

## **EAET-STANDARD COURSE OUTLINE POLICIES (PUT IN COURSE NAME)**

**Copies of the approved Course Syllabus are located at:**

- **CET:** <http://www.msudenver.edu/cet/syllabi>
- **EET:** <http://www.msudenver.edu/eet/syllabi>
- **MET:** <http://www.msudenver.edu/met/syllabi>
- **SSE:** <https://www.msudenver.edu/sse/curriculum/>
- **CPE:** <https://msudenver.edu/cpe/curriculum/>
- **EVE:** <https://msudenver.edu/eve/curriculum/>

**Instructor Office Hours:** *As indicated on the Course Outline or by Appointment.*

**Required Course Materials**

- *See Course Outline.*

**Grading:** *Letter Grades will be determined based on the following criteria:*

A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	below 60

**The Department of Engineering & Engineering Technology  
DOES NOT use plus & minus grades.**

**Grade Composition:**

*Each student's Course Grade will be determined by performance on:*

<i>Examinations</i>	<i>80% of Course Grade</i>
<i>Lab Reports</i>	<i>20% of Course Grade</i>

**Tests:**

*Testing is an individual effort. Any act of dishonesty on a test or an assignment will result in an automatic "F" for that assignment. There are only three examinations in the class. If you absolutely cannot be in class on an exam date, a makeup may be arranged at the Professor's discretion. Failure to do so will result in a grade of "0" for the exam.*

**Homework:**

- *All homework is due at the beginning of the class period and late homework will not be accepted.*
- *Students will need to contact the instructor in advance regarding valid reasons for failing to meet deadlines.*
- *Students will show all calculations associated with any problem (including multiple choice) since answers are identified in the text.*
- *Solutions to problems are to be done on engineering computation paper and on one side of the paper using standard engineering problem solution format.*

**Lab Work:**

*Experiments will be conducted during regular class time and any missed experiments must be conducted out of regular class time. Lab reports are due one week after the experiments are assigned and should be typed with the students name, page number and course number on each page. Multiple pages will be stapled. Labs are performed in teams of three or fewer. Late reports will only be accepted within one week after the due date and will be assessed a 15% late penalty.*

**Attendance :**

## **Department Policies**

**All papers to be turned into the professor's mailbox must be delivered to the front desk, (students are not allowed by the mailboxes. We also have a student work drop basket. They:**

**Every drop off must contain the following:**

- **Professors name**
- **Class**
- **Students name**

**\*If a student needs to pick-up anything from a professor's mailbox, they have to check in at the front desk.**

## **Engineering & Engineering Technology Policy**

**EAET Policy on makeup test and missing deadline in class:**

Students are responsible for all course deadlines. All course material, activities and exams must be turned in on time. Any student who needs to reschedule an exam or miss a deadline in the course must submit a written application. Official documentation to support the application must be provided. Official documentations consist as: court summons; medical doctor's bill; military orders; police report; signed letter from employer on company letterhead; signed letter from local, state, or federal government; signed letter from a foreign embassy or consulate.

EAET policy allows Engineering Program students, enrolled prior to Spring 2018, to take up to 8 credit hours or 2 classes from any of the Engineering Technology Programs and apply the credits to major work in an Engineering Program. Students wishing to change majors from an Engineering Technology Program to an Engineering Program will need to discuss how to apply previous course work with an **Engineering Program Advisor**.

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**Academic Dishonesty**

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

<b>Cheating</b>	<ul style="list-style-type: none"><li>• Use of any unauthorized assistance in taking quizzes, tests, or examinations</li><li>• Dependence upon the aid or sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments</li><li>• Acquisition, without permission, of tests or other academic material belonging to a member of the University faculty, staff or other student</li></ul>
<b>Collaboration</b>	<ul style="list-style-type: none"><li>• Unauthorized collaboration on an assignment (e.g., project or homework) without permission from the instructor</li></ul>
<b>Fabrication</b>	<ul style="list-style-type: none"><li>• Intentional or unauthorized falsification or invention of any information, data or citation in an academic exercise</li></ul>
<b>Facilitation of Academic Dishonesty</b>	<ul style="list-style-type: none"><li>• Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty</li></ul>
<b>Multiple Submissions</b> (e.g., submitting one paper to more than one class)	<ul style="list-style-type: none"><li>• Submission of written work assigned for one course to a second course without having received prior permission from both professors</li></ul>
<b>Plagiarism</b>	<ul style="list-style-type: none"><li>• Use by paraphrase or direct quotations, of the published or unpublished work of another without full and clear acknowledgment</li><li>• Unacknowledged use of materials prepared by another person or agency that may or may not be engaged in the selling of term papers or other academic material</li></ul>

**This part below is comprised of departmental and standard university policy and does not change. These policies must be observed in all Engineering & Engineering Technology courses.**

### **Academic Policies beginning 2019-2020**

The policies below have either been changed for 2016-2017, or a change to another policy affects how it works. The policy statements are available in the <http://catalog.msudenver.edu/index.php>.

These types of policies apply to all current students, regardless of when you started. Other information in the catalog, however, such as program requirements are specific to the catalog the student is using for degree requirements.

**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. http://catalog.msudenver.edu/](http://catalog.msudenver.edu/)**

**For complete descriptions go to the catalog (follow the links)**

#### **Academic Policies and Procedures**

All policies are post on the following web-sites

- <http://catalog.msudenver.edu/index.php>

**Cell Phones:** All electronic communication devices must be silenced during class.

#### **ELECTRONIC COMMUNICATION POLICY**

Electronic communication (i.e., email and personal portal announcements) is a rapid, efficient and cost-effective form of communication. Consequently, reliance on electronic communication is expanding among students, faculty, staff and administration at MSU Denver. Because of this increasing reliance and acceptance of electronic communication, forms of electronic communication have become in fact the means of official communication to students, faculty and staff within MSU Denver. This policy acknowledges this fact and formally makes electronic communication an official means of communication for the University.

Implementation of this policy ensures that all students, faculty and staff, both full-time and part-time, will have access to these critical forms of communication. All current students, faculty and staff have an account within the campus portal, providing access to email and official announcements.

#### **CLASS ATTENDANCE**

Attendance during the first week of class is required. 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 the withdrawal/refund policies. Students are expected to attend all sessions of courses for which they are registered.

#### **CLASS ATTENDANCE ON RELIGIOUS HOLIDAYS**

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 advance written notice that the student will be absent for religious reasons is given to the faculty members during the first two weeks of the semester.

For further information, see the Class Attendance policies page.

### **WITHDRAWAL FROM A COURSE**

Students should be aware that any kind of withdrawal can have a negative impact on some types of financial aid and scholarships.

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,

For more information, see the Withdrawal page.

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

### **ADMINISTRATIVE WITHDRAWAL**

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

For more information, see Administrative Withdrawal page.

### **BEST GRADE STANDS**

A student's grades for repeated courses will be removed from GPA calculations up to 18 semester hours, regardless of the original grade earned.

For more information, see the Best Grade Stands page.

### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The Metropolitan State University of Denver is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this class and are requesting accommodations, then you must first register with the Access Center, located in the Plaza Building, Suite 122, 303-556-8387.

The Access Center is the designated department responsible for coordinating accommodations and services for students with disabilities. Accommodations will not be granted prior to my receipt of your faculty notification letter from the Access Center. Please note that accommodations are never provided retroactively (i.e., prior to the receipt of your faculty notification letter.) Once I am in receipt of your official Access Center faculty accommodation letter, I would be happy to meet with you to discuss your accommodations. All discussions will remain confidential. Further information is available by visiting the Access center website [www.msudenver.edu/access](http://www.msudenver.edu/access).

“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 Accessibility 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 [www.msudenver.edu/access](http://www.msudenver.edu/access).

### **POLICY STATEMENT ON STUDENTS WITH DISABILITIES**

The Metropolitan State University of Denver does not discriminate on the basis of race, color, creed, national origin, sex, age, sexual orientation or disability in admission or access to, or treatment in, its educational programs or activities.

### **ACADEMIC DISHONESTY**

Academic dishonesty is a serious offense at the University because it diminishes the quality of scholarship and the learning experience for everyone on campus. An act of Academic Dishonesty may lead to sanctions including a reduction in grade (up to and including a permanent F for the

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course), probation, suspension, or expulsion. Academic dishonesty includes cheating, fabrication, plagiarism, submitting the same paper or work for more than one class, and facilitating academic dishonesty.

### **ACADEMIC INTEGRITY**

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

For further information see the Academic Integrity

### **INCOMPLETE (I)**

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

### **FERPA:**

<https://msudenver.edu/registrar/ferpa/>

The Family Educational Rights and Privacy Act (FERPA) protects student privacy.

### **PROHIBITION ON SEXUAL MISCONDUCT**

Metropolitan State University of Denver prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct, including stalking and electronic harassment.

For further information, see the [Title IX](#) page

### **FRESH START**

Students returning from a period of absence from MSU Denver may request that credit and grades from designated semesters previously attempted at MSU Denver not be calculated in GPA’s or total earned hours. If such a “Fresh Start” is approved, all courses from designated semesters will appear on the official academic record but will be annotated to indicate they do not count for academic credit or GPA calculation.

For more information, see the Fresh Start page.

### **FOR MORE UNIVERSITY POLICIES PLEASE SEE THE FOLLOWING WEB-SITES:**

<http://catalog.msudenver.edu/index.ph>