

January 14, 2005

To: Mathematics Students
From: David Meredith, Chair
meredith@sfsu.edu
Re: Welcome to your mathematics class

Every semester about 4,000 students enroll in mathematics courses ranging from Algebra I to advanced graduate theory. Your teacher will explain all the procedures for your class, but some rules apply to all classes. This note will explain the most important University rules, the ones that cause students the most trouble each semester.

Here is a short version of the University calendar for Spring, 2004. **Note that the Mathematics Department strictly enforces the deadlines for CR/NCR grading and withdrawals.**

February 11	Last day to add classes
February 25	Last day to drop classes online
March 21-25	Spring Break
March 31	Cesar Chavez Holiday
April 1	Last day to select CR/NCR grading
April 29	Last day to withdraw from a course
May 5	Advising Day. Classes cancelled.
May 20	Last day of instruction
May 23-27	Final exams
June 3	Grades due from instructors

CR/NCR Grading

Most Mathematics classes allow CR/NCR grading, but many majors—including Mathematics—do not count CR/NCR grades towards the major. Mathematics majors should not take their Mathematics classes CR/NCR. All other majors should check with their academic advisors before deciding to take a Mathematics class CR/NCR.

If--after checking with your advisor--you want to apply for CR/NCR grading, you must log onto the web site www.sfsu.edu/student and sign up for CR/NCR grading before the April 1 deadline. Your instructor will not pass out a CR/NCR sheet in class.

Incompletes

The Incomplete grade (I) is assigned only to students doing satisfactory work until the last few weeks of a course, when events beyond the students' control prevented them from completing the course. If this happens to you, discuss with your instructor the possibility of taking an Incomplete rather than withdrawing from a class that you cannot finish.

Incompletes must be made up within twelve months of the date they are assigned. Your instructor will tell you how to make up your incomplete. **Do not enroll in the same course again.** You can only take a course once.

Late and Retroactive Withdrawals

Petitions for withdrawal from a class after the November 15 deadline, either before the end of the semester (late withdrawal) or after the semester ends (retroactive withdrawal) must be justified by events that occurred after the deadline. In general, only petitions for withdrawal from all courses will be approved. Late withdrawal from your math course alone is usually not approved.

Students with Disabilities

Students with disabilities needing reasonable accommodations must bring an official written request to their instructor from the Disability Programs and Resource Center (Student Services Building, Room 110, (415) 338-1041, drc@sfsu.edu). The DPRC is available to facilitate the reasonable accommodations process.

Religious Holidays

Reasonable accommodations will be made for you to observe religious holidays when such observances require you to be absent from class activities. It is your responsibility to inform the instructor during the first two weeks of class, in writing, about such holidays.