



*Department of Mathematics*

**MEMORANDUM**

**August 19, 2009**

To: All Mathematics Instructors

From: Uwe Kaiser

1. Permission numbers will only be given out in the Math Dept. Office (except in the MLC for MLC classes). Please advise students to keep watching for openings on BroncoWeb.
2. No exam may be given in the last week of classes (dead week). No take-home final may be made due during this week. The full policy can be found at policy number 3080 under Academic Affairs - Students at <http://www.boisestate.edu/policy/toc.shtml>
3. Please do not allow or encourage students to change between sections after September 4. Be aware that this involves another instructor and work for both.
4. Important Dates (for regular sessions, otherwise see *Schedule of Classes Spring 2009* on Bronco web)
  - Monday August 24: First Day of Classes.
  - Friday August 28: Last date to add without a permission number on the basis of prerequisites and seat availability.
  - Friday August 28: Last date for Faculty-initiated withdrawals:  
*Students who have not attended at least one of the first two meet-*

*ings of a class that meets more than once a week or the first meeting of a class that meets once each week, **may** be dropped. Forms can be picked up in the math dept. office or at <http://registrar.boisestate.edu/Forms.htm> and must be turned into the Registrar's Office. For details see the *Undergraduate Catalog* 2009/2010, page 25. This is particularly important if you have a full section and students are waiting for an opening. Please take attendance during the first week, and please drop non-attending students from full sections.*

- Friday September 4 : Last day to add, change to audit, or drop without a **W**.
- Monday September 7: Labor Day holiday (no classes-University offices closed)
- Friday October 2: **Last day to drop classes** or completely withdraw. Be sure that students know where they stand by this date!
- Monday-Sunday November 23-29: Thanksgiving holiday (no classes-University offices closed November 26-27)
- Monday-Sunday December 7-13: **DEAD WEEK**
- Sunday December 13: Classroom instruction ends.
- Monday-Thursday December 14-17: **FINAL EXAMS**. (Schedule can be found in the Schedule of Classes, which is on BroncoWeb.)
- Tuesday December 22: Grade reports due to Registrar's Office.

If you have any questions feel free to contact me at [kaiser@math.boisestate.edu](mailto:kaiser@math.boisestate.edu) or [ukaiser@boisestate.edu](mailto:ukaiser@boisestate.edu) or at 6-2653. Most of the information above is available on BroncoWeb.