3.2	Working With Derivatives
4	Monday	2/05/2018	3.3	Rules of Differentiation
			3.4	Product/Quotient Rules
				MML Homework #2 Due (2.6, 3.1 - 3.2)
	Wednesday	2/07/2018	3.4	Product/Quotient Rules
			3.5	Derivatives of Trig Functions
5	Monday	2/12/2018		Catch Up/EXAM 1 REVIEW
				MML Homework #3 Due (3.3 - 3.5)
	Wednesday	2/14/2018		<i>Exam #1: Sections 2.2 – 2.6, 3.1 – 3.5</i>
6	Monday	2/19/2018	3.6	Derivatives as Rates of Change
			3.7	Chain Rule
	Wednesday	2/21/2018	3.7	Chain Rule
			3.8	Implicit Differentiation
7	Monday	2/26/2018	3.9	Derivatives of Logs and Exponential Functions
				MML Homework #4 Due (3.6 - 3.8)
	Wednesday	2/28/2018	3.10	Derivatives of Inverse Trig Functions
8	Monday	3/05/2018	3.11	Related Rates
				MML Homework #5 Due (3.9, 3.10)

	Wednesday	3/07/2018	4.1	Maxima and Minima
			4.2	What Derivatives Tell Us
9	Monday	3/12/2018		Catch Up/EXAM 2 REVIEW
				MML Homework #6 Due (3.11, 4.1, 4.2)
	Wednesday	3/14/2018		Exam #2: Sections 3.6 – 3.11, 4.1 – 4.2
10	Monday	3/19/2018		No class – Spring Break
	Wednesday	3/21/2018		No class – Spring Break
11	Monday	3/26/2018	4.3	Graphing Functions
	Wednesday	3/28/2018	4.4	Optimization
				*Hand out Application Project
12	Monday	4/02/2018	4.5	Linear Approximation
			4.6	Mean Value Theorem
				MML Homework #7 Due (4.3 - 4.4)
	Wednesday	4/04/2018	4.7	L'Hopital's Rule
			4.8	Newton's Method
13	Monday	4/09/2018	4.9	Antiderivatives
				MML Homework #8 Due (4.5 – 4.8)
	Wednesday	4/11/2018	5.1	Approximating Areas Under Curves
14	Monday	4/16/2018	5.2	Definite Integrals
				MML Homework #9 Due (4.9, 5.1)
	Wednesday	4/18/2018	5.3	Fundamental Theorem of Calculus
			5.4	Working With Integrals
15	Monday	4/23/2018		Catch Up/EXAM 3 REVIEW
				MML Homework #10 Due (5.2 – 5.3)
	Wednesday	4/25/2018		Exam #3: Sections 4.3 – 4.9, 5.1 – 5.2
16	Monday	4/30/2018	5.4	Working With Integrals
			5.5	Substitution Rules
	Wednesday	5/02/2018		FINAL EXAM REVIEW
				*Application Project Due
Final	Saturday	5/05/2018		UNIFORM FINAL EXAM
				9am – 12 pm
				MML Homework #11 Due (5.4 – 5.5)

*Any changes made to assignment due dates will be announced in class and posted on Canvas

VI. Assignments

Exams: There will be three in-class exams each worth 15% of your grade *each* plus a comprehensive uniform common final exam worth 25% of your grade. *Calculators and notes of any kind will not be permitted on exams.*

Final Exam:	Saturday, May 2nd	(25%)
Exam #3:	Wednesday, April 25 th	(15%)
Exam #2:	Wednesday, March 14th	(15%)
Exam #1:	Wednesday, February 14 th	(15%)

Online Homework (5%)

- This will be completed using MyMathLab and will be automatically scored by the software. The purpose of the online homework component is to learn from your mistakes by utilizing the many tutorial and help options available in order to be prepared to complete the written homework portion.
- You can complete MyMathLab homework assignment up to one week following the due date but will accrue a 20% penalty, except for Sections 5.4 and 5.5.
- Online assignments are due each Monday at 11:59 pm.

Pick either Written Homework or In Class Quizzes

Written Homework (10%)

- The written homework is intended to be completed after you have had some initial practice with the online homework. Problems will be assigned from the textbook which can be accessed in either the hard copy or the digital version of the book. Since exams will be given in written form, it is important to practice completing problems in this format. Written homework will be assigned on Wednesday and is due the following Wednesday at the beginning of lecture, which is 4:30 pm.
- Work will be graded and weighted based on two criteria: (1) completion of the assignment, and (2) accuracy of a subset of solutions. Solutions will only be considered complete and correct if the logical progression of steps leading to the correct answer is shown. Work must be near and legible. Partial credit may be awarded.
- Although it is appropriate to work with your peers to complete written homework assignments, each student must
 present his own work. Students will receive one plagiarism warning on written homework assignments. The second
 offense will result in earning no credit for the assignment.
- Written homework assignments will not be accepted late, even in the case of absence. Homework may be scanned and sent to me via email before 4:30 pm on Wednesday for credit.

Calculus Application Project (5%): This project will be assigned during the semester and will be in addition to the homework assignments. Late projects will not be accepted. This project will incorporate CORE Learning Outcome #4 - Modeling. DUE DATE: Wednesday, May 2nd, 2018.

Recitation Attendance or Exam Averages (10%): You will be rewarded for attending and participating in recitation. However, if you do not attend recitation, you can count your exam score in this category rather than your attendance average.

To calculate the recitation grade, **average** the following scores: Attendance Percentage for 1/17 - 2/14 or Exam 1 score (whichever is higher)

Attendance Percentage for 2/19 - 3/14 or Exam 2 score (whichever is higher)

Attendance Percentage for 3/26 – 4/25 or Exam 3 score (whichever is higher)

VII. Grading Summary

In-Class Exams:	45%
Final Exam:	25%
Online Homework	5%
Written Homework	10%
Application Project	5%
Recitation Attendance/Exam Average	10%

Grading Scale:

A:	93-100%
A-:	90-92.99%
B+:	87-89.99%
B:	83-86.99%
B-:	80-82.99%
C+:	77-79.99%
C:	70-76.99%

- D 60-69.99%
- F: Below 60%

VIII. Grade Dissemination

Graded tests will be returned during the following class meeting. Course grades will be updated in the Canvas gradebook weekly, which can be found at https://ucdenver.instructure.com/. CU Denver utilizes web grading which is accessed through UCDAccess. Web grading information can be found by going to www.ucdenver.edu/student-services/registrar/faculty-staff/

IX. Course Goals and Learning Objectives CORE Learning Outcomes

1. *Calculate*: Accurately and logically manipulate a mathematical representation to attain desired information.

2. *Represent*: Able to translate between representations to clearly represent information and gain insight. Representations may be expressed symbolically, graphically, numerically, or verbally.

3. *Interpret:* Draw meaningful inferences and communicate insights from mathematical representations.

Mathematical representations may include statistical, graphical, algebraic, geometric, or symbolic.

4. *Model:* Develop and/or apply an appropriate mathematical model for a real-world problem. This can be demonstrated by e.g. developing a model, choosing an appropriate model from several, or explaining the primary assumptions needed to use a particular model.

Course Learning Outcomes

The following section lists the Learning Outcomes specific to the course (MATH 1401). Each Learning Outcome reflects one or more of the CORE Learning Outcomes.

Exam 1: 15% of course grade

Idea of Limits – Section 2.1

Students will be able to...

- Calculate average velocity and slope of a secant line segment (CORE Learning Outcome #1 Calculate)
- Calculate instantaneous velocity and slope of a tangent line segment (*Calculate*)

Definition of Limits – Section 2.2

Students will be able to...

- Find limits from a graph *(Interpret)*
- Find limits from a table (Interpret)
- Find one-sided and two-sided limits graphically (Interpret)
- Identify jump discontinuities (Interpret)
- Determine situations where no limit exists (Interpret)

Computing Limits – Section 2.3

Students will be able to...

Compute limits of linear and rational functions algebraically *(Calculate)*

Infinite Limits – Section 2.4

Students will be able to...

- Identify when the limit of a function approaches $\pm \infty$ graphically *(Interpret)*
- Identify vertical asymptotes of a function from the equation or graph *(Interpret)*

Limits at Infinity – Section 2.5

Students will be able to ...

- Identify horizontal asymptotes of a function from the equation or graph (Interpret)
- Determine left and right end behaviors of functions, including transcendental (Interpret)

Students will be able to...

• Use the Intermediate Value Theorem to show an equation has a solution over a given interval *(Interpret)*

Introducing the Derivative – Section 3.1 Students will be able to...

- Use the limit definition of a derivative to find the slope of a tangent line (Calculate)
- Draw the graph of f'(x) given f(x) and vice versa *(Represent)*

Working with Derivatives – Section 3.2

Students will be able to...

• Work with the graph of the derivative of a function *(Interpret)*

Rules for Differentiation – Section 3.3

Students will be able to...

- Compute derivatives using the Constant, Power, Constant Multiple, and Sum/Difference Rules (Calculate)
- Compute the derivative of *e^x* (*Calculate*)
- Compute higher order derivatives *(Calculate)*

Product & Quotient Rules - Section 3.4

Students will be able to...

Compute derivatives using the Product Rule, Quotient Rule, and Power Rule to Negative Integers (Calculate)

Derivatives of Trigonometric Functions – Section 3.5

Students will be able to...

Compute derivatives of trigonometric functions (Calculate)

Exam 2 – 15% of course grade

Derivatives as Rates of Change – Section 3.6 Students will be able to ...

Determine average velocity, instantaneous velocity, speed functions, and acceleration (Calculate)

Chain Rule – Section 3.7

Students will be able to...

Compute derivatives using the Chain Rule (Calculate)

Implicit Differentiation – Section 3.8

Students will be able to...

Compute derivatives using Implicit Differentiation and the Power Rule for rational exponents (Calculate)

Derivatives of Logarithmic and Exponential Functions – Section 3.9 Students will be able to...

• Compute derivatives using Logarithmic Differentiation *(Calculate)*

Derivatives of Inverse Trigonometric Functions – Section 3.10 Students will be able to...

Compute derivatives of Inverse Trigonometric Functions *(Calculate)*

Related Rates – Section 3.11

Students will be able to...

• Solve Related Rates problems *(Model)*

Maxima and Minima – Section 4.1

Students will be able to...

- Find Local and Absolute Extrema from a graph or an equation *(Interpret)*
- Determine Critical Points from a graph or an equation (Interpret)

What Derivatives Tell Us – Section 4.2

Students will be able to...

- Identify open intervals where f(x) increases or decreases (Interpret)
- Use the First Derivative Test to identify local extrema (Interpret)
- Identify Inflection Points and Concavity for a function (Interpret)
- Use the Second Derivative Test to identify local extrema (Interpret)

Exam 3-15% of course grade

Graphing Functions (Curve Sketching) – Section 4.3

Students will be able to...

Graph functions using curve sketching techniques (*Represent*)

Optimization – Section 4.4

Students will be able to...

• Optimize the value of an objective function subject to the given constraints (Model)

Linear Approximation and Differentials – Section 4.5

Students will be able to...

- Find the linear approximation to f at x = a (*Calculate*)
- Use linear approximation to estimate function values and change (Interpret)

Mean Value Theorem – Section 4.6

Students will be able to...

 Determine whether Rolle's Theorem and/or the Mean Value Theorem hold for a function on a given interval (Interpret)

L'Hopital's Rule – Section 4.7

Students will be able to...

- Identify limits which are of the indeterminate forms: $\frac{0}{0}, \frac{\infty}{\infty}, 1^{\infty}, 0^{0}, \infty^{0}$ (Interpret)
- Use L'Hopital's Rule to calculate limits *(Calculate)*

Newton's Method – Section 4.8

Students will be able to...

- Write the formula for Newton's Method
- Compute the first two approximations

Antiderivatives – Section 4.9

Students will be able to...

- Find antiderivatives of trigonometric functions and inverses and use the Power Rule, Constant Multiple Rule and Sum Rules to evaluate indefinite integrals *(Calculate)*
- Solve Initial Value problems involving velocity and position functions (Calculate)

Approximating Areas Under Curves – Section 5.1

Students will be able to...

• Find area under a velocity curve and approximate displacement and areas by using Riemann sums (Represent)

Definite Integrals – Section 5.2

Students will be able to...

- Approximate net area using Riemann sums (*Represent*)
- Reverse limits and evaluate definite integrals using limits in Riemann sums (Calculate)

The FINAL EXAM will cover each of the previously listed objectives, plus the following:

Fundamental Theorem of Calculus – Section 5.3 Students will be able to...

• Evaluate integrals using the Fundamental Theorem of Calculus *(Calculate)*

Working With Integrals – *Section 5.4* Students will be able to...

- Use symmetry to evaluate definite integrals (Calculate)
- Find the average value of a function *(Calculate)*

Substitution Rule – Section 5.5

Students will be able to...

• Evaluate integrals using Substitution (Calculate)

COURSE PROCEDURES

X. Course Policies - Grades

Attendance Policy: Your course grade will not be dependent upon class attendance, <u>however</u>, class lectures are a critical part of the learning process. Students who attend class on a regular basis tend to feel more prepared for assessments and hence perform better in the course.

Please see *Section VI: Assignments* for information on how recitation attendance can factor into your final grade.

CU Denver Student Attendance and Absences Policy can be found at: <u>http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/OAA/StudentAttendance.pdf</u>

Late Work Policy: Online assignments may be submitted up to one week after the due date with a 20% penalty.

Extra Credit Policy: Extra credit will not be offered, with the exception of bonus problems given on exams. Exam bonuses will be given at the discretion of the instructor and will be labeled as such.

Assessment Make-up Policy:

- **Exams** If circumstances arise that prevent you from attending an exam, please contact me ahead of time as I will be much more lenient. Unexplained absences will require hard evidence such as a death certificate, hospital paperwork, etc. You will have up to one week to make up an exam with documentation.
- Final Exam The final exam will be Saturday May 5th, 2018 during the department-wide Uniform Finals Day. Alternate final exam dates/times are offered in extremely rare circumstances and must be approved by the course coordinator in advance with documentation provided. Conflicts due to travel plans and work schedules will not be accommodated.

Incomplete Policy: Incomplete grades (I) are not granted for low academic performance. To be eligible for an Incomplete grade, students must (1) *successfully* complete at least 75 percent of the course, (2) have special circumstances (verification may be required) that preclude the student from attending class and completing graded assignments, and (3) make arrangements to complete missing assignments with the original instructor using a CLAS Course Completion agreement.

XI. Course Policies - Technology and Media

Email – Students can communicate with me regarding attendance, meeting arrangements, grades, and/or questions regarding the course content, assignments, and due dates. You may also send me a message via Canvas. I will check by my CU Denver email and Canvas daily, excluding weekends.

MyMathLab Technical Difficulties – Please contact Pearson Support. In most cases I will not be able to help with these types of issues, but feel free to email me so that I can be more lenient with due dates if necessary.

XII. Getting Help

Instructor Office Hours/By Appointment Feel free to see me with questions not answered during lecture, additional explanation, or homework assistance.

MERC Lab - North Classroom Room 4015

There are Teaching Assistants available to answer your questions in the MERC lab. This is an excellent resource! Check with the lab to see their schedule. Try to form a study group to study and learn with; it really works for some people! Realize that there are many ways of learning and a study group may be helpful for you.

Learning Resource Center – Student Commons Building Room 2105 The Center provides individual and group tutoring, Supplemental Instruction (SI), study skills workshops and ESL support. UCD students are eligible for 1 hour of free tutoring per week.

The University of Colorado Denver provides many other services and resources. See http://www.ucdenver.edu/life/services/Pages/index.aspx

XIII. Academic Honesty

Students are required to know, understand, and comply with the CU Denver Academic Dishonesty Policy as detailed in the Catalog and on the CLAS website. Academic dishonesty consists of plagiarism, cheating, fabrication and falsification, multiple submission of the same work, misuse of academic materials, and complicity in academic dishonesty. If you are not familiar with the definitions of these offenses, go to

http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/DefinitionofAcademicDishonesty.aspx. This course assumes your knowledge of these policies and definitions. Failure to adhere to them can result in possible penalties ranging from failure of this course to dismissal from the University; so, be informed and be careful. If this is unclear to you, ask me. The College of Liberal Arts and Sciences (CLAS) Ethics Bylaws allow the instructor to decide how to respond to an ethics violation, whether by lowering the assignment grade, lowering the course grade, and/or filing charges against the student with the Academic Ethics Committee. Violating the Academic Honor Code can lead to expulsion from the University.

Definition of Academic Dishonesty

Students are expected to know, understand, and comply with the ethical standards of the University. In addition, students have an obligation to inform the appropriate official of any acts of academic dishonesty by other students of the University. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to, the following:

Plagiarism: Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification and acknowledgment, regardless of the means of appropriation. The following are considered to be forms of plagiarism when the source is not noted:

- 1. Word-for-word copying of another person's ideas or words.
- 2. The mosaic (the interspersing of one's own words here and there while, in essence, copying another's work).
- 3. The paraphrase (the rewriting of another's work, yet still using their fundamental idea or theory).
- 4. Fabrication of references (inventing or counterfeiting sources).
- 5. Submission of another's work as one's own.
- 6. Neglecting quotation marks on material that is otherwise acknowledged.

Acknowledgment is not necessary when the material used is common knowledge.

Cheating: Cheating involves the possession, communication, or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise, or communication with another person during such an exercise. Examples of cheating are:

- 1. Copying from another's paper or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
- 2. Using a calculator when its use has been disallowed.
- 3. Collaborating with another student or students during an academic exercise without the consent of the instructor.

Fabrication and Falsification: Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves deliberately alternating or changing results to suit one's needs in an experiment or other academic exercise.

Multiple Submissions: This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

Misuse of Academic Materials: The misuse of academic materials includes, but is not limited to, the following:

- 1. Stealing or destroying library or reference materials or computer programs.
- 2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- 3. Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor.
- 4. Illegitimate possession, disposition, or use of examinations or answer keys to examinations.
- 5. Unauthorized alteration, forgery, or falsification.
- 6. Unauthorized sale or purchase of examinations, papers, or assignments.

Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Student Code of Conduct: As members of the University community, students are expected to uphold university standards, which include abiding by state civil and criminal laws and all University policies and standards of conduct. These standards are outlined in the student code of conduct which can be found at:

http://www.ucdenver.edu/life/services/standards/students/Pages/default.aspx

The following policies, procedures, and deadlines pertain to all students taking courses in the College of Liberal Arts and Sciences (CLAS). They are aligned with the Official University Academic Calendar found on the <u>Registrar's website</u>.

Schedule Verification

It is each student's responsibility to verify that their official registration and schedule of courses is correct in UCDAccess (*not* Canvas) before courses begin and by the university census date. Failure to verify schedule accuracy is not sufficient reason to justify post-census date adds. Access to a course through Canvas is not evidence of official enrollment.

Email

Students must activate and regularly check their official CU Denver email account for university related messages. Note: Canvas is not the location to access your CU Denver email account. Log into http://www.ucdenver.edu/email/Pages/login.aspx

Administrative Drops

Students may be administratively dropped if they do not meet the pre- and/or co-requisites for a course as detailed in the UCDAccess registration system. Students may also be administratively dropped from a course if the course syllabus articulates attendance expectations prior to census date and they do not meet those attendance expectations. Please note: this procedure does not apply to all courses and students should not rely upon it; if students plan to no longer complete a course, they are responsible to drop or withdraw from the course.

Post-Census Date Adds and Late Withdrawals

Post-census date adds (i.e., adding a course after census date) require a written petition, verifiable documentation, and dean's approval via CLAS Advising. Late withdrawals (i.e., withdrawing from one or more full-semester courses after the withdrawal deadline but before the late withdrawal deadline) require a Late Withdrawal Petition submitted to CLAS Advising (NC 1030 – 303-315-7100). If petitioning to late-withdraw from individual courses, instructor signatures are required. If petitioning to late-withdraw from the entire semester, instructor signatures are not required. Contact CLAS Advising (NC 1030 – 303-315-7100) for more information on post-census date adds and late withdrawals.

Co-Requisites and Drops/Withdrawals

Students dropping a course with co-requisite(s) before or by census date must drop the course and co-requisite(s). After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition.

Waitlists

The Office of the Registrar notifies students via their CU Denver email account if they are added to a course from a waitlist. Students will have access to Canvas when they are on a waitlist, but this does not indicate that the student is officially enrolled or guaranteed a seat in the course. If a student is not enrolled in a course after waitlists are purged, instructor permission is required for the student to enroll in the course. The student must complete a Late Add Form and submit it to the Registrar's Office (SCB 5005) by census date in order to enroll in the course.

Applicable Fo	orms		
Schedule Adjustment Form	Submi	t to Registrar (SCB 5005)	
Purpose:	Approval Signatures Required:	Dates:	
Receive an academic overload	Student and CLAS Advising	before Jan. 31 (5pm)	
	signatures		
Receive a time conflict override	Student and instructor signatures	before Jan. 31 (5pm)	
Designate a course pass/fail or no credit	Student signature	before Jan. 31 (5pm)	
Withdraw from an intensive course before the withdrawal deadline	Student signature	Feb. 1 – April 1 (5pm)	
Late Add Form	Submi	t to Registrar (SCB 5005)	
Purpose:	Approval Signatures Required:	Dates:	
Add a course after the add deadline but before census date	Student and instructor signatures	Jan. 22 – Jan. 31 (5pm)	
Post-Census Date Add Petition	Visit CLAS Advising (NC 1030) for more information		
Purpose:	Approval Required:	Dates:	
Petition to add one or more full-semester courses after census date	Submitted petitions are reviewed by	after Jan. 31	
(verifiable documentation required)	the CLAS Assistant Dean		
Late Withdrawal Petition	Submit to	CLAS Advising (NC 1030)	
Purpose:	Approval Signatures Required:	Dates:	
Petition to late-withdraw from a course after the withdrawal deadline but before the late withdrawal deadline	Student and instructor signatures	April 2 – May 2 (5pm)	
Petition to late-withdraw from <u>all courses</u> in the semester after the withdrawal deadline but before the late withdrawal deadline	Student signature	April 2 – May 2 (5pm)	

Academic Calendar

January 16	Beginning of Semester – First day of classes.
January 21 (11:59 pm)	Add Deadline – Last day to add or waitlist a course using UCDAccess. After the add deadline but before census date, instructor permission on a Late Add Form is required to add courses.
January 22 (11:59 pm)	Drop Deadline – Last day to drop a course without \$100 drop fee, including section changes (i.e., changing to a different section of the same course). Students may drop courses using UCDAccess.
	No Adding of Courses is Permitted Today
	Waitlists Purged – All waitlists are eliminated today. Students should check their schedule in UCDAccess to confirm the courses in which they are officially enrolled. Canvas does not reflect official enrollment.
January 31 (5 pm)	Final Add Deadline (Instructor Permission Required) Last day to add full-semester courses. To add a full-semester course between the first add deadline and census date, instructor permission on a <u>Late Add Form</u> is required. Students may submit a completed <u>Late Add Form</u> to the Registrar's Office (SCB 5005). After census date, a written petition, verifiable documentation, and dean's approval via CLAS Advising (NC 1030 – 303-315-7100) are required to add a full-semester course. If a student's post-census date add petition is approved, the student will be charged the full tuition amount. College Opportunity Fund (COF) may not apply to courses added late, and these credits may not be deducted from students' lifetime hours.
ensus Date	Final Drop Deadline Last day to drop full-semester courses with a financial adjustment. Each course dropped, including section changes, between the first drop deadline and census date generates a \$100 drop fee. Students may drop courses in UCDAccess. After census date, withdrawal from courses appears on transcripts with a grade of "W," and no financial adjustment is made. After census date but before the withdrawal deadline, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required).
Ğ	Graduation Application Deadline Last day to apply for graduation. Undergraduates are expected to make an appointment to see their academic advisors before census date to apply for graduation. Graduate students must complete the Intent to Graduate and Candidate for Degree forms.
	Pass/Fail, No Credit Deadline – Last day to request No Credit or Pass/Fail grade for a course using a <u>Schedule Adjustment</u> Form.
March 19 – 25	Snring Break - No classes Campus onen
10101115 25	Spring Dreak - no classes, campus open.
April 1 (11:59 pm)	Withdrawal Deadline After census date, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required). To withdraw from an intensive course, students may use a Schedule Adjustment Form. Withdrawal from courses appears on transcripts with a grade of "W" and no financial adjustment is made. After the withdrawal deadline but before the late withdrawal deadline, students may late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition.
April 1 (11:59 pm) May 2	 Withdrawal Deadline After census date, students may withdraw from full-semester courses using UCDAccess (instructor permission is not required). To withdraw from an intensive course, students may use a Schedule Adjustment Form. Withdrawal from courses appears on transcripts with a grade of "W" and no financial adjustment is made. After the withdrawal deadline but before the late withdrawal deadline, students may late-withdraw by submitting a Late Withdrawal Petition to CLAS Advising (NC 1030 – 303-315-7100). Contact CLAS Advising (NC 1030 – 303-315-7100) for more information. After census date, students withdrawing from a course with co-requisite(s) before or by the withdrawal deadline must withdraw from the course and co-requisite(s). After the withdrawal deadline, until the late withdrawal deadline, students may be able to withdraw from a course or co-requisite(s) based on instructor permission and approval of a Late Withdrawal Petition. Late Withdrawal Deadline
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Student Contact Information

(I will shred this at the end of the semester.)

Student Name:	Phone Number:	
Year (Circle one): 1 2 3 4 5	Major:	

In the space below, please briefly tell me why you are taking this class with regard to how it will allow you to reach a goal, aspiration, or life-long dream.

I have read the Syllabus and understand that there are definite deadlines for turning in work for our class. I understand that I cannot turn in work late or make up missed exams.

Signed: (Your name	ne)
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