

# MAC 2311: CALCULUS 1 SYLLABUS

## Flexible Learning

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Course homepage is located on Canvas, <http://elearning.ufl.edu>.

**IMPORTANT:** While taking this class online, you **MUST** take the exams through Honorlock in Canvas on the dates shown on the course calendar and you **MUST** have steady internet access. You may receive a score of **ZERO** on the test if your internet connection drops during the test, for which a make-up exam may not be offered.

# MAC 2311 – Calculus 1 Course

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## 2. INTRODUCTION

**2a COURSE CONTENT:** MAC 2311 is the first in the three-semester sequence MAC 2311, MAC 2312, MAC 2313 covering the basic calculus. Intended topics will include limits, differentiation, applications of the derivative and introduction of integration.

A minimum grade of C (not C-) in MAC 2311 satisfies four credits of general education requirement and also satisfies the pure math portion of the state Writing/Math requirement.

This is an ONLINE VERSION of MAC 2311 – all content is delivered online. Students view 32 online lectures and complete lecture quizzes in the course management system Canvas, and complete online homework and quizzes using WebAssign. Students are encouraged to post questions and answers on the course discussion board in Canvas. Three semester exams and a final are posted in Canvas and administered through Honorlock.

**2b PREREQUISITES:** MAC 2311 assumes that you have essential precalculus skills (both algebra and trigonometry) necessary to succeed in calculus. Students should be able to do arithmetic without a calculator.

To enroll in MAC 2311, you must have earned a grade of C or better in MAC 1147 (or its equivalent, both MAC 1140 and MAC 1114), earned calculus credit through an exam or earlier coursework, or have taken the ALEKS placement assessment and attained the required minimum score. You may take the ALEKS assessment through the [StudentSelf Service homepage](#); click on Placement under My Online Services. For more complete information, check the page <https://registrar.ufl.edu/courses/aleks.html>. Note the following paragraph: “The Department of Mathematics encourages you to take the assessment even if you have met one of the prerequisites for MAC 2311. Quite often, your algebra and trigonometry skills may need review and your placement assessment can provide information and specific areas for additional study.”

MAC 2311 begins with a short review of precalculus topics including a diagnostic test in WebAssign. **You should already be competent in working this material.** We **strongly recommend** that students who are having difficulty with the precalculus review material consider first taking MAC 1147, a four credit precalculus course reviewing essential calculus skills. You may switch courses on [ONE.UF](#) during the drop- add period.

**2c REQUIRED MATERIALS:**

**Textbook: Calculus: Early Transcendentals, 9th Edition by Stewart**

It is required that you have a WebAssign code for doing online homework. To purchase the text and WebAssign access code, you have the choice to “opt-in” to WebAssign access and the e-book through CANVAS once classes begin for a reduced price of \$62.50 and pay for these materials through your student account. The opt-in option is most

cost effective and the link to opt-in is provided in the Course Introduction page on CANVAS.

There is also a loose-leaf print version of the customized textbook available at the UF Bookstore for students who wish to have a printed resource.

**Computer access and requirements:** All assignments should be taken on a computer, not cell phone or tablet since there may be compatibility issues with Canvas and WebAssign. Be sure you are using a browser that works with WebAssign. Please check for [WebAssign browser recommendations](#). Any WebAssign questions should be directed to your instructor and/or the [WebAssign Student Support](#) 1-800-955-8275. In particular it has been noted that Safari has some issues with Canvas, so it is recommended that you do not use Safari when accessing assignments on Canvas.

**Calculators: No calculators are allowed on exams.** However, a graphing calculator and WolframAlpha are useful as a study and learning tool when used appropriately, but they are not essential. **Remember that Calculus is a collection of ideas that are not mastered through calculator skills.**

**2d E-LEARNING IN CANVAS:** UF's course management system, is accessed through <https://elearning.ufl.edu/>. All course information including the course homepage, syllabus, and exam information are posted on this site. In addition, there is a mail tool and discussionforum for communication.

All grades are posted in Canvas. You are responsible for verifying that those grades are accurate.

**Please note:** Important course information is clearly communicated in this course guide and assignments and course materials are easily accessible through the Canvas modules. If you cannot find your answer in the resources above, there is also a **Discussion Forum** available in Canvas. Please use this to post questions and to supply answers to your fellow students. Your instructor will check the discussion forum regularly.

**2e LECTURE VIDEOS:** The lecture and additional example videos provide the main presentation of course material and are accessed through the Canvas modules. To stay current with the course, we recommend watching the videos weekly following the schedule posted on the course calendar. **You should watch the lectures and answer the corresponding Lecture Quiz Questions before attempting homework.** You may contact your instructor or post questions on the course discussion board if you need clarification of a topic.

**Lecture notes outlines:** You can download and print them out from each module page in Canvas. It is important that you should have a copy of the lecture notes in order to follow the lecture easier when watching the videos.

**2f SUCCESS:** Other than having a strong precalculus background, success in MAC 2311 depends largely on your attitude and effort. It is not effective to watch a video and copy notes without following the thought processes involved in the lecture. For example, you should try to answer the questions posed by your lecturer. Students who do not actively participate have much more difficulty. For that reason, there are lecture quiz questions included in each lecture which you will answer in Canvas as part of your final grade.

However, be aware that much of the learning of mathematics at the university takes place outside of the classroom. You need to spend time reviewing the concepts of each lecture from the videos and textbook **before** you attempt homework problems. It is also important to look over the textbook sections to be covered in the next lecture to become familiar with the vocabulary and main ideas before watching the video. That way you will better be able to grasp the lecture material. As with most college courses, you should expect to spend a **minimum** of 3 hours working on your own for every hour of classroom instruction. **You should therefore plan to spend at least 12 hours each week on this online course including the time spent watching the lecture videos.**

It is critical that you keep pace with the course material as presented in the module for each week. Do not fall behind. **Ask questions either during online office hours or on the discussion board;** do not let misunderstandings go unanswered. You should check the discussion board regularly, posting questions and answers for fellow students. The effort of asking questions and communicating ideas clearly, as well as the practice of writing solutions, are effective tools in helping you better understand calculus concepts. This is YOUR forum, take advantage of it by participating in it.

In studying calculus, you must be careful not to let a tutor, friend, or calculator “think” for you. Be sure that you can work problems completely on your own, without help, by the time of a quiz or exam.

**Our hope is that through focused study and practice you will gain a real appreciation for the important concepts of calculus and their application. We want you to succeed in this class! But you must keep up with the course material and take the initiative to get help in time, before you get too far behind. Students with a positive attitude who are intellectually engaged in learning the material will get the most from the course.**

### **2g STUDENTS WITH LEARNING DISABILITIES:**

Students requesting class and exam accommodations must first register with the Dean of Students Office Disability Resource Center (DRC), <https://disability.ufl.edu/>.

The DRC will provide a documentation letter to the student to present to your instructor, Josh Slatton. This must be done as early as possible in the semester, **at least one week before the first exam**, so there is

adequate time to make proper accommodations and the accommodations are not retroactive.

**2h ACADEMIC HONESTY:** Remember that you committed yourself to academic honesty when you registered at the University of Florida by agreeing to the Honor Pledge below:

**The Honor Pledge**

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding by the Honor Code.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

**Academic Honesty Guidelines:** “All students are required to abide by the Academic Honesty Guidelines which have been accepted by the University. The academic community of students and faculty at the University of Florida strives to develop, sustain and protect an environment of honesty, trust and respect. Students are expected to pursue knowledge with integrity. Exhibiting honesty in academic pursuits and reporting violations of the Academic Honesty Guidelines will encourage others to act with integrity. Violations of the Academic Honesty Guidelines shall result in judicial action and a student being subject to the sanctions in paragraph XIV of the Student Code of Conduct.”

The Mathematics Department expects you to follow the Student Honor Code. We are bound by university policy to report any instance of suspected cheating to the proper authorities.

You may find the Student Honor Code and read more about student rights and responsibilities concerning academic honesty at the link <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

In addition, we remind you that lecture videos are the property of the University/faculty member and may not be used for any commercial purpose. Students found to be in violation may be subject to discipline under the Student Conduct Code.

### 3. TESTING

**3a SEMESTER EXAMS:** During the semester, three tests will be given between on the dates shown on the course calendar. The exams will be given in Canvas and administered through Honorlock. You will be given a 90-minute time limit once you start each exam. Each exam will be scored on a scale of 0 to 80 points.

**Average/Replace policy:** The lowest of the three semester exams will be replaced by the average of the three semester exams. This average/replace policy will help to minimize the impact of a single poor performance, but it will not completely disappear.

**3b FINAL EXAM:**

This will be given in exactly the same manner as the 3 semester exams except you will have 120 minutes to complete the Final Exam.

**Missing an exam due to negligence**, however, will result in a **minimum** 10-point penalty.

**Note:** You may not use a calculator or any other study aid for exams. Be sure to read the Honorlock handout thoroughly to understand the exam procedures before you start a test.

**3c IMPORTANT EXAM POLICIES:** MAC 2311 requires that students take exams through Honorlock online on the listed dates. There are no exceptions to this. Students with conflicts, including regularly scheduled classes or traveling, must make advance arrangements to be present at the test.

**The following applies to all exams:**

- (1) Students are responsible for material covered in lectures, reading assignments, and text problems. Questions will test mastery of concepts and include challenging calculation problems. **A command of related algebraic and trigonometric concepts is assumed** (see the Prerequisites, page 13, in this guide).
- (2) In order to use Honorlock and take the Exams you will need a computer/device, webcam, and stable internet access. You will need to be using the Google Chrome browser (<https://www.google.com/chrome/>) and download the Honorlock Extension for Chrome ([www.honorlock.com/extension/install](http://www.honorlock.com/extension/install)). You can see the Honorlock Student Guide linked below for information on how to download and use Honorlock.
- (3) Bring only the following while taking an exam with Honorlock: two picture IDs (UF Gator One card and your state driver's license) with a **legible signature** and blank scratch paper (up to 10 sheets).

**Cell phones and other electronic devices must be turned off and out of sight. They cannot be on the working area while you are taking an exam. If any such device rings or buzzes, your test will be considered to be compromised.**

Please see the Honorlock Student Guide at [Honorlock Student Guide](#) and the best practices guide at [Honorlock Best Practices](#)

**See Section 4f for the Exam Make-up Policies.**

**4. GRADING**

**4a COURSE GRADE:** Your course grade is based on 500 points accumulated as follows:

10 WebAssign Quizzes (best 10 of 12)	80
WebAssign Assignments	60
Lecture Quizzes	20
3 Semester Exams	240
Final Exam	100
<b>Total Points</b>	<b>500</b>

The total sum of points is your numerical score, which will be converted to a letter grade according to the following scale. **The course grade is determined by the number of points you earn, not by the percentage,** and will be strictly enforced.

**There will be no additional curve in this course, and extra assignments for individual students to improve a grade are NOT possible.**

A	450 - 500 pts (90%)	C	330 - 359.99 pts (66%)
A-	435 - 449.99 pts (87%)	C-*	315 - 329.99 pts (63%)
B+	420 - 434.99 pts (84%)	D+	300 - 314.99 pts (60%)
B	400 - 419.99 pts (80%)	D	285 - 299.99 pts (57%)
B-	380 - 399.99 pts (76%)	D-	270 - 284.99 pts (54%)
C+	360 - 379.99 pts (72%)	E	0 - 269.99 pts

**\*NOTE** A grade of C- DOES NOT give Gordon Rule or General Education credit!

For those taking the S-U option: S [330 - 500 points] U [0 - 329.99 points]

Approval of the S-U option must be obtained from Josh Slatton as well as Flexible Learning. The deadline for filing an application with the Registrar and further restrictions on the S-U option are given in the Undergraduate Catalog.

For a complete explanation of current policies for assigning grade points, refer to the UF undergraduate catalog: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

**4b VIDEOS and LECTURE QUIZZES:** Viewing the lecture presentations is an important aspect of the learning process. Videos are accessed through the modules in Canvas. There are 2-3 lecture quiz questions to be completed with each lecture and you have 2 tries per each lecture quiz. You may earn up to 20 points by completing lecture quizzes by the specified due date.



You should work these problems as you watch the lectures and then enter your answers directly in Canvas. We encourage you to use the text as well as the videos to help answer these questions.

**4c WEBASSIGN ONLINE HOMEWORK:** The online homework administered on WebAssign is planned to review concepts and provide practice of the lecture material. During the course of the semester, online assignments will be assigned on a routine basis and must be completed before the due dates listed in the course calendar. Your total score on online homework assignments will count up to a maximum 60 points, but the total number of points available is higher to offset credit lost due to technical difficulties or a missed assignment.

The homework problems are graded by WebAssign and your score is immediately available after submitting your work. You will have multiple attempts for each problem; there are aids and a link to the ebook to help you solve each question.

**Do not try to complete an assignment in one sitting; start early instead of waiting until the due date to avoid missing the deadline.**

**4d WEBASSIGN ONLINE QUIZZES:** Twelve quizzes will be posted in WebAssign to be due on the dates listed in the Quiz/HW calendar. You will have 45 minutes to complete an online quiz; the clock starts from the time you open your quiz. Each quiz will be graded on a scale of 0 to 8 points, and the top ten scores will count, to total up to 80 points. **DO NOT wait until the last minute to submit your quiz; we will NOT extend time for computer issues or WebAssign server problems.**

Like an in class quiz, you will not know if your answers are correct when you take a quiz and you will not see any results until the due date has passed. After the due date, you may see your quiz scores and review the questions missed in the WebAssign gradebook.

**NOTE: WebAssign Homework, quizzes and Lecture Quizzes account for 160 points of the total to be earned in the course. They are a significant part of your grade, to reflect their importance in understanding course concepts.**

**4e EXAMS:** Three semester exams and a cumulative final exam are given online in Canvas. Your exam grade will be available in Canvas gradebook once your exam is submitted. The MAC 2311 exams are not released to students, but you may request a private online conference or visit instructor's office hours to review your exam within one week of the exam.

**4f EXTRA CREDIT:** You may earn additional points in the following ways:

- **COURSE PARTICIPATION (8 points):** We encourage you to utilize instructor's virtual office hours and the MAC 2311 Discussion Board regularly to ask and answer questions about course material and homework. You can earn up to 4 bonus points to participate in virtual office hours and up to additional 4 points by

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responding to other students' math questions. Answers must be appropriate and relate to course material to earn credit.

- **EXAM PREPARATION (20 points):** An exam review sheet is posted in Canvas for each test and students can earn up to 2 bonus points by submitting their work one day before the test. In addition, a bonus exam review assessment will be available in CANVAS before each test and the assessment will include questions from previous MAC 2311 exams so that you will have a flavor of the type of questions that you will see on the actual test.

### **4g MAKE-UP POLICIES AND EXTENSIONS:**

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- **EXTENSIONS ON WEBASSIGN HOMEWORK:** While it is a much better strategy to work ahead, occasionally you may fall behind. You can request an extension on WebAssign homework within 1 day after the deadline and you will have 24 hours to complete it after extension request. The extension must submit in WebAssign directly. However, there will be a 20% grade penalty for those problems completed after the original due date for the assignment.
- **MAKE-UP WEBASSIGN QUIZZES:** We offer 2 drops on WebAssign quizzes, so we do not provide make-ups for online quizzes. To allow time for computer issues, it is recommended not to wait until final hours on the due day to start your quizzes.
- **MAKE-UP LECTURE QUIZZES:** There are 23+ points available in lecture quizzes but you may only earn up to 20 points, so we do not offer make-ups.
- **MAKE-UP EXAMS:** Students must provide valid documentation for requesting a make-up exam due to a scheduling conflict. If illness or other extenuating circumstances force you to miss an exam, contact Josh Slatton as soon as possible (no later than 24 hours after the exam) for approval to schedule a make-up exam. We do not consider traveling or lack of internet access as a valid excuse for a make-up exam.
- **OTHER MAKE-UPS:** There are no make-ups on any extra credit assignments.

**4h INCOMPLETE GRADE:** A student **who has completed a major portion of the course with a passing grade** but is unable to complete the final exam or other course requirements due to illness or emergency may be granted an incomplete, indicated by a grade of **I**. This allows the student to complete the course within the first six weeks of the following semester. **The grade of "I" is never used to avoid an undesirable grade, and does not allow a student to redo work already graded or to retake the course.** See the official policy at <https://math.ufl.edu/incomplete-grades/departments/incomplete-grades/>.

## 5. GENERAL EDUCATION INFORMATION

MAC 2311 has been designated a General Education course that can be counted towards the Mathematical Science (M) requirement.

**Course Objective** – The General Education Objectives for Mathematics courses:

“Courses in mathematics provide instruction in computational strategies in fundamental mathematics including at least one of the following: solving equations and inequalities, logic, statistics, algebra, trigonometry, inductive and deductive reasoning. These courses include reasoning in abstract mathematical systems, formulating mathematical models and arguments, using mathematical models to solve problems and applying mathematical concepts effectively to real-world situations.”

The primary goal of the course is to help students understand and apply the fundamental principles of differential and integral calculus. These objectives are accomplished through the lectures, homework, quizzes and discussion sections.

**Student Learning Outcomes (SLOs)** – The general education student learning outcomes describe the knowledge, skills and attitudes that students are expected to acquire while completing a general education course at the University of Florida.

**I. Content:** Content is knowledge of the concepts, principles, terminology and methodologies used within the discipline. Students demonstrate competence in the terminology, concepts, theories and methodologies used within the discipline.

- Understand the fundamental concept of limit.
- Understand the definition of the derivative and be competent at calculating derivatives using the product, quotient, and chain rules.
- Understand the definition of the definite integral via Riemann sums and gain competence in evaluating them directly from the definition.

**II. Communication:** Communication is the development and expression of ideas in written and oral forms. Students communicate knowledge, ideas and reasoning clearly and effectively in written and oral forms appropriate to the discipline.

- Communicate mathematical findings clearly and effectively using written and/or graphic forms.

**III. Critical Thinking:** Critical thinking is characterized by the comprehensive analysis of issues, ideas, and evidence before accepting or formulating an opinion or conclusion.

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Students analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.

- Apply techniques of derivatives and critical thinking effectively to solve applied problems including related rates and optimization problems.
- Analyze properties of functions using derivatives including regions of increase/decrease, inflection points, local maxima/minima.
- Apply the Fundamental Theorem of Calculus to the evaluation of definite integrals and understand the link between differentiation and integration.

These SLOs are assessed through weekly homework assignments and quizzes, three semester exams, and final exam.

## 6. ONLINE COURSE EVALUATION

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## 7. DIVERSITY AND INCLUSION

The Mathematics Department is committed to diversity and inclusion of all students. We acknowledge, respect, and value the diverse nature, background and perspective of students and believe that it furthers academic achievements. It is our intent to present materials and activities that are respectful of diversity: race, color, creed, gender, gender identity, sexual orientation, age, religious status, national origin, ethnicity, disability, socioeconomic status, and any other distinguishing qualities.

**This syllabus is subject to change. You will be notified if any changes are made.**

## PREREQUISITES FOR MAC 2311

This course assumes that you have a sound precalculus background. The following is a summary of some important concepts used in solving calculus problems. The textbook provides a more complete review of these essential topics.

### ALGEBRA

1. Basic Geometric Formulas: ( $b$  = base,  $l$  = length,  $h$  = height,  $w$  = width)

Triangle: area =  $\frac{1}{2}bh$

Circle: area =  $\pi r^2$ ; circumference =  $2\pi r$

Parallelogram: area =  $bh$

Rectangular box: volume =  $lwh$

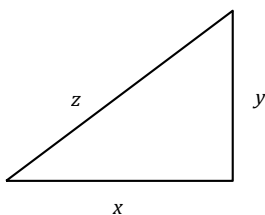
Sphere: volume =  $\frac{4}{3}\pi r^3$ ; surface area =  $4\pi r^2$

Right circular cylinder: volume =  $\pi r^2 h$ ; surface area =  $2\pi r h + 2\pi r^2$

Right circular cone: volume =  $\frac{1}{3}\pi r^2 h$ ; surface area =  $\pi r^2 + \pi r \sqrt{r^2 + h^2}$

Facts about similar triangles

Pythagorean theorem:  $x^2 + y^2 = z^2$



2. Basic Functions and their graphs:

$f(x) = x^2$ ;  $f(x) = x^3$ ;  $f(x) = |x|$ ;  $f(x) = \sqrt{x}$ ;  $f(x) = \frac{1}{x}$ ;  
 $f(x) = b^x$ ,  $b > 0$  and  $b \neq 1$ , such as

$f(x) = 2^x$

3. Factoring:

$x^3 + y^3 = (x + y)(x^2 - xy + y^2)$ ;  $x^3 - y^3 = (x - y)(x^2 + xy + y^2)$ ; etc.

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4. Fractions:  $\frac{a}{b} + \frac{c}{d} = \frac{ad + bc}{bd}$ , etc.

5. Exponents:  $x^n y^n = (xy)^n$ ;  $x^n x^m = x^{n+m}$ ;  
 $\frac{x^n}{x^m} = x^{n-m}$ ;  $(x^n)^m = x^{nm}$

6. Roots, including rationalizing the denominator or numerator.

$$\sqrt[n]{x} = x^{\frac{1}{n}}; x^{-n} = \frac{1}{x^n}, \text{ etc.}$$

7. Inequalities and absolute values:

$$|x| \leq a \quad -a \leq x \leq a; \quad |x| > a \quad x > a \text{ or } x < -a$$

8. Equation solving: Finding solutions for  $x$  if

$$ax + b = 0; ax^2 + bx + c = 0; \text{ etc.}$$

9. Logarithms: If  $x > 0$ ,  $\log_a x = y$  if and only if  $x = a^y$  If  $m > 0$  and  $n$

$> 0$ , then

$$\log(nm) = \log(n) + \log(m) \quad \log\left(\frac{n}{m}\right) = \log(n) - \log(m)$$

$$\log(n^c) = c \log(n)$$

### TRIGONOMETRY

1. Identities:

$$\begin{array}{lll} \sin(-\theta) = -\sin\theta & \cos(-\theta) = \cos\theta & \tan(-\theta) = -\tan\theta \\ \sin\left(\frac{\pi}{2} - \theta\right) = \cos\theta & \cos\left(\frac{\pi}{2} - \theta\right) = \sin\theta & \tan\left(\frac{\pi}{2} - \theta\right) = \cot\theta \end{array}$$

$$\sin^2 \theta + \cos^2 \theta = 1 \quad \sec^2 \theta = 1 + \tan^2 \theta \quad \csc^2 \theta = 1 + \cot^2 \theta$$

2. Sum and Difference Formulas:  $\sin(A \pm B) = \sin A \cos B \pm \cos A \sin B$

$$\cos(A \pm B) = \cos A \cos B \mp \sin A \sin B$$

$$\tan(A \pm B) = \frac{\tan A \pm \tan B}{1 \mp \tan A \tan B}$$

3. Double Angle Formulas:  $\sin 2\theta = 2\sin\theta\cos\theta$   $\cos 2\theta = \cos^2\theta - \sin^2\theta = 2\cos^2\theta - 1 = 1 - 2\sin^2\theta$

4. Half-Angle Formulas:

$$\sin^2 \theta = \frac{1 - \cos 2\theta}{2} \quad \cos^2 \theta = \frac{1 + \cos 2\theta}{2}$$

5. Trigonometric Values:

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$\theta$	0	$\pi/6$	$\frac{\pi}{4}$ $\sqrt{\quad}$	$\frac{\pi}{3}$ $\sqrt{\quad}$	$\pi/2$
$\sin\theta$	0	$\frac{1}{2}$ $\sqrt{\quad}$	$\frac{2}{2}$ $\sqrt{\quad}$	$\frac{3}{2}$	1
$\cos\theta$	1	$\frac{3}{2}$ $\sqrt{\quad}$	$\frac{2}{2}$	$\frac{1}{2}$ $\sqrt{\quad}$	0
$\tan\theta$	0	$\frac{3}{3}$	1	3	undef





## Flexible Learning Policies

### **Disability Accommodations:**

The Disability Resource Center in the Dean of Students Office provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Center serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations:  
[disability.ufl.edu/students/accommodated-testing-request](https://disability.ufl.edu/students/accommodated-testing-request)

Students with disabilities who need to drop a course due to disability-related reasons are permitted to petition for additional drops. Find more information by contacting the [Disability Resource Center \(DRC\)](#).

**The Flexible Learning Office needs to be notified of any special accommodations required by the student when they begin their course by emailing the Accommodations Letter to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).**

### **Course Deadline and Extension Policy:**

Students are allowed 16 weeks, from their date of enrollment, to complete and submit their coursework.

If the student has made sufficient academic progress, which is defined as completing and submitting at least 50% of the coursework and has an extenuating circumstance, the student may petition the instructor for a course extension before the course expires.

If the student has not submitted at least 50% of their coursework and has an extenuating circumstance preventing them from submitting the coursework, a failing grade of “E”, “E0” or “E1” will be issued and recorded to the UF Registrar.

Instructors are not required to allow extensions. If a student does receive an extension, an incomplete grade of an “I” will be assigned as an interim grade. When the course is completed, the instructor will initiate the change of grade. After that, the “I” grade will be changed to the student’s final course grade on their transcript.

### **Course Cancels and Course Drops:**

#### **A Course Cancel:**

The request to cancel a course must be submitted in writing and emailed to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) within 10 days of enrollment date. It is the student's responsibility to verify that all cancellation requests have been received by the Flexible Learning office within the allotted time. No refunds are granted after 10 days.

#### **Course Drop:**

The request to drop a course must be submitted in writing and emailed to [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu) within 14 weeks of the date of enrollment. In addition to their own request by email, UF students must have advisor approval to drop a flexible learning course. It is the student's responsibility to verify that all drop requests have been

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## MAC 2311 Flexible Learning

received by the Flexible Learning office within the allotted time. The course grade will appear as "W" on a UF transcript.

### **Full Term Withdrawals:**

All full-term withdrawals must follow University of Florida policies/ procedures. An approved withdrawal form must be submitted to the [Dean of Student Affairs](#), for review and final approval. Students must also notify the Flexible Learning of this request by [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu).

**It is the responsibility of the student to notify Flexible Learning of their approved medical or retroactive withdrawal so the students' record is updated. [Email](#) to our office a copy of the approval.**

### **Medical Withdrawals:**

[Here is the link to start the Medical Withdrawal Process.](#)

### **Retroactive Withdrawals:**

[Here is the link for retroactive withdrawal information.](#)

### **UF Official Transcripts:**

Flexible Learning *advises* that you review your "unofficial transcript" first to ensure your grade(s) is/are posted, prior to ordering the "official transcript".

Two ways to order a transcript:

1. [Order UF Official Transcripts here](#)
2. If you are unable to order your official transcript online, please contact the [UF Office of the University Registrar](#). In addition, on more information on mailing in a transcript request form by remitting a check or money order.
3. The Registrar's Office hours are Monday-Friday, 8:00 a.m. to 5:00 p.m. and their phone number is 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

### **UF Flexible Learning Contact Information:**

Email: [learn@dce.ufl.edu](mailto:learn@dce.ufl.edu)  
Phone: (352) 294-6300  
Website: [UF Flexible Learning](#)

### **Office Hours:**

Monday-Friday, except Holidays  
8:00am-5:00pm EST