



POLICY & PROCEDURE MANUAL

2009 – 2010

College of Natural Sciences
Department of Mathematics

A "Rules and Procedures" manual that deserves to be read must be brief yet convey the necessary information. I hope we have struck that balance. This is an evolving document and suggestions for its improvement are always welcome.

BREVITY is the soul of wit, and tediousness the limbs and outward flourishes.
William (Bill) Shakespeare.

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Disclaimer: All university policies and procedures are subject to change. This manual reflects the policies in effect on July 31, 2009. The university web pages are the ultimate source of information and the relevant links are identified when appropriate.

College of Natural Sciences Mathematics Department

DEPARTMENT ADMINISTRATIVE POSITIONS

Dr. Simon J. Tavener	Department Chair
Dr. Gerhard Dangelmayr	Undergraduate Director
Dr. Donald Estep	Associate Chair
Dr. Jeanne Duflot	Graduate Director
Dr. Paul A. Kennedy	IMP Co-Director
Ms. Lois A. Samer	IMP Co-Director
Ms. Anita Pattison	IMP Associate Director
Ms. Hilary Freeman	Undergraduate Facilitator

STANDING COMMITTEES

College Appeal Committee

Dr. Kelly McArthur, Representative

College Curriculum Committee

Dr. Kelly McArthur, Representative

College Scholarship Committee

Dr. Kelly McArthur, Representative

Course Coordinators

MATH130 – Ms. Hilary Freeman
MATH133 – Dr. Chris Petersen
MATH135 – Dr. Chris Petersen
MATH141 – Dr. Kelly Chappell
MATH155 – Dr. Patrick Shipman
MATH160 – Dr. Kenneth Klopfenstein
MATH161 – Dr. Alexander Hulpke
MATH229 – Dr. Tim Penttila
MATH261 – Dr. Kelly McArthur
MATH340 – Dr. Gerhard Dangelmayr
MATH345 – Dr. Gerhard Dangelmayr

Executive Committee

Dr. Donald Estep
Dr. Alexander Hulpke
Dr. Timothy Penttila
Dr. Daniel Rudolph

Graduate Committee

Dr. Jeanne Duflot, Chair
Dr. Alexander Hulpke
Dr. Timothy Penttila
Dr. Vakhtang Putkaradze
Bryan Elder, graduate coordinator
Kenneth Monks, graduate student representative

Faculty Council Committee on Faculty Governance

Dr. Donald Estep (Mathematics)
<http://www.facultycouncil.colostate.edu>

Faculty Council Representative

Dr. Kenneth Klopfenstein (Mathematics)

<http://www.facultycouncil.colostate.edu>

Faculty Council Standing Committee on Teaching and Learning

Dr. Kenneth Klopfenstein

<http://www.facultycouncil.colostate.edu>

Technology Fee Committee Representative

Hilary Freeman

Tenure and Promotion Committee

Executive Committee supplemented by appointed members

Undergraduate Committee

Dr. Gerhard Dangelmayr, Chair

Dr. Jennifer Hoeting (Stats)

Dr. Kenneth Klopfenstein

Dr. James Liu

Dr. Daniel Rudolph

Ms. Hilary Freeman

Kyle Kelley, undergraduate representative

UNDERGRADUATE ACTIVITIES**Math Club**

For details email the club sponsor at: sawon@math.colostate.edu

Dr. Patrick Shipman

Math Day

The 32nd Annual Colorado State Math Day will be held on **November 5, 2009**, on the Colorado State University campus.

For details contact Christie Franklin, Math Day Coordinator, at 491-6452.

Or visit our website at: <http://www.math.colostate.edu/mathday/index2009.shtml>

Dr. Daniel Bates/Christie Franklin

Putnam Mathematical Competition

For details visit our website at: <http://www.math.colostate.edu/~sawon/MAT260/index.shtml> (scroll down to middle of page)

Dr. Justin Sawon

SEMINARS**Algebra Seminar**

The CSU Mathematics Department hosts an algebra seminar each academic year. Topics and speakers are listed on the following website: <http://www.math.colostate.edu/~renzo/FRAGMENT/fragment09.html>

Dr. Renzo Cavalieri

Applied Mathematics Seminar

The CSU Mathematics Department hosts a number of applied mathematics seminars throughout the academic school year. Topics and speakers are listed on the following website: <http://www.math.colostate.edu/~yzhou/seminar/appliedmathseminar.html>

Dr. Yongcheng Zhou

Greenslopes

This is a graduate student organization used for sharing and delivering presentations on mathematical topics. This group commonly meets every Thursday during the semester. Topics and speakers are listed on the following website: <http://www.math.colostate.edu/~ziliak/GreenSlopes.htm>

Cayla McBee/Ellen Ziliak

Magnus Lecture Series

The Arne Magnus Lecture Fund was established in 1992 as a memorial to Dr. Arne Magnus, our colleague and friend for 25 years. Annually, the Mathematics Department invites outstanding researchers and expositors to the campus to deliver a series of lectures at a range of levels for the campus, the College, and our Department. Details can be found at: <http://www.math.colostate.edu/magnus2009.shtml>

Dr. Simon Tavener

Inverse Problems

Dr. Jennifer Mueller

This weekly seminar addresses fundamental topics in inverse problems.

http://www.math.colostate.edu/~mueller/IPseminar_Spring09/

Rocky Mountain Algebraic Combinatorics

Dr. Timothy Penttila

The Algebraic Combinatorics Seminar is a joint venture of Colorado State University, the University of Colorado at Denver and the University of Wyoming. The three University collaborations began in 1985, building on a CSU-UW seminar that dates back to the mid-70's, and it has been meeting discretely since then. The seminar meets biweekly in Fort Collins, 4-6 pm on Fridays. There are two talks given at each session.

For more details of this year's topics visit our website at: <http://www-math.cudenver.edu/~wcherowi/algcomb.html>

CONFERENCES

These are listed at: <http://www.math.colostate.edu/research/conferences.shtml>

INTERDISCIPLINARY PROGRAMS

FEScUE

Dr. Simon Tavener/Dr. Michael Antolin

FEScUE (Flexible and Extendable Scientific Undergraduate Experience) is a multi-departmental program that will engage undergraduates and faculty in mathematics, statistics and the life sciences in jointly mentored interdisciplinary research clusters and in structured multidisciplinary coursework. For information about FEScUE activities & to find out how to get involved, go to: <http://www.fescue.colostate.edu/>

FEScUE's Administrative Assistant is Kristin Chatnani. She is located in 223C Weber. Please contact her at 491-1834.

STAFF

Assistant to the Chair

Christie Franklin

If you need assistance with one of the following, contact Christie at 491-6452

- Pre-tenure/post-tenure reviews
- Assist promotion and/or tenure committees
- Work with tenure and/or promotion candidates in following guideline requirements
- Maintain policy and procedure manual
- Maintain committee agendas and minutes
- Coordinate annual report activity
- Maintain faculty files, teaching records, and scholarship records
- Math Day Coordinator; maintain website and mailing to schools
- Faculty and post doctoral searches coordination
- Coordinate department search with mathjobs.org
- Arrangements for Department Search interviews
- Assist new hires – faculty and post docs
- Responsible for Weekly Links; maintain website
- Maintain calendars for chair, associate chair, and other common calendars
- Faculty VISA updates including Green Card issues
- Assist new faculty hires with CSU moving companies that are approved vendors
- Department semester newsletter
- Travel arrangements for Department chair
- Departmental lodging arrangements for visitors
- Documentation of all cash and checks submitted by faculty, staff, graduate students, & guests

Undergraduate Coordinator/Office Leader

Annette Gonzales

If you need assistance with one of the following, contact Annette at 491-6327

- Advisee Assignments/Information as well as SMART forms and Advising guides
- Semester schedule of courses and teaching preferences
- Textbook ordering
- Test copying
- Night exam and final exam room scheduling
- Class rolls
- Curriculum changes
- Enrollment numbers
- Graduation contracts
- Math majors/minors
- Override documentation
- Course Syllabi files
- Supervise, train, hire and evaluate student employees and staff new hires
- Maintain annual/sick leave data on faculty and staff
- Worker's Compensation claim forms and maintenance of employee leave records

Graduate Coordinator

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Equipment check in/out
- Substitute teachers for faculty and GTA's
- Room arrangements for thesis defenses
- Graduate school interaction
- CS-6 & GS-25
- Graduate office desk assignments
- Graduate student alumni records
- Graduate application/forms/deadlines/contracts
- International/Visa Process
- Qualifying exam information
- Reference letters
- Minutes for the graduate committee meetings
- Maintain department home pages on the website
- Work with graduate school for graduate program

Front Office Administrative Assistant

Karena Alons-Topf

If you need assistance with one of the following, contact Karena at 491-1303

- Schedule use of computer lab room 205/206
- Conference/Seminar room reservations and/or catering needs
- Corporate Calendar appointments
- Maintain perpetual department calendar
- Course evaluations/filing/updating
- Phone list information update
- Weber room reservations
- Semester office hours and class schedules
- Special mailing with Central Receiving
- Copier assistance and maintenance
- Supplies requests
- Fax information and customer service
- Assist in the absence of undergraduate and/or graduate coordinators
- Copy course exams
- Colorado Combined Campaign & Cans Around the Oval department representative
- Back-up for staff absences
- Commencement/regalia/participants

Building Proctor

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

- Building/office repairs
- Problems with building/facility
- Special cleaning needs
- Phone system
- Department construction liaison to facilities management
- Key Manager
- Announcements for campus closures

After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Accounting Tech III

Sheri Hofeling

If you need assistance with one of the following, contact Sheri at 491-7047

- Financial reporting
- Long distance authorization and billing
- Salary and hourly payroll, including timesheets
- Purchasing/accounting issues
- Research grants/Start-up accounts/Dept accounts
- Travel – pre & post travel for faculty, staff, students and visitors
- New hires, including faculty, staff, or student employees
- PCARD
- Scholarships
- Quali training

Computer Laboratory Coordinator (205 Weber)

Hilary Freeman

If you need assistance with one of the following, contact Hilary in Weber 108 or telephone 491-5308

- Scheduling Weber 205
- Proctor information

Systems Administrator

John Dzuber (Zube)

If you need assistance with one of the following, contact Zube at: zube@math.colostate.edu

- Assistance with hardware and software purchases
- Computer set-up for new employees; network access; installing computer programs
- General computer/network troubleshooting
- Maintaining department printers and scanners

Web Master

Bryan Elder

If you need assistance with one of the following, contact Bryan at 491-7925

or elder@math.colostate.edu

- Maintaining and updating department websites
- Maintaining and updating faculty and graduate website
- Updating and design of current Mathematics website and links

Academic Advisors

Dr. Gerhard Dangelmayr & Dr. Kelly McArthur

The academic advisors assist with the following, call 491-1303 for an appointment:

- Advising undergraduates on course scheduling, academics and career planning
- Assisting undergraduates with concentration selection
- Transfer evaluations
- Advising faculty on academic advisement procedures

OFFICE POLICIES AND PROCEDURES

PCARD

A PCARD is a special University credit card issued to department approved individuals. When you make a purchase on your PCARD you must turn in an itemized receipt to the department account tech along with the account that is to be charged for the expense. This must be done as quickly as possible after the purchase. The Quali system only allows a few days to have the reallocation processed. Continuous failure to submit receipts in a timely manner may jeopardize your PCARD privilege.

For details on PCARDS: <http://www.purchasing.colostate.edu/pages/acard.asp>

Helpful Tips for using your PCARD:

1. PCARD cannot be used for the purchase of alcohol of any type. There are no exceptions to this rule. The card has also been set up to be declined at liquor stores.
2. PCARD may never be used to book or pay for employee travel expenses. Charging non-employee hotel lodging (visitors, recruits, etc.) to a PCARD is discouraged. However, it is not officially disallowed provided the following criteria are met:
 - a. A fully itemized receipt is obtained for the charges.
 - b. All charges comply with University policy (i.e., no movie, gift shop, valet, phone, alcoholic beverages, personal phone calls, etc.).
 - c. The State of Colorado tax exemption is applied.
3. Official Functions (basically anytime food is involved) must have an Official Function document completed. You can find the form at: <http://www.math.colostate.edu/documents>. Submit receipts and form to the department account tech.
4. For restaurant purchases you must provide the itemized receipt, not the credit card receipt. This will be turned in with the Official Function document mentioned above in #3.

Purchases on the PCARD are subject to our tax-exempt status. This applies to any sales tax within the State of Colorado. Other states may honor our tax-exempt status either as an entity of the government (of Colorado) or as a public and/or educational entity, but are not required to. Merchants wishing to obtain more information may view our tax exemption certificate at the following website: <http://busfin.colostate.edu/tax.aspx> it may also influence where we conduct business. Feel free to contact the PCARD Program Administrator, John Swaro at 491-7812, if you feel our tax status is being wrongfully denied.

5. **ALWAYS GET AN ITEMIZED RECEIPT.** A receipt documents the purchase and protects both you and the University. Be sure to get a receipt from the vendor which provides accurate details of the items purchased and the total paid.
6. To review violations related to PCARD use, see the PCARD handbook for approvers at: <http://www.purchasing.colostate.edu/pages/pdf/approver.pdf>
7. Business and Financial Services recently issued a statement that NO PCARD holder should ever submit copies of their card to any vendor, this includes both the front and back sides. If a vendor requests copies, and will not process an order without a copy of your PCARD, please contact the department account tech, *immediately* at 491-7047. If she is unavailable, contact Cheryl Peregoy, in the Dean's office, at 491-1300.
8. If your PCARD is lost or stolen follow the guidelines on the following website: <http://www.purchasing.colostate.edu/pages/pdf/approver.pdf>

LOST OR STOLEN CARDS MUST BE REPORTED IMMEDIATELY!

Cardholders must contact the issuing bank, JPMorgan Chase, at **(800) 316-6056** to report a lost or stolen card. Your department has full liability for all purchases made before a card is reported lost or stolen. After contacting JPMorgan Chase about a lost or stolen card, also notify the CSU ACARD Help Desk at 970-491-5752

Purchasing – Kualii

The new Kualii Financial System has the purchasing module included in it. If you have placed orders through SciQuest using the punch out vendors and the hosted catalogs you can access them through Kualii.

All regular faculty and staff can access Kualii using their eID. Once logged in, you can create your own orders or reimbursements. They will be routed electronically for approval.

Training material is available by going to BFS website at <http://busfin.colostate.edu/> and clicking on [Kualii Discovery Project](#). You can also contact Sheri to arrange individual training.

Contracts: All contracts must be cleared with Purchasing before committing to the terms. The University has specific forms for the vendor to sign, which supersede any contract forms of the vendor. Examples include group rates at one of the hotels, reserving hotel facilities for conferences/meetings, and consulting agreements*.

*Consulting agreements must be completed two months prior to the beginning of the contracted service. Purchasing takes the hard line on payments to consultants. If the agreement is made concurrent with or after the beginning of the work performed, the agreement will NOT be approved!

Audio/Visual Equipment

The Mathematics Department provides overhead and slide projectors for use in classroom instruction and other presentations.

The following equipment is available:

- 2 carts with overhead and laptop computer (Weber 117)
- 1 cart with an overhead transparency projector
- 3 laptop computers

The process for checking equipment out:

- Contact the equipment coordinator (Bryan at 491-7925) for availability and/or to reserve equipment
- If equipment coordinator is not available please check with other staff working in the front office.

Reminders:

Please take care when using these projectors.

Notify the equipment coordinator (or anyone in the front office staff) when:

- You have used the second-to-last bulb so it can be replaced
- Malfunctioning of equipment of any sort occurs
- You need to reserve equipment on a scheduled basis during the semester, e.g., bi-weekly/monthly seminars

Building Security/Problems

Building security is a collective responsibility. Do not prop open locked outside doors on weekends and late at night. Anybody inside the building after hours should be in possession of an E1 key. After hours, if there are individuals in the building who make you uncomfortable, call CSU Police immediately at 491-6425 or 911 in case of emergency.

Problems with the building should be reported to the building proctor 491-7925. After hours or in case of a true emergency, call Facilities Services dispatch at 491-0077.

Computer Accounts

To communicate quickly and effectively, CSU requires each enrolled student to sign up for an eID (electronic identity). EID is also required in order to register for classes and to access the universities electronic services that are available on campus. To sign up for your free eID, log onto <https://eid.colostate.edu/> or call the eidentity office at 970-491-7276.

Copier Use

Photocopying

- The photocopier in the mailroom is free for departmental use.
- Departmental use includes copying of exams for classes, copying of notes or syllabi for classes, copying thesis or dissertations.
- State and University regulations prohibit the use of state and/or university property for personal business.
- Copyright laws apply to all materials copied.

Photocopies of course materials & handouts

Due to time and copier availability constraints, the front office staff will need a 3-5 day notice to accommodate copying jobs. At shorter notice, you may copy exams yourself, or use the university copy centers that will require at least two days for large quantities. The department office has forms to complete for orders that need to be run at CopyRite.

Alternative copying locations

If the copier breaks down and you have time-critical copying to do, please take your job to CopyRite located in the basement of the Lory Student Center. They will run departmental orders for you and charge the department.

For complete details go to: <http://www.sc.colostate.edu/services/copyrite.aspx>

Copying during evenings or weekends

The copier, located in 102 Weber, is available for use during evenings and weekends. However, it is kept locked, so if problems occur such as the toner cartridge runs out or the copier jams, you will have to wait until the next business day for the staff to get the machine up and working again.

Fax Service

The fax machine in the main office can be used for sending and receiving faxes. The phone number for the fax machine is 970-491-2161. A long-distance access code is needed in order to send long distance faxes. When sending a fax, please fill out the fax transmittal header sheet located in the front office. Staff members, including student employees, in the front office can assist you in sending a fax.

Keys

The department Key Manager, Bryan Elder, will issue a building key, as well as keys to the mailroom, office and computer lab (201). A request form will be filled out for a new key(s) when one is not available to be transferred. The Facilities Key Desk will notify our department Key Manager when the new key(s) are ready. Employees will next be notified by the Key Manager to come sign for their key(s). Records are maintained in the department's main office of all keys issued throughout the department.

Lost keys must be reported immediately to the Key Manager. The Key Manager will notify Facilities Key Desk and prepare the required paperwork for the lost keys and replacing the lost keys.

Upon leaving the university, key holders must return all keys issued in their name to the department Key Manager. Grades and/or paychecks can be withheld until clearance for all keys is received.

Mail Services

Faculty, graduate students and graders all have personal mailboxes located in the mailroom in 102 Weber.

Mail is delivered daily to the department. Delivery is around 10:00am each day. Department stationery is to be used for official CSU business only. Outgoing mail should be placed in the mailbox labeled as such.

According to University policies, the use of Campus Mail Services is limited to University business and is governed by specific regulations. As state-funded departments, Shipping, Receiving and Mail Distribution services are prohibited from handling any items which are not University business. Employees which are out of the country or new hires must use off campus mail drop or have the post office hold their mail.

Federal Express mail is picked up no later than 10:00am daily. After 10:00am you must bring your Federal Express package to Mail Service to ensure that it is mailed that day.

UPS does not pick up mail from the main office. All UPS mail must be taken to Mail Service.

For current University Policy & Procedures refer to the web site at: <http://cr.colostate.edu/index.asp>

Mathematics Office Hours

Weber 101 office hours are:

- 7:45am – 4:45pm during the academic year
- 7:30am – 4:30pm summer session

Payroll

- Faculty and graduate assistants are paid monthly. See the department accounting tech with any questions about your paycheck.
- Timesheets from *staff* members should be signed by your supervisor, and turned into Christie Franklin the last working day of each month. Questions regarding annual and sick leave should be directed to Annette Gonzales.
- Timesheets for student hourly and non-student hourly employees must be submitted to the department accounting office, room 110, no later than 4:00pm on the Monday following the pay period end date. Please make sure that all information and *signatures* are properly filled in.

Personal Items Stored in Offices

For your protection, the university has a policy for keeping and/or storing personal items in your office. The policy states:

"Personal property owned by the University academic faculty members or administrative professionals is not insured against loss or destruction by University insurance coverage. Personally-owned items brought on campus including but not limited to, clothing, personal papers, money, cameras, laptops owned by the individuals, books, radios, or any movable objects of value are the sole responsibility of the owner."

For your own safety, we encourage those individuals with personal items to take them home during holiday breaks. This especially includes large ticket items such as electronics, laptops, cell phones, iPods, and bicycles. Again, such items are not insured against loss or destruction under University insurance coverage.

Phones

All faculty offices and graduate offices have telephones. Long-distance calls and faxes require 5-digit access codes, which are issued to faculty and staff members.

Personal Calls – The University prefers that you use your personal calling card for all personal long distance calls. In the event that you must use your university access code, charges for personal phone calls must be reimbursed to the department. To reimburse the department for personal calls, review the monthly phone call statement that you receive and submit your payment for your personal calls to Christie Franklin, 103 Weber.

System Codes for Dialing from campus phones:

Campus (including Foothills and VTH)	Last 5 digits of phone number
Repair service & CSU information	Operator – dial 0
Local calls – considered off campus	8+Phone Number
Long Distance	
*With Authorization code	8+Number+Authorization code
*Collect calls	8+0+Number, wait for carrier instructions
*Operator assisted	8+0
*Calling Card	8+follow carrier's instructions
International Long Distance	
*With Authorization code	8+011+Country Code+City Code+Authorization Code
*Operator assisted, collect	8+01+Country Code+City Code+Number, wait for carrier
*Calling card	8+follow carrier's instructions

Emergency Information	911
*970 area code, with authorization code	8+411+Authorization code
*Other area codes, with authorization code	8+area code+555-1212+authorization code
*970 area code, with other types of billing	8+0, follow carrier's instructions
*Other area codes, with calling card	8+0+area code+555-1212. wait for a tone, input calling card number
International Directory Assistance	8+00, must bill to calling card
International Rate Information	8+800+874-4000

Additional handy phone features:

***Three way Conference**

This allows you to establish a 3-way Conference call without the assistance of an attendant

What to do:

- Place the original call on hold by pressing the switchhook once momentarily
- Dial the third party's telephone number
- Press the switchhook or once momentarily

What you hear:

Special dial tone
Ring back tone
All three parties are connected and can talk

***Ring Again**

If you encounter a busy extension number within the system, you can be notified through the ring again feature when the busy number becomes idle. Your phone rings in a distinctive style, and the call is placed automatically when you lift the receiver.

To Activate

What to do:

- Lift the handset from the cradle
- Dial the extension number
- Press the switchhook once momentarily
- Dial the ring again, access code *81
- Replace the handset in the cradle
- When the line is available you will hear
- Lift the handset from the cradle

What you hear:

Dial tone
Busy tone
Special dial tone

DISTINCTIVE RINGING
Ring back tone

To Deactivate

What to do:

- Lift the handset from the cradle
- Dial the ring again access code *81
- Replace the handset in the cradle

What you hear:

Dial tone
Confirmation tone

Note: You may continue to place or receive other calls while waiting for the ring again recall.

Note: You can only activate one ring again at a time.

University Building Security and Unlock Policy

Hours for public access to University facilities will be established for each building considering the input of occupants. Default restricted access hours for all campus buildings will be 10:00pm through 7:00am weeknights and throughout the weekend. Temporary or permanent alternate access hours can be set by the Colorado State University Police Department (CSUPD) and Facilities Management with input from Deans, Directors, Department Heads, Building Proctors or Facilities Management Event Support Staff.

Individuals issued keys are expected to use them properly to lock and unlock facilities for which they have been authorized access (*see Keys and Masters Keys Policy, Security – 6*). They are expected to carry their keys with them for use while on campus. Building occupants that do not have keys with them or have not been issued keys are expected to work out a plan with the Building Proctor for access to the building during business hours.

People who are locked out of their offices, labs or other accessible areas during business hours must contact their department office, building proctor, department head or dean for access. Facilities Management and police personnel will refer such requests to these sources for resolution. On-call or other available staff should handle lock out when possible in Residence Life facilities.

ANYONE wishing to enter a building, classroom, or office during restricted access hours MUST have their own keys. Units and areas that operate within these closure hours must staff the area or MAKE ARRANGEMENTS for access with appropriate personnel in advance. CSUPD (491-6425) will unlock doors after business hours when proctors are unavailable and the following conditions exist:

- a. A life threatening situation (i.e. medical, personal safety). The requesting party must provide proper identification.
- b. Other emergency (i.e. locked out with keys inside building). Proper identification and proctor or responsible person authorization must be provided by the requesting party.

These measures will ensure that ONLY authorized, currently employed or approved persons are allowed access to any building or facility. This policy will enhance the accountability of individuals who hold keys to the University and the overall security of the campus. CONTACT: University Police Department (CSUPD) 491-6425.

Gift/Donation Processing Policy – College of Natural Sciences

For details, go to: <https://advancing.colostate.edu/CNS/MAIN>

Steps to Properly Document Checks:

Any checks (and supporting documentation) received by a department, program, or staff/faculty member should *promptly* be delivered to the Development Office, located in the College of Natural Sciences' Office of the Dean.

If you are aware that XYZ Company is sending a donation, please instruct them to make the check payable to the **Colorado State University Foundation (CSUF)**. They can reference CNS or the specific fund name in the memo field.

Development staff will deliver the check to the Colorado State University Foundation for processing.

For Advancement/gift purposes, Colorado State University (CSU) follows guidelines outlined by the Council for Advancement and Support of Education (CASE) and the Council for Aid to Education, which closely mirror those of the Internal Revenue Service (IRS).

Faculty members are asked to include members of the Development staff in donor discussions from the initiation of a gift transaction. It is important for the Development Office to receive the following information:

- Copies of any correspondence (including written proposals) related to a solicitation.
- Verbal or written verification that both the appropriate Department Chair and Dean are aware of and authorize the proposed gift.

Steps to Properly Document Gifts-In-Kind:

The College of Natural Sciences receives many practical gifts-in-kind. These gifts include non-cash assets, such as a gift of securities, real estate, or personal property. It is important to document gifts-in-kind in order to/for:

1. properly recognize the donor;
2. consistency and fairness in gift records;
3. preservation of institutional memory;
4. stewardship;
5. compliance with requirements of IRS and other regulatory agencies.

A gift-in-kind transmittal form is required for all gifts-in-kind and must be signed as approved by the responsible dean, vice president, or their designee with budget authority. It must be accompanied by all related correspondence/ paperwork which:

- 1) Identifies donor intent; and
- 2) Assists the college/division in writing a better acknowledgment letter. The form contains the following information:

1. Donor(s): Entity (ies) who should receive legal credit for the gift.

It is important the Development Office knows if the gift credit should be split between husband and wife. If no information accompanies the gift, the gift will be credited to both.

2. Name and title of the individual to whom the receipt should be directed.

The individual within a company whose name should appear on the receipt which will be sent to the legal donor (the organization). Gifts are receipted to the company generating the gift and to the contact person, whose address must be the same as the donor's address.

3. Gift Description.

Detailed description of the gift including as much detail as possible such as serial number, model number, make, date produced, current condition (e.g., Bromberg Seismometer, 1945, Model 713).

4. Gift Valuation.

Items such as equipment and software will be valued at the amount the institution would pay if it purchased the item outright from the vendor with educational discount.

- Gifts of personal property qualifying as a charitable deduction for a donor will be recorded on CSU's ADVANCE system at full fair market value, regardless of the value the donor may be able to take as a charitable deduction. The donor is responsible for substantiating the value of the property for tax deduction purposes according to IRS requirements.
- Gifts in kind from a donor who does not provide an appraisal for items valued at more than \$5,000 will be valued for recognition purposes based upon a retail price for an equivalent item. This pricing can be obtained from the donor if they are the company providing the item, or from a reliable internet pricing source. The gift receipt acknowledges 'receipt' of the item only, provides a description of the item and, does not, and cannot imply tax deductibility of the contribution.
- Gifts with fair market values of more than \$5,000 will be counted at the value placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions.
- Gifts of \$5,000 or less may be reported at the value declared by the donor or determined by a qualified expert on the faculty or staff of the institution. When faculty or staff determines the value of such a gift, that information is not shared with the donor.

Gift-in-kind transmittal forms may be received by contacting the Office of Development at 970-491-0997 or simone.clasen@colostate.edu.

Supplies

A stock of supplies is stored in the main office (Weber 101) supply room. Supplies are maintained by the office staff. Basic classroom supplies are provided by the Mathematics Department. Ask for assistance in obtaining supplies that are located in Weber 101. Submit out of the ordinary supply requests to Karena Alons-Topf at the Front Desk.

Travel

Before traveling

- Complete an in-house pre-travel authorization, including signature from traveler.
- Forms available online at <http://www.math.colostate.edu/documents/>
Include the account and justification for the trip.
- Call one of the state-approved travel agencies and make your flight reservation. Have the itinerary faxed/emailed to Sheri Hofeling, (fax# 491-2161, email hofeling@math.colostate.edu).
- For a list of approved CSU travel agents/car rental agencies on line go to: <http://busfin.colostate.edu/trv.aspx>
- Return the completed pre-travel authorization form to the department account tech, 110 Weber
- A Pre-Trip travel voucher will be created. The accounting department will email the numbers into the travel agency, thus confirming your flight.
- **You will receive email confirmation of your flights from your travel agent.**
- The current travel software used by the University requires a physical signature on the travel form, so please sign your travel voucher when the accounting tech notifies you that it is ready.
- PLEASE use travel card for travel expenses with the exception of itinerary expenses. DO NOT use your PCARD for travel expenses.
- If you are a graduate student, obtain necessary permission for funding. It is best to have this documentation in email form.

The in house travel forms are available online at: <http://www.math.colostate.edu/documents/>

BEWARE: If you choose not to purchase your airfare through one of the state-approved travel agencies, CSU MAY NOT REIMBURSE YOUR AIRFARE. If you want to purchase tickets via another vendor, PLEASE, contact the department account tech FIRST.

Airline Ticket Cancellation Policy

- Flight reservations need to be cancelled on or before the date of travel or the value of the ticket is lost.
- You may either call the travel agent or the airline directly to cancel your reservation.
- If you contact the airline you will need to follow up with the travel agent so they can keep track of your ticket for future use.

Baggage Costs

- When making an airline reservation, ask the travel agent if you are using a state contracted fare.
- If you are using a state contracted fare, you are not obligated to pay for checked luggage.
- If you are not using a state contracted fare, you will need to keep your receipts for checked luggage and submit with post travel.

After You Return

- Take all receipts to the department account tech and an in-house post travel form. She will create the Post-Trip travel voucher with actual expenses.
- When she notifies you the voucher is completed, you once again must go sign the Post-Trip voucher. The in-house travel forms are available online at: <http://www.math.colostate.edu/documents/>
- After signatures are in place, she will send the paperwork to the Travel department for processing.

Insurance Coverage while traveling from CSU

In order for a traveler to have insurance coverage from CSU while he or she is traveling:

- Before you travel, you must fill out an "In-House Travel Form," so that a Pre-Travel Voucher can be created
- Before you travel, you must sign the "In-House Travel Form" and the "Pre-Travel Voucher."
- If traveling outside the U.S. there is a card you can pick up from Sheri with numbers to contact in an emergency.

Travel Reimbursements to Visitors

- Reimbursement guidelines and forms required can be found online at : <http://www.math.colostate.edu/documents/>
- Visitors must provide the department accounting tech with their mailing address, phone #, and email address.
- Non-US citizens must also provide a copy of their passport, visa and I-94.
- The University Tax Accounting Office requires non-U.S. visitors to complete an additional form, online at: <https://wsprod.colostate.edu/cwis12/international/personalinfo.cfm>
- All visitors must mail final receipts to the department accounting tech after their trip. No reimbursements can be made until after the trip is complete. A self-addressed envelope will be provided upon request.

Travel Policy and Procedures can be found at:

- The CSU travel department on-line at: <http://busfin.colostate.edu/trv.aspx>
- Colorado STMP (Statewide Travel Management Program): <http://www.colorado.gov/dpa/dcs/travel>

Transportation Services

The University has a motor pool of state vehicles that University employees are eligible to “rent” for business travel. Please see staff in the Department Accounting office with travel dates and who will be traveling. She will prepare the payment form (IMO) for you to take to Transportation Services at the time you pick up the keys to the vehicle.

For current University Policy & Procedures refer to the web site at: <http://www.facilities.colostate.edu/index.asp?url=vehicles/home>

Room Reservations

The following common rooms, located in the Weber Building, are under departmental control.

Reserve by contacting Karena Alons-Topf:

009 Weber – Math Class Room	117 Weber – Math Conference Room
105 Weber – Math Conference Room	130 Weber – Math Conference Room
014 Weber – Math Conference Room	205 Weber – Math Computer Lab

All other room reservations and/or catering on campus can be made through the main office.

*Notice: Reserve 202 Weber through ACNS; call 491-6699.

Reserve conference rooms in Lory Student Center by contacting Event Planning; call 491-0229.

Request catering needs through Dining Services; call 491-5332.

Work Injuries

Any injury received while carrying out work duties at CSU should be reported immediately. See Annette Gonzales to obtain a Workers Compensation claim form, which does require the signature of the Department Chair.

For current University Policy & Procedures refer to the web site at: <http://www.ehs.colostate.edu/WWorkComp/Home.aspx>

Other Types of Leaves

For all other types of leave granted by the university, including annual leave, sick leave, sabbatical leave, leave for military service, bereavement, and jury duty go to: <http://www.facultycouncil.colostate.edu/files/manual/sectionf.htm>

INSTRUCTIONAL POLICIES AND PROCEDURES

University General Catalog can be viewed at: <http://www.catalog.colostate.edu>

Advising

For Academic Advising see: <http://www.casa.colostate.edu/feeds/wyntk/resourceDetail.cfm?ID=72>

For Faculty Advising manual: http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/

Academic Integrity

Academic integrity is conceptualized as doing and taking credit for one's own work. Academic dishonesty undermines the educational experience at Colorado State University; thus instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty.

For current University Policy & Procedures refer to the web site at:

<http://writing.colostate.edu/guides/teaching/plagiarism/integrity.cfm>

Or visit Conflict Resolution and Student Conduct Services at:

<http://www.conflictresolution.colostate.edu/>

Appeals

Policy and procedures: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm#I.6>

Or <http://www.conflictresolution.colostate.edu/>

ASCSU Course Surveys must be given in your courses during the last week of classes before the final exam is given. Results of those evaluations are sent to individual instructors and also compiled every semester in a publication on line. For current University Policy & Procedures go to the web site at: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm>
Please see section 1.8

Students can take the ASCSU Course Survey online: http://help.ramct.colostate.edu/training/ASCSU_survey_RamCT.pdf

Attendance Regulation

- At the discretion of the instructor, any full-time student, faculty member or senior citizen may attend any class without formal registration provided adequate classroom space is available.
- Students should attend all classes for which they are registered; absence or lateness does not excuse students from required course work.
- Instructors and departments are responsible for establishing class attendance policies.

For current University Policy & Procedures refer to the web site at: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm#I.12.4>

Auditing a Course

- A student wanting to attend a class without earning credits may register as an auditor. Auditing a course requires prior approval of the instructor of the course. (See also "Class Attendance Regulations" below).
- If an instructor determines that an auditor's attendance or participation is unsatisfactory, the course will not be recorded on the student's academic record.
- Changes to or from audit status must be made during the registration or schedule change period.
- Although tuition and fees are assessed for audited credits, audits do not count for full-time status for loan deferments, financial aid, etc.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#audit>

Challenging a Course

The opportunity to challenge the content of a course on the basis of an examination is permitted at the discretion of individual departments. The fee for taking the test is \$20 per credit hour and is non-refundable. For an application contact the University testing center at 491-6498 or stop by their office at C-81 Clark Building for more information. Students are asked to contact Dr. Gerhard Dangelmayr if they are interested in challenging a mathematics course at:

dangelmayr@math.colostate.edu.

For current University Policy & Procedures refer to the web site at:

<http://www.colostate.edu/Depts/Registrar/transfer.htm#challenge>

Change of grade

When it has been determined that a grade change is necessary, complete the university form available in Weber 101. After this form has been completed and signatures obtained, the completed form goes to Annette Gonzales, Undergraduate Coordinator, for processing. Note that any student in your course section completing an incomplete from a previous semester must have a change of grade form filled out and processed by the instructor after completion of the course.

Common Finals

All courses with a common final have room assignments made through Classroom Scheduling a semester in advance. Contact Annette Gonzales, Undergraduate Coordinator, for room assignments.

Computer Accounts

To obtain computer accounts for your class, please send Zube an email containing the class number, number of sections, and whether you require a class directory for software.

For further details concerning class accounts and Weber 205/206, contact Zube at: zube@math.colostate.edu

Drop Dates

Drop Dates, "W" drop dates, and "Repeat/Delete" Option are published each semester in the course schedule.

The majority of our Mathematics courses are "Initial Add/Drop Courses", this means:

- Course add period ends Sunday, August 30, 2009/Monday January 25, 2009 (Special A & B)
- Course free drop period ends Wednesday, September 10, 2008/Wednesday, February 4, 2009 (Special A)

- Course withdrawal period ends Monday, October 20, 2008/Monday, March 23, 2009

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#adddrop>

For other important registration dates, go to: <http://www.colostate.edu/Dept/Registrar/Imp.Dates.html>

Evening Exams

Some courses have evening exams. It is university policy that evening exams be scheduled on Tuesday or Thursday between 5:00pm – 8:00pm or on Saturday between 8:00am and noon.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/finalexams.htm>

Final Examination

The final in-class examination period is intended for the end-of-semester examination. No in-class examination constituting more than 10% of the final course grade may be given in undergraduate courses during the week preceding the final examination period of the semester; labs, performance and other alternative classes, such as in the Individualized Mathematics Program, are excluded.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/finalexams.htm>

Grade Books

The department requests that grade books and/or computer excel spreadsheets, be turned in to the front office along with your grade rolls each semester for archiving and reference purposes.

Grades

The Official University Policy states that students will be notified via Student FYI that grade information will be available on RAMWEB by the third business day following the end of the final examination period, and that grade posting strips will not be used as in the past. As guidance to individual faculty, we caution against the use of alternate posting schemes. Grades are considered personally identifiable information and cannot be compromised or disclosed without the student's consent. Direct email to students is not secure for discussing or disclosing personally identifiable information. Rather, we encourage you to refer students to RAMWEB for secure access to their grades and other personal information. Alternately, you can post your grades in WEBCT, even if you are not currently using WEBCT for your course. Please see the instructions under "Faculty Resources" at: <http://webct.colostate.edu/webct/public/home.pl> if you wish to use this system.

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#grades>

Homework

Homework should be collected in the front office on an emergency basis only. Please provide a labeled envelope indicating the class number, your name, your grader's name, and a time at which the envelope should be placed in your mailbox or the grader's mailbox.

Honors Program

To view policy and procedures for all the university honors program: <http://www.honors.colostate.edu/>

Incompletes

Course instructors assign incomplete grades subject to approval by the department chair. Fill out a university incomplete form available in Weber 101. Submit the completed form for processing to Annette Gonzales, Undergraduate Coordinator, along with all supporting documentation.

For current University Policy & Procedures refer to the web sites at:

http://www.casa.colostate.edu/Student_Achievement/Academic_Success/incomplete.cfm

<http://facultycouncil.colostate.edu/files/manual/sectioni.htm#1.6>

Students taking a course to fulfill an incomplete must advise the course instructor of their status at the beginning of the semester. Their names will not appear on the class roll. The course instructor will be required to sign a change of grade form, available in Weber 101, at the end of the semester. Expectations of attendance, etc. are by agreement between the student and instructor.

For current University Policy & Procedures refer to the web site at:

http://www.casa.colostate.edu/Student_Achievement/Academic_Success/incomplete.cfm

Nondiscrimination Policy

Colorado State University does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability.

For current University Policy & Procedures refer to the web site at: http://oeod.colostate.edu/affirm_action_plan.aspx#i

Office Hours

All course instructors must hold office hours during which time they are available to students with questions and concerns. To view instructor calendars of available office hours, see faculty online calendars on the department home page: <http://www.math.colostate.edu/people/faculty.shtml>. Click on the office number to view calendar.

Office Hours and Class Schedules

At the beginning of each semester, Dr. Tavener requests that all faculty and GTA's complete their Office Hours and Class Schedule for easy access on line. The steps needed to complete this process will be noted via email. Access is made on-line by simply clicking on the individual's room number.

RDS (Resources for Disabled Students)

Alternative testing is arranged with RDS and the instructor. Students will have instructors complete the instruction sheets required by the testing center. Tests for disabled students are left at the Weber 101 front desk to be picked up for Alternative Testing. When the tests are returned by RDS, they are put into the mailbox of the instructor. If you have questions or concerns, call RDS at 491-6385.

For current University Policy & Procedures refer to the web site at: <http://rds.colostate.edu/>

Repeat/Delete Policy

For current university policy regarding repeating or deleting a course see website below. Forms are also available at this site: <http://www.colostate.edu/Depts/Registrar/records.htm#repeatdelete>

CSU has instituted a policy regarding a grading option (a one time per course) that may be used by the undergraduate students who repeat a course. The policy includes these guidelines:

- A student may choose to repeat a course and the grade received in the repeated course will be used to calculate their GPA, regardless of which grade is higher.
- The student must request the option from the registrar's office.
- The option may be used for a maximum of 9 credit hours.
- Both the original grade and the new grade will appear on the student's transcript.

More details on this policy can be found in the catalog under the "Grading and Scholastic Standards".

For current University Policy & Procedures refer to the web site at: <http://www.colostate.edu/Depts/Registrar/records.htm#repeatdelete>

Overrides

Only Gerhard Dangelmayr, Hilary Freeman, and the front office staff have the authority to perform overrides. Course instructors are not allowed to give students overrides.

For current University Policy & Procedures refer to the web site at:

<http://www.colostate.edu/Dept/Registrar/SP08%20Registration%20Information.html>

Sexual Harassment Policy

Colorado State University does not tolerate sexual harassment among students, employees, or other members or its community.

For current University Policy & Procedures refer to the web sites at: http://oeod.colostate.edu/sexual_harassment.aspx

Students' Rights and Responsibilities

Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution.

For current University Policy & Procedure refer to the web sites at: <http://sfs.colostate.edu/H22000.cfm>

Syllabus

All course instructors must distribute a syllabus for your course listing all tests (if applicable), a brief outline of the material to be covered, the basis on which grades will be determined and your office hours. Please provide Annette Gonzales a copy.

Weber 205

Hilary Freeman is in charge of maintaining Weber 205's daily schedule. Please email her with your requests at

freeman@math.colostate.edu

For instructors needing to obtain a computer account, contact our systems administrator via email at zube@math.colostate.edu

Web Pages

Please send Annette Gonzales an email containing the URL of your class web page. Her email is Gonzales@math.colostate.edu

ANNUAL EVENTS

In the fall and spring semesters, GTA training is scheduled for Monday and Friday afternoons the week before classes begin. All GTA's are strongly encouraged to attend.

The **Fall Picnic** is organized by the department in mid September. This event welcomes newcomers, including families of faculty, graduate students and staff to the mathematics department.

The **Faculty Retreat** was held after the spring semester at Tamasag. Watch email for details.

The **Fall Department Meeting** will be on August 19th from 1:00-2:00 pm in Hammond Auditorium in the Engineering Building. A faculty meeting will follow from 2:00-3:00 pm.

Sponsored by faculty members, **RamWelcome**, held during the month of August, welcomes newcomers to campus and introduces perspective students majoring in mathematics to the department.

Math Day is a department annual event, traditionally held on the first Thursday in November on Colorado State University campus in the Lory Student Center.

Arne Magnus lectures are an annual event held each spring semester. Watch for email details.

Colorado Combined Campaign is an annual campus fund raiser held through out October and November sponsored by the United Way. Watch your mailboxes for details.

College of Natural Sciences Picnic is held annually in August for all staff, faculty, admin pros, post doctoral students and their families. This is a great way to kick off the school year.

OF PARTICULAR INTEREST TO FACULTY

Advising: It is your responsibility to be available to your advisees, especially during the pre-registration season. You are expected to post office hours and be available during those times for walk-in traffic. If you are unable to meet this commitment, please post a notice to inform students. Advisors are also encouraged to answer advisee email communications in a timely fashion.

Current University Policy and Procedures refer to the web site at:

http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/Chapter1/general%20advising%20tips.cfm#advisor

or check out the faculty advising manual at: http://www.casa.colostate.edu/advising/Faculty_Advising_Manual/Chapter1/definition.cfm

Faculty Meetings are held weekly in Weber 117. When possible, an agenda is prepared and distributed by the Chair at least one week in advance.

Grants & Contracts: University regulations require that an SP-1 form signed by the Chair accompany all proposals submitted through the Office of Sponsored Programs. It is the Chair's requirement that the following be filed in the department office:

1. Copies of SP-1;
2. Cover Sheet and Project Summary pages from the application;
3. Budget and budget justification pages from the proposal.

Proposals that include CSU cost sharing must be entered into negotiations with the Chair and other administrators at least one week before the proposal is due.

Hiring Policies and Procedures

To view current department and university hiring policies and procedures, go to:

http://www.provost.colostate.edu/index.asp?url=Resources/faculty_affairs

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 entitles all eligible employees to 12 work weeks of leave during a 12-month period for: (1) the birth and first-year care of your child or the placement of a child with you for adoption or foster care; (2) your serious health condition; (3) a serious health condition of your spouse, child or parent.

The full FML policy for all University employees including faculty, postdoctoral fellows, and administration professionals go to: <http://www.natsci.colostate.edu/faculty/sabbatical.cfm>

State Classified FML policy, go to: <http://www.colorado.gov/dpa/dhr/comp/docs/fmlarule.pdf>

State of Colorado Medical Certification form, go to: <http://www.colorado.gov/dpa/dhr/pubs/docs/leave/MED.PDF>

Jackie Swaro, Benefits Administrator in Human Resource Services is available to answer any questions or concerns you may have with FML. She is also available for appointments. Her campus phone number is 491-0947.

Sabbatical Leave

To view current Sabbatical Leave policies and procedures for the College of Natural Sciences, go to:

<http://www.natsci.colostate.edu/faculty/sabbatical.cfm>

To view current university policies and procedures regarding Sabbatical Leave, go to:

http://www.provost.colostate.edu/index.asp?url=Resources/faculty_affairs

Administrative Operational Reference Guidelines

<http://admin.colostate.edu/pdfs/admin-organizational-reference.pdf>

Emergency and Severe Weather Policy and Procedures

<http://admin.colostate.edu/pdfs/emergency-policies.pdf>

Promotion and Tenure Procedures

To view current department and university Promotion and Tenure policies and procedures, go to:

http://www.provost.colostate.edu/index.asp?url=Resources/faculty_affairs

Textbook Orders

All textbook orders are to be placed through Annette Gonzales, Undergraduate Coordinator. Watch for email deadlines. She will also order the complimentary copies for the courses that have GTA's. Course coordinators are responsible for selecting and ordering the textbook for their particular course.

OF SPECIAL INTEREST TO GRADUATE STUDENTS

Whom to Ask For Help

All concerns regarding teaching or class work should be directed first to the course coordinator, then to the graduate chair, Jeanne Duflot, and finally to the undergraduate director, Gerhard Dangelmayr and/or department chair, Simon Tavener. Undergraduate complaints that you feel unable to address yourself should be directed first to the course coordinator, and then to Gerhard Dangelmayr, Undergraduate Director.

Requirements

Below are mandatory requirements that are to be met by all Teaching Assistants:

- Attend departmental meetings, e.g., course coordinator meetings, graduate teaching assistant meetings, GTA workshops (the week before classes begin in the fall or spring). The GTA Workshop is offered by Instructional Services and the Graduate School offers the Graduate Student Orientation.
- When scheduled, attend your Course Coordinator Meetings.
- Conduct teaching evaluations in your sections at the end of the term. Complete instructions and sheets/pencils will be provided as the time nears.
- Do not hold meetings with two or more students at your desk. Rooms are provided for instruction review. Request that students meet you there or go there with the students.

Research Support

Unfortunately, the Department is unable to provide grants for research expenditures of graduate students. Funding for your work (including summer salary support) is a joint responsibility between you and your advisor. Many graduate students write grant proposals to fund their work, and you should discuss with your advisor how to secure research support.

OF INTEREST TO GRADUATE STUDENTS AND THEIR FACULTY ADVISORS

Section One: Ph.D. Qualifying Examination Policies and Procedures

For details on descriptions of Ph.D. requirements, including those for the Ph.D. Qualifying Examinations, please consult the [Ph.D. requirements](#) on our department web site, or the [Graduate Handbook](#). This section of the department manual contains policies and procedures concerning the Qualifying Examinations in the Department of Mathematics and approved by the mathematics faculty. Changes to this section of the manual must be approved by faculty vote. (Date initially added to this manual: January, 2009)

Part I of the Qualifying Examination: Policies and Procedures

- I) The faculty must approve any change to the collection of Standard Suites (by majority vote).
- II) A Qualifying Examination (QE) course is a course in a Standard Suite.
- III) Consideration of Suite Proposals
 - a) The Graduate Director, acting on behalf of the Graduate Committee, will automatically approve all Standard Suite proposals, if properly made (i.e., if the form is correctly filled out and returned to the Graduate Coordinator in a timely manner).
 - b) The Graduate Committee will be responsible for considering all Special Suite proposals, at a meeting of that Committee which will be announced and open to all faculty. If such a proposal is rejected, the Graduate Committee will provide a written reason for rejection. A student whose Suite proposal is rejected will have a reasonable amount of time, specified by the Graduate Committee, to prepare another proposal.
 - c) For each Special Suite proposal, the designated faculty advisor will act as an advocate of the proposal to the Graduate Committee.

- d) The Graduate Director will provide advice to students and faculty advisors concerning the preparation of Suite proposals.
- e) Suite proposals may not be modified once approved, unless there are special circumstances that may prevent a course specified in the proposal from being completed. A student must obtain permission of the Graduate Committee in order to submit a revised proposal. If this permission is granted, the revised proposal must be submitted according to the same rules as the original proposal.
- f) All approved Special Suite proposals will be announced to the faculty.

IV) Assessment and evaluation of individual courses in Suites of Qualifying Courses

a) Assessment and Evaluation of QE Courses, in any Suite

- i) At the end of each semester, the current instructor of each QE course offered that semester will evaluate each student's final examination as a Ph.D. qualifying examination. The instructor will make a recommendation in writing of a rating from the following scale: Pass+, Pass, Pass-, Fail. The QEC (see Section Two) will then determine, for each student, the final rating, using the same scale, for the examination.
- ii) A student must receive a Pass- rating or higher from a QEC for the final examination in each of the QE courses in his or her Suite in order to complete Part I of the Qualifying Examination.
- iii) A student who receives a Fail rating for a final examination in a QE course in his or her Suite will be required to retake the final examination in that course.
- iv) A student may take the final examination of a QE course in his or her Suite at any time the regularly scheduled examination is offered. If a student intends to take a final examination in a semester in which he or she is not registered for the course, that student must inform the instructor of this intention two weeks before the final examination time.
- v) A student who receives a second Fail rating for a particular final examination in a QE course in his or her Suite may be dismissed from the program.

b) Evaluation of non-QE courses in Special Suites

After completion of a non-QE course in a Special Suite, the student will submit the documentation required for assessment, and specified in the approved proposal for the Suite, to the Graduate Director, who will present it to the QEC at its next meeting. The QEC will assign a rating of Pass or Fail to that course based on the provided documentation. Any conditions to remedy a Fail rating will be specified in writing to the student by the QEC. A student who receives a second Fail rating for a particular course in his or her Suite may be dismissed from the program.

c) Assessment of Student Progress towards completion of Part I

Each time an evaluation is made of a student's performance in a course in his or her Suite, the Graduate Director will inform the student of the result, and make an assessment of the student's progress towards completion of Part I of the Qualifying Examination. The Graduate Director will provide this information in writing in a timely fashion.

Each student must complete Part I of the Qualifying Examination by the end of the fifth semester after admittance to the Ph.D. program. Students who enter the Ph.D. program with an M.S. degree are encouraged to complete Part I by the end of the third semester after admittance to the Ph.D. program.

Section Two: Qualifying Examination Committee

The policies and procedures in this section may only be modified by faculty vote. (Date initially added to this Manual: January 2009).

Qualifying Examination Committee Guidelines

The QEC in any given semester will consist of the regular faculty members currently serving on the Graduate Committee, as well as all faculty members who have taught at least one QE course during the current or previous academic year.

The Chair of the QEC is the Graduate Director.

The QEC is charged with providing final evaluations of student performances on the final examinations in QE courses taught in the previous semester and providing final evaluations of student performances in non-QE courses in approved Special Suites.

The QEC may also recommend dismissal of a student from the Ph.D. program, or termination of GTA support, if the student is not making satisfactory progress towards completion of Part I. Any such recommendation will be made to the Graduate Director and the Department Chair. The Graduate Director and the Department Chair will make the final decision on dismissal, or termination of GTA support.

The QEC will use evaluation and assessment guidelines established by the faculty and described in the departmental policies and procedures manual to carry out its charges.

The QEC will meet three times a year, at the end of each semester (May, August and December). In special circumstances, the QEC may meet at other times; the Chair of the QEC will make the decision to call for such a meeting. The decisions of the QEC at any given meeting will be made by a majority vote of its current members.