

# TRANSITION TO ADVANCED MATHEMATICS

## ACADEMIC POLICIES, PROCEDURES & SUPPORT SERVICES

---

Fall 2021

Subhadip Chowdhury

Math 215

---

### §A. Academic Honesty and the Code of Academic Integrity

The academic program at the College seeks to promote the intellectual development of each student and the realization of that individual's potential for creative thinking, learning, and understanding. In achieving this, each student must learn to act rigorously, independently, and imaginatively.


The College's understanding and expectations in regard to issues of academic honesty are fully articulated in the Code of Academic Integrity as published in [The Scot's Key](#) and form an essential part of the implicit contract between the student and the College. The Code provides framework at Wooster to help students develop and exhibit honesty in their academic work. You are expected to know and abide by these rules.

Dishonesty in any of your academic work is a serious breach of the Code of Academic Integrity and is ground for serious penalties. Such violations include turning in another person's work as your own, copying from any source without proper citation, violating expectations for a group project, submitting an assignment produced for a course to a second course without the authorization of all the instructors, and dishonesty in connection with your academic work. You will be held responsible for your actions. Particular attention should be directed to the appropriate use of materials available online. Whether intentional or not, improper use of materials is a violation of academic honesty. If you are unsure as to what is permissible, please contact your course instructor.

### §B. Attendance Policies

Although attendance is not directly part of your grade, it is very easy in a math class to fall behind after skipping even one class. If you think you will miss *more than one class in a row*, you should contact me beforehand to let me know, and meet me afterwards to discuss how you can catch up and move forward in the course. If you miss *an entire week*, I will send out an academic alert. If you miss *more than two weeks* of classes, you should contact the Dean Jen Bowen and/or Amber Larson, Director of the Academic Resource Center. They can help you consider options for completing or dropping the course.

### §C. Course Materials & Recording of Classes

 **Warning:** The materials on this course and shared on the Moodle site are only for the use of students enrolled in this course for purposes associated with this course and may not be further distributed.

Some of our discussions, whether held online or face-to-face, may be recorded this semester. These sessions will allow students who miss class to keep up with the course. Any video or audio recording and other course materials are to be used for educational purposes only and are meant only for students currently enrolled in the course. No one should distribute recordings, screenshots, or other class material beyond class without the express permission of all involved in the recording. College classrooms are places to test

out new ideas, challenge assumptions, and engage timely and sometimes sensitive issues. Students who enter this space should be able to do so with the assurance that their comments will not be shared beyond the classroom.

All recordings will be posted only on password-protected websites (such as Moodle, Teams or Stream) that are only available to course participants and for the duration of the course. Additionally, college policy states that no **student** may record or tape or photograph any classroom activity without the express written consent of the faculty member.

### §D. Conflicts with Academic Responsibilities

The College of Wooster is an academic institution and its fundamental purpose is to stimulate its students to reach the highest standard of intellectual achievement. As an academic institution with this purpose, the College expects students to give the highest priority to their academic responsibilities. When conflicts arise between academic commitments and complementary programs (including athletic, cultural, educational, and volunteer activities), students, faculty, staff, and administrators all share the responsibility of minimizing and resolving them.

As a student you have the responsibility to inform the faculty member of potential conflicts as soon as you are aware of them, and to discuss and work with the faculty member to identify alternative ways to fulfill your academic commitments without sacrificing the academic integrity and rigor of the course.

### §E. College Policy on Final Examinations

No final examinations are to be given during the last week of classes or on reading days. Students who wish to reschedule a final exam must submit a petition the Dean for Curriculum and Academic Engagement in advance of the examination. The student must confer with the instructor before submitting a petition, and the instructor should indicate to the Dean if they support the petition. **Normally, such petitions are granted only for health reasons. If other reasons necessitate a request for a change in a final exam, the request must be submitted three weeks in advance of the examination.** You can find [electronic petition forms on the Registrar's website](#).

### §F. Course Withdrawal Options (for 2021-22 Academic Year)

For Fall 2021, students may withdraw from one course after the 6th week drop deadline, up to 1.25 credits, at any time through the last day of classes (Friday, December 10 by 4:00 p.m.), as long as their total remaining credits are above 3.0. This may be done without documentation of extenuating circumstances. The minimum enrollment of 3.0 credits remains in effect. Requests to drop enrollment below 3.0 credits will require additional documentation through a [Petition for an Exception to an Academic Policy](#). Note that a withdrawal be noted as a 'W' on your transcript.

### §G. Academic Resource Center: Academic Support and Disabilities

**Contact:** Amber Larson, [alarson@wooster.edu](mailto:alarson@wooster.edu), (330)263-2595, [ARC Website](#)

The Academic Resource Center, which is in APEX (Gault library) offers a variety of academic support services, programs and 1:1 meetings available to all students. Popular areas of support include time management techniques, class preparation tips and test taking strategies. In addition, the Academic

Resource Center coordinates peer-tutoring for several academic departments. Students are encouraged to schedule an appointment.

An additional support that the Academic Resource Center offers is English Language Learning. Students can receive instruction or support with English grammar, sentence structure, writing, reading comprehension, reading speed, vocabulary, listening comprehension, speaking fluency, pronunciation, and American culture through 1:1 meetings with the Academic Resource Center staff, ELL Peer Tutoring, ELL Writing Studio courses, and other programming offered throughout the year.

The Academic Resource Center also coordinates accommodations for students with diagnosed disabilities. At the beginning of the semester, students should contact the Academic Resource Center to make arrangements for securing appropriate accommodations. Although the Academic Resource Center will notify professors of students with documented disabilities and the approved accommodations, students are encouraged to speak with professors during the first week of each semester. If a student does not request accommodations or does not provide documentation to the Academic Resource Center, faculty are under no obligation to provide accommodations.

## §H. The College Libraries and the Research Help Desk

**Contact:** [library@wooster.edu](mailto:library@wooster.edu), 330-263-2493, [Libraries website](#)

Your librarian for this course is: Ian McCullough. You can ask your librarian for help with research in this class and can make an appointment with them using the [research consultation form](#) for help with your research and information needs, including finding and using items we have in the Libraries; learning expert tips to refine your search for articles in magazines, journals, and newspapers; making an appointment with a librarian for help on a project; and learning how to evaluate the information you discover.

## §I. Basic Needs, Food Security & Access to Course Materials

**Contact:** Dean of Students Office, [dos@wooster.edu](mailto:dos@wooster.edu), 330-263-2545, Galpin Hall

We learn as whole people. To learn effectively you must have basic security: a roof over your head, a safe place to sleep, enough food to eat. If you have trouble with any of those things or need assistance obtaining the course materials for this or other classes, please talk with me or with staff in the Dean of Students office. Together we can work to make sure those needs are met. There is a [Technology Assistance Application](#) (Wooster login required) and Wooster alums have created a fund to assist students who encounter a personal financial crisis during their time at the College; find out more about this [Emergency Funding](#) through the DoS office.

## §J. Diversity and Inclusion

I consider our classroom to be a place where you will be treated with respect, and I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability - and other visible and non-visible differences. As part of our participation together in this class, we commit to working together to create a learning environment that fosters a sense of belonging and inclusion to all members, and to understanding that our differences are also strengths.

It is also important that we all be respectful of everyone's privacy around health concerns, vaccination status, and any accommodations that are necessary in the classroom. It is not appropriate to question why someone requests physical distancing, chooses to wear a mask, or requires any other accommodations. Your suggestions are encouraged and appreciated, and please contact me—via email, office hours, or after class—if you have any concerns or questions.

Your success in this course is important to me. If there are circumstances that may affect your academic performance or impact your learning in particular portions of the class, please let me know as soon as possible. You do not need to share specifics, but together we can develop strategies to meet both your needs and the requirements of the course. I encourage you to visit the [Academic Resource Center](#) to determine how you could improve your learning as well. If you need official accommodations, the ARC can work with you to make sure your needs are met. There are also a range of resources on campus, including the [Writing Center](#), [Math Center](#), [STEM Success Initiative](#), and [APEX](#).

No student is required to take an examination or fulfill other scheduled course requirements on recognized [religious holidays](#). Please declare your intention to observe these holidays at the beginning of the semester.

## §K. Names, Pronouns & Pronunciation

All people have the right to be addressed and referred to as they prefer. I will do my best to address and refer to all students by the names and pronouns that they share in class, regardless of what is listed on the roster, and I support classmates in doing so as well. I would like for you to refer to me as **Prof./Dr. Chowdhury**. I use he/him/his pronouns. Please share the name you prefer to be called and pronouns you wish to use in this class with me via classroom introductions or privately.

If you are interested in changing your chosen name and/or including your pronoun(s) in The College of Wooster system, [you can find additional information here](#). What appears in The College of Wooster system is what will display in all platforms across Microsoft Teams. At present, there is no alternative way to change your name or to add pronouns in Teams, but you can add a background that includes these for any video platform.

I encourage everyone in this classroom to create a space of mutual respect and support by also giving each other some grace around pronouns, pronunciation of names, etc., if or when we make mistakes. This is not at all to absolve anyone of responsibility for using correct pronouns, names, and pronunciations. But I find it useful to acknowledge that even with the best of intentions, sometimes we can all still make mistakes.

## §L. Title IX Reporting Policy

**Contact:** Lori Makin-Byrd, [lmakin-byrd@wooster.edu](mailto:lmakin-byrd@wooster.edu), (330) 263-2017, [Title IX website](#)

The College of Wooster is committed to fostering a campus community based on respect and nonviolence. To this end, we recognize that all Wooster community members are responsible for ensuring that our community is free from discrimination, gender bias, sexual harassment, and sexual assault. In accordance with Title IX, Wooster is legally obligated to provide supportive options for all reports of sexual harassment and sexual assault that occur on our campus. Faculty who become aware of an incident of sexual violence, including harassment, rape, sexual assault, relationship violence, or stalking, are mandated reporters at the College and are required to notify Wooster's Title IX Coordinator. The purpose of this disclosure is to ensure that students are made aware of their reporting options and resources for support. For more information about your rights and reporting options at Wooster, including confidential and anonymous reporting options, please visit <https://inside.wooster.edu/title-ix/>.

## §M. Discriminatory or Bias-Related Harassment Reporting Policy

**Contact:** Kayla Campbell, [kcampbell@wooster.edu](mailto:kcampbell@wooster.edu); or visit the [Bias Reporting website](#)

The College of Wooster is committed to promoting its mission of inclusivity and equity in all aspects of the educational enterprise. This commitment extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational and athletic programs at the College. The College's Bias Incident Reporting Process is designed to effectively respond to bias concerns raised by faculty, students, staff, alumni and visitors to the College. If you or someone you know are the victims of bias, you can:

- [File a report online](#) (where you may choose to identify yourself or not)
- Contact Security and Protective Services: 2590 (from campus phone) or 330-263-2590
- Call the Anonymous Tip Line: 2337 (from campus phone) or 330-263-2337
- Contact the Dean of Students Office: 2545 (from a campus phone) or 330-263-2545
- Contact the Chief Diversity, Equity, and Inclusion Officer representative for students: Kayla Campbell, [kcampbell@wooster.edu](mailto:kcampbell@wooster.edu), 330-263-2607

## §N. Well-being at Wooster

**Contact (24/7):** (330) 263-2319, or visit the [Wellness Center website](#)

The College of Wooster is committed to supporting the wellbeing of our students. During the course of their academic careers, students experience challenges that may interfere with their learning & health (both physical and mental), including but not limited to: strained relationships, adjusting to a new environment, chronic worrying, persistent sadness or loss of interest in enjoyable activities, family conflict, grief and loss, domestic violence, unwanted sexual experiences, difficulty concentrating, drug/alcohol problems, significant changes in eating and sleeping patterns, microaggressions, challenges with organization, procrastination and/or lack of motivation. Counseling Services at the Longbrake Student Wellness Center is a free and confidential resource providing short-term counseling and connections to community agencies for students needing longer term or specialized resources. You can make an appointment by calling 330.263.2319 between 8:30am-4:30pm during weekdays or by emailing Lori Stine ([lstine@wooster.edu](mailto:lstine@wooster.edu)). You can also find helpful resources on the Counseling Services website at <https://inside.wooster.edu/health/counseling/>.

Students also have free access to TimelyCare, a telehealth service providing scheduled medical and counseling appointments as well as 24/7 crisis consultation with licensed professionals. Students use their Wooster email to establish an account at [TimelyCare: Telehealth for Scots](#). TimelyCare also provides students access to nutritionists and health coaches about issues of sleep and exercise, and psychiatry (with a referral from doctor or counselor).

If you or a friend is in crisis, please call Campus Safety at 330-287-3333 or the National Suicide Prevention Lifeline (1-800-273-TALK) or connect with the Crisis Text Line by Texting "4HOPE" to 741-741.

**For financial concerns:** Dean of Students Office, [dos@wooster.edu](mailto:dos@wooster.edu) (330) 263-2545, [DoS website](#)

**For safety concerns:** Campus Security and Protective Services (330)263-2590 or [cow-security@wooster.edu](mailto:cow-security@wooster.edu), [Campus Safety website](#). **In the care of an emergency, call: 330-287-3333.**