

FAQ for the start of fall 2007

Syllabus: You must distribute a syllabus for your course listing the text (if there is one), a brief outline of the material to be covered, the basis on which grades will be determined and your office hours. Please provide the front office with a copy. Include date and time of final exam.

Class rolls: You can obtain an electronic version from RAMCT.

Class web pages: Please send *Annette Gonzales* an email containing the URL of your class webpage. We have a [class webpage template](#) available online.

Grades (Official university policy):

Students may access their semester grades through RAMweb four business days after the week of final exams of each term. As guidance to individual faculty, we caution against the use of alternate methods for posting grades. 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 RamCT, even if you are not currently using RamCT for your course. Please see the instructions at <http://help.ramct.colostate.edu/> if you wish to use this system. The Faculty Manual's statement regarding [FERPA regulations](#) also makes compelling reading

In addition, the department requires all GTAs to submit a copy of their grade records at the end of each semester.

Academic Integrity: Please read the CSU [policies and guiding principles](#).

Incompletes: Only Gerhard Dangelmayr has the authority to approve incompletes. Students taking a course to fulfill an incomplete must advise you of their status at the beginning of the semester. Their names will not appear on your class roll. You will be required to sign a change of grade form at the end of the semester. Expectations of attendance, etc. are by agreement between the student and instructor.

Course overrides: Only Gerhard Dangelmayr and front office staff have the authority to perform overrides.

Office hours: Please post your office schedule using our on-line system – see <http://www.math.colostate.edu/info/webhowto.html> for details.

Contact information: If your contact information has changed recently, please send your new coordinates to Karena Alons-Topf.