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Principles of Macroeconomics - ECON 2020-200  
Spring 2024  
Syllabus

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**Instructor:** Dr. Mark Valkovci

**Email:** [mark.valkovci@colorado.edu](mailto:mark.valkovci@colorado.edu)

**Office:** ECON 04D

**Website:** [Canvas.colorado.edu](https://Canvas.colorado.edu)

**Zoom contact:** <https://cuboulder.zoom.us/j/6083553307>

**Lecture:** MWF: 230-320p in MATH 100

**Teaching Assistants:** TBA

**Office Hours**

M: 9-10a in ECON 04D

T: 9-10a in ECON 04D

TH: 9-11a via Zoom

**INSTRUCTOR BIO:**

Dr. Mark Valkovci received his Doctorate in Economics from the University of Colorado Boulder in 2021. In his research he explores the economic impacts of environmental and labor policies, the political economy of pollution, climate change and many other topics. Mark enjoys teaching macroeconomics and environmental economics due not only to his personal interests in those areas, but also because the connections between the economy and the environment grow ever-more-important for the global society. In his free time, Mark enjoys being a huge nerd by reading books/comics, binge watching the shows/movies, and playing the board/video games of many fandoms. His favorite fandom is Star Wars, but he also spends time exploring the universes of Avatar the Last Airbender, Harry Potter, Doctor Who, Supernatural, Star Trek, Lucifer, Sherlock, and the list grows each year.

**REQUIRED MATERIALS:**

TopHat *Principles of Macroeconomics* Online Course with electronic textbook

\*\*\*\*\*IMPORTANT\*\*\*\*\*

You do not need to purchase anything online or from the bookstore for this course. The materials are provided through a program called “Day One Access.” In these types of programs, the bookstore automatically bills you for the materials whenever you enroll in the course. If you drop the course by the drop date you will not be charged for the course materials. The TopHat platform (online homework engine, textbook, and attendance system) will show up as a \$77.25 charge on your tuition bill. If you have any questions please email me or the university bookstore.

**COURSE WEBSITE:**

Canvas is our class website:

- Login using your University of Colorado Boulder identikey and password  
<https://canvas.colorado.edu/>
- Under Course List, click “ECON 2020-200: Principles of Macroeconomics - Valkovci”
  - **Canvas is your one-stop-shop to determine the upcoming assignments and assessments in the course. All assessments and due dates can be found in Canvas. The Canvas calendar can be used to check these due dates.**
- Note: All email correspondence will be through your CU Boulder email address.
  - o Please do not use the Canvas email or messages, it is not checked.

## **CLASS EMAILS AND ANNOUNCEMENTS:**

To make sure you receive class emails and announcements:

1. Update Canvas email address: Use the “account” link on the left toolbar to update your email and notification settings. Make sure you have all announcements notify you “immediately” because important course information is shared through announcements
  - a. Announcement will also appear on the Canvas course homepage every time you enter the course site
2. Update University email: <https://oit.colorado.edu/identikey-accounts/students> to make sure that the address is the one you regularly check

## **COURSE CONTENT:**

This course covers the fundamentals of macroeconomics theories and principles as well as their practical application. By analyzing national production, unemployment, business cycles, and the impacts of monetary and fiscal policies, you will learn vital tools in understanding the macroeconomy. Since economics is essentially a mathematically-based manner of thinking and problem solving, you will learn how to relate mathematical and economics concepts in order to measure changes in welfare and utility, among other things. My goal for this course is to introduce to you the primary theories and concepts being practiced today and to use real-world examples as much as possible to illustrate the impacts of different economic policies.

## **PREREQUISITES:**

There is only one prerequisite for this course, ECON 2010 - Principles of Microeconomics. **If you have not *already completed ECON 2010 with a satisfactory grade* you must contact me immediately.** Previous economics courses through AP/CHS or other high school programs may allow you to take this class simultaneously with principles of microeconomics, but students who have passed ECON 2010 are given priority when determining the final class roster. If you fail to notify me before the administrative add/drop deadline, you will be automatically removed from the class roster with *no notice*.

## **COURSE STRUCTURE:**

This course proceeds through the online book in a module format where each module contains one or more chapters of the textbook. These modules will appear in both Canvas and on the TopHat course websites. Each module contains textbook readings, end-of-chapter questions, homework assignments, critical thinking questions, lecture slides and supplemental materials for each chapter contained within the module. There are 16 modules scheduled for the course so we will proceed at a pace of approximately one module per week.

### **Quizzes**

Of primary importance to the structure and layout of the course is the implementation of biweekly quizzes in place of midterms. The timing of the quizzes is set regardless of where we are in the material. (See Tentative Schedule below for Quiz dates) All quizzes will take place online on Canvas using Proctorio. Quizzes are open during class time (230-320pm) on quiz days. Quizzes are timed with a time limit of 50 minutes. You will have access to an onscreen calculator and whiteboard. The **first quiz occurs on Friday, February 2<sup>nd</sup>**, and then occur every other week (on Fridays) after that date. Quizzes account for a total of 30% of your overall grade in the course. I will drop the lowest quiz for the purpose of calculating your course grade.

Completing the quizzes online requires the use of a computer or laptop as well as a strong and stable internet connection. If you do not have access to these requirements, please contact me immediately so that we can make alternative arrangements.

### **Readings**

TopHat contains interactive online textbook chapters. This means that in the process of reading the chapters each week, you will be asked to complete questions of varying type and difficulty that relate to the material you are reading. Reading assignments are due before the concepts are discussed in class so that students are familiar with the

material that is about to be presented. The in-chapter questions answered during the reading are graded 90% for participation and 10% for correctness (i.e., you can incorrectly answer every single question in the chapter and still earn a score of 90% for the chapter reading). The reading assignments account for 10% of your course grade. Reading assignments are always due at 2:00 pm on the assigned due date.

### **Homework**

There is one homework assignment corresponding to each chapter. The homework assignments will include a mix of multiple choice, matching, graphing, fill-in-the-blank, and ordering questions to help you practice the most important concepts from the chapter. Homework assignments are always due after we have completed the chapter in class. All homework assignments are due at 11:59 pm (Mountain Time) on the assigned due date unless otherwise specified. Late submissions will not be accepted. Homework assignments account for a total of 18% of your course grade. For the purpose of calculating your course grade I will drop your two lowest homework grades.

### **Attendance**

Attendance for this course is mandatory. Attendance is recorded through the TopHat website during lecture through the use of their attendance technology which you can access through the app on your phone or the TopHat website (if you are using your laptop). You do not need iclickers for this class. You may be excused from class for legitimate reasons such as health concerns, including mental health, family emergencies, and other University approved reasons (e.g., athletes may be excused for sporting events). In order to be excused from class please make sure to email me before the start of class that day. Attendance is worth 8% of your course grade. For the purpose of calculating your course grade, I will drop 4 unexcused absences.

### **Business Simulation:**

During the semester, each student will run their own business in a business simulation offered by Hubro Education. The competitive simulation will allow students to further their understanding of connections between microeconomics and macroeconomics by attempting to maximize profit (microeconomics) in an ever-changing economy faced with different shocks (macroeconomics). Students will compete against each other to see whose company is the most profitable. The simulation will take place over the middle 8 weeks of the course and students will run their own business for 4 simulated years. In addition to making business decisions, all students will be required to complete assessments within the simulation. Assessments will include questions related to business performance and market details as well as metacognitive, reflective questions about your decision-making processes. The business simulation accounts for 4% of your course grade and is a weighted combination of firm performance (20%), twice-weekly task completions (40%), and in-simulation assessments (40%). More details on the business simulation will be discussed in early-to-mid February when the simulation start date is closer.

### **Recitation**

Recitations are held once a week starting in the second week of classes. They are led by graduate economic student instructors (teaching assistants) who have expertise in the subject material. Your teaching assistant is an invaluable resource to your success in the course! Recitations are designed to allow students to have an instructor-led review of the most important material covered in classes and occur in much smaller settings (20-40 students) so that everyone has the ability to ask questions. Each week, your TA will lead you through a guided worksheet with practice problems and exercises that you will be able to take home to use as a study tool for the quizzes. Recitation is mandatory and worth 10% of your course grade.

### **Final Exam**

University policy requires the implementation of a final examination in lecture classes. The final exam in this class is comprehensive and will be conducted online on Canvas on Sunday, May 5<sup>th</sup> from 130-4pm. The final exam is worth 20% of your course grade.

## **ASSIGNMENTS AND GRADING:**

Your final grade in this course is determined by a weighted average of attendance, homework, quizzes, recitation, and your final exam score. The final class average will be about 80%.

Assignment Group	Individual Item Weight	Number of Items	Number of Items Dropped from Grade Calculation	Number of Graded Items	Total Weight of Assignment Group
Attendance	0.21%	43	4	39	8%
Homework	1.8%	12	2	10	18%
Reading Assignments	1%	12	2	10	10%
Business Simulation	4%	1	0	1	4%
Quizzes	6%	6	1	5	30%
Final Exam	20%	1	0	1	20%
Recitation	0.83%	14	2	12	10%
				Total	100%

I will not under any circumstances change or bump up any individual grades at the end of the semester. Any requests for such will be ignored. However, if you believe an error has been made in the calculation of your grade, please contact me immediately.

### **Bonus and Extra Credit**

Throughout the semester there are several opportunities for extra credit. Most of the manners in which extra credit are offered require continued commitment to the coursework and active participation.

#### ***1. Perfect Attendance***

Students who attend all lecture periods without using any of the automatic drops, will earn a 3% bonus to their final exam score. PLEASE do not come to class if you are sick.

#### ***2. Perfect Hubro Simulation Task Completion Rate***

Students that complete all tasks from every quarter of the Hubro Business Simulation will earn 3% bonus to be added to their final exam score

#### ***3. Perfect Practice Test Completion***

Each chapter will have an optional “Practice Test” available for any student to complete in order to help reinforce the concepts from class and practice answering questions that will be similar to the questions that appear on the quizzes in class. Each practice test consists of 20 multiple choice questions from the specified chapter. The practice tests must be completed by the assigned due dates in order to be eligible for the bonus at the end of the semester. Students who complete all practice tests will earn 4% bonus on their final exam score.

Together, it is possible to earn 10% bonus added to your final exam score.

Other extra credit assignments may be posted throughout the semester. However, I only offer extra credit to the entire class. I do not, under any circumstances, allow individual students to complete extra credit or bonus assignments.

## **COURSE RULES AND EXPECTATIONS**

Here I discuss the rules and expectations for students throughout the course of the semester. Infractions against classrooms rules can result in lost attendance points, class suspension or expulsion from the course so please make sure to familiarize yourself with the rules.

1. Be kind and respectful to fellow students, teaching assistants and the instructor
  - a. This rule is of utmost importance and includes all forms of communication with other students. This classroom is a safe space for all people and should be treated in such a way. Making any other student well uncomfortable or unwelcome will **not** be tolerated
2. Absolutely no photography, audio, or video recording of lectures is allowed without express **written** confirmation by myself
  - a. Lectures are recorded and posted to Canvas in a manner accessible to everyone
  - b. I own the copyright to my own work and presentations
  - c. Under Colorado Law it is illegal to record (audio or video) of another person without their explicit consent.
3. No inappropriate language
  - a. This applies to verbal and written communication. Lectures will often start with a series of free-response discussion questions in which students can type their own answer. The posts are anonymous to other students but not to me. If I find that you are making inappropriate comments you will lose your ability to answer discussion questions and forfeit those points.

## **TENTATIVE SCHEDULE:**

The next page contains the tentative course schedule for this semester. Please note the individual due dates for each assignment. Some assignments/assessments have common due dates in order to help you form a routine for completing coursework. Only required assignments appear in this tentative schedule.<sup>1</sup>

<b>Week</b>	<b>Chapters/Concepts</b>	<b>Assignments and Assessments</b>	<b>Assignment Due Dates</b>
Week 1: 1/16-1/20	Syllabus TopHat Introduction and Walkthrough	Complete TopHat registration Module 1 Readings (Ungraded) Module 1 Homework (Ungraded)	Friday 1/19 Friday 1/19 Tuesday 1/23
Week 2: 1/21-1/27	Module 2: An Economic Model Module 3: The U.S. and World Economies	Module 2 Reading Module 2 Homework Module 3 Reading	Monday 1/22 Wednesday 1/24 Friday 1/26
Week 3: 1/28-2/3	Module 3 cont.	Module 3 Homework Quiz 1	Thursday 2/1 Friday 2/2
Week 4: 2/4-2/10	Module 4: Gross Domestic Product, Unemployment, and Inflation	Module 4 Reading Module 4 Homework	Monday 2/5 Friday 2/9
Week 5: 2/11-2/17	Module 5: Economic Growth	Module 5 Reading Module Homework Quiz 2	Monday 2/12 Thursday 2/15 Friday 2/16

<sup>1</sup> The schedule of assignments is subject to change based on the speed at which we progress through the course. Any changes in due dates will be announced during class, over Canvas announcements, and the new due dates will be reflected in both Canvas and Top Hat. In the situation in which a due date on Canvas or Top Hat does not match that stated in the syllabus, the Canvas/Top Hat due date supersedes any due date written in the syllabus.

Week 6: 2/18-2/24	Module 6: Money	Module 6 Reading Module 6 Homework	Monday 2/19 Friday 2/23
Week 7: 2/25-3/2	Module 7: Aggregate Demand, Aggregate Supply and a New Equilibrium	Module 7 Reading Quiz 3	Monday 2/26 Friday 3/1
Week 8: 3/3-3/9	Module 7 cont. Module 8: Full-employment and a New Long-run Equilibrium	Module 8 Reading Module 7 Homework	Monday 3/4 Wednesday 3/6
Week 9: 3/10-3/16	Module 8 cont.	Module 8 Homework Quiz 4	Thursday 3/14 Friday 3/15
Week 10: 3/17-3/23	Module 9: Monetary Policy	Module 9 Reading Module 9 Homework	Monday 3/18 Friday 3/22
Week 11: 3/24-3/30	Spring Break	<b>No Classes</b>	-
Week 12: 3/31-4/6	Module 10: Fiscal Policy	Module 10 Reading Module 10 Homework Quiz 5	Monday 4/1 Thursday 4/4 Friday 4/5
Week 13: 4/7-4/13	Module 11: Why International Trade?	Module 11 Reading Module 11 Homework	Monday 4/8 Friday 4/12
Week 14: 4/14-4/20	Module 12: Trade Deficits	Module 12 Reading Module 12 Homework Quiz 6	Monday 4/15 Thursday 4/18 Friday 4/19
Week 15: 4/21-4/27	Module 13: International Currency Markets	Module 13 Reading Module 13 Homework	Monday 4/22 Friday 4/26
Week 16: 4/28-5/2	Final Exam Review	No assignments due this week	-
"Week 17": 5/4-5/8	Final Exam Week	Final Exam	Sunday, 5/5 from 130-4pm

### COURSE GRADING SCALE

Grading Scale	
A	≥ 93%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
D-	60-62.99%
F	<60%

### Schedule of All Recitations

Below is the schedule for all recitations. If you are unable to attend your own recitation due to being sick, etc., you may choose to attend another recitation **in that week**. You are not permitted to permanently change your recitation without officially switching your schedule. If you attend a different recitation during the week, you must notify both TA's so that your grade is properly recorded. \*\*\*\*\*The recitation schedule is currently being updated. To avoid any

confusion, the recitation schedule will be added to the syllabus during the first week of classes. Check MyCUinfo for your class schedule to see when and where your recitation is held. Remember, recitation begin in the second week of classes!!!

Section	Teaching Assistant	Day	Time	Location

## COURSE POLICIES

### NETIQUETTE

All students should be aware that their behavior impacts other people, even online. I hope that we will all strive to develop a positive and supportive environment and will be courteous to fellow students and your instructor. Due to the nature of the online environment, there are some things to remember.

1. Always think before you write. In other words, without the use of nonverbals with your message, your message can be misinterpreted. So please think twice before you hit submit.
2. Keep it relevant. There are places to chat and post for fun everyday stuff. Do not stray from the discussion in the assigned questions.
3. Never use all caps. This is the equivalent of yelling in the online world. It is not fun to read. Only use capital letters when appropriate.

Make sure that you are using appropriate grammar and structure. In other words, I don't want to see anyone writing "R U" instead of "are you". There are people in the class that may not understand this type of abbreviation, not to mention it does nothing to help expand your writing and vocabulary skills. Emoticons are fine as long as they are appropriate. A smile ☺ is welcome, anything offensive is not.

4. Treat people the same as you would face-to-face. In other words, it is easy to hide behind the computer. In some cases, it empowers people to treat others in ways they would not in person. Remember there is a person behind the name on your screen. Treat all with dignity and respect and you can expect that in return.
5. Respect the time of others. This class is going to require you to work in groups. Learn to respect the time of others in your group and your experience will be much better. Always remember that you are not the only person with a busy schedule, be flexible. Do not procrastinate! You may be one that works best with the pressures of the deadline looming on you, but others may not be that way. The same is true for the reverse. The key to a successful group is organization, communication and a willingness to do what it takes to get it done.

Website: <http://www.albion.com/netiquette/corerules.html>

Compiled by Melissa Landin, Instructor, Dept. of Communication, Inver Hills Community College,  
[mlandin@inverhills.edu](mailto:mlandin@inverhills.edu)

### CLASSROOM BEHAVIOR

Students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote, or online. Failure to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation, or political philosophy.

For more information, see the [classroom behavior policy](#), the [Student Code of Conduct](#), and the [Office of Institutional Equity and Compliance](#).

Students causing serious disruptions, creating unsafe or intolerant learning environments, or repeated disruptions will be removed from the classroom, Canvas course, and online homework platform. Any remaining assignments will be given a grade of zero.

## **ARTIFICIAL INTELLIGENCE**

The use of artificial intelligence including, but not limited to, ChatGPT, Dall-E 2, etc., are prohibited for this course. This means that students are not allowed to use artificial intelligence to complete assignments or pass off work as their own. However, artificial intelligence may offer students a quick way to help organize information when studying and preparing for quizzes or exams. The use of AI to develop study plans or tools is allowed. Please keep in mind that the information received from AI text generators is not always accurate or complete and could create further confusion on course concepts. For this reasons, I highly discourage the use of AI tools to study concepts in this course.

If you have any questions about the AI policy in this course, please feel free to talk to me after class or stop by my office hours!

## **REQUIREMENTS FOR INFECTIOUS DISEASES**

Members of the CU Boulder community and visitors to campus must follow university, department, and building health and safety requirements and all public health orders to reduce the risk of spreading infectious diseases.

The CU Boulder campus is currently mask optional. However, if masks are again required in classrooms, students who fail to adhere to masking requirements will be asked to leave class. Students who do not leave class when asked or who refuse to comply with these requirements will be referred to Student Conduct & Conflict Resolution. Students who require accommodation because a disability prevents them from fulfilling safety measures related to infectious disease will be asked to follow the steps in the “Accommodation for Disabilities” statement on this syllabus.

For those who feel ill and think you might have COVID-19 or if you have tested positive for COVID-19, please stay home and follow the [further guidance of the Public Health Office](#). For those who have been in close contact with someone who has COVID-19 but do not have any symptoms and have not tested positive for COVID-19, you do not need to stay home.

## **ACCOMMODATUION FOR DISABILITIES, TEMPORARY MEDICAL CONDITIONS, AND MEDICAL ISOLATION**

[Disability Services](#) determines accommodations based on documented disabilities in the academic environment. If you qualify for accommodations because of a disability, submit your accommodation letter from Disability Services to your faculty member in a timely manner so your needs can be addressed. Contact Disability Services at 303-492-8671 or [dsinfo@colorado.edu](mailto:dsinfo@colorado.edu) for further assistance.

If you have a temporary medical condition or required medical isolation for which you require accommodation, please contact Disability Services and send an email to me as soon as possible. I am willing to be as flexible as I can be. Also see [Temporary Medical Conditions](#) on the Disability Services website.



## PREFERRED STUDENT PRONOUNS

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

## HONOR CODE

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the [Honor Code](#). Violations of the Honor Code may include but are not limited to: plagiarism (including use of paper writing services or technology [such as essay bots]), cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty.

All incidents of academic misconduct will be reported to Student Conduct & Conflict Resolution:

[honor@colorado.edu](mailto:honor@colorado.edu), 303-492-5550. Students found responsible for violating the [Honor Code](#) will be assigned resolution outcomes from the Student Conduct & Conflict Resolution as well as be subject to academic sanctions from the faculty member. Visit [Honor Code](#) for more information on the academic integrity policy.

## SEXUAL MISCONDUCT, DISCRIMINATION, HARASSMENT and/or RELATED RETALIATION

CU Boulder is committed to fostering an inclusive and welcoming learning, working, and living environment.

University policy prohibits [protected-class](#) discrimination and harassment, sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, and related retaliation by or against members of our community on- and off-campus. These behaviors harm individuals and our community. The Office of Institutional Equity and Compliance (OIEC) addresses these concerns, and individuals who believe they have been subjected to misconduct can contact OIEC at 303-492-2127 or email [cureport@colorado.edu](mailto:cureport@colorado.edu).

Information about university policies, [reporting options](#), and support resources can be found on the [OIEC website](#). Please know that faculty and graduate instructors have a responsibility to inform OIEC when they are made aware of incidents related to these policies regardless of when or where something occurred. This is to ensure that individuals impacted receive an outreach from OIEC about their options for addressing a concern and the support resources available. To learn more about reporting and support resources for a variety of issues, visit [Don't Ignore It](#).

## RELIGIOUS HOLIDAYS

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. In this class, since it is online and assignments are open for at least a week, there are no extensions given for assignments for which the due dates fall on holidays. However, if a holiday falls during an exam, please reach out to me as soon as possible (and at least 2 weeks prior to the exam) so that we can schedule an alternative time. See the [campus policy regarding religious observances](#) for full details.

## MENTAL HEALTH AND WELLNESS

The University of Colorado Boulder is committed to the well-being of all students. If you are struggling with personal stressors, mental health or substance use concerns that are impacting academic or daily life, please contact [Counseling and Psychiatric Services \(CAPS\)](#) located in C4C or call (303) 492-2277, 24/7.

Free and unlimited telehealth is also available through [Academic Live Care](#). The [Academic Live Care](#) site also provides information about additional wellness services on campus that are available to students.

## TECHNOLOGY REQUIREMENTS AND SUPPORT

What are the basic computer specifications for Canvas?

- Visit the official [Canvas Computer Specifications Page](#) for the latest list of recommended system requirements.

Which browsers does Canvas support?

- Visit the [Supported Browsers Page](#) for the detailed list of internet browsers in Windows, MacOS, iOS and Android.

Skill Requirements

- Students also need to possess basic computer skills, such as:
  - How to use a web browser and word processor
  - How to send and receive email
  - How to locate a file and attach it to an email or upload a file into a course
  - How to copy and paste
  - Must know basic typing skills and keyboard commands
  - Must know basic computer terminology

## TECHNICAL SUPPORT

- Canvas technical support. If you are experiencing issues with Canvas please contact:
  - CU Boulder's Help desk at 303-735-4357 (5-HELP) or [help@colorado.edu](mailto:help@colorado.edu). 5-Help will answer your call: Monday through Friday from 7:30 a.m. to 7:00 p.m., Saturday and Sunday from noon to 6:00 p.m., Closed during [University Holidays](#)
  - On your computer, click the “help” (?) icon on the left side of Canvas, once logged in
  - Within the Canvas App, you can search the Canvas support guides, Report a Problem or chat with Canvas Support 24 hours a day, 7 days a week.
- MyLab tech support:
  - [https://help.pearsoncmg.com/ccng/ccng\\_instr/ccng\\_xmel\\_instr\\_help\\_support\\_bridge.html](https://help.pearsoncmg.com/ccng/ccng_instr/ccng_xmel_instr_help_support_bridge.html) or <https://support.pearson.com/getsupport/s/>

## COURSE WITHDRAWAL POLICY

Any student who wishes to withdraw from the course must submit a request directly to [Continuing Education](#). For complete information, please visit their website at <https://ce.colorado.edu/resources/topics/dates-and-deadlines-general-info/>

## ADDITIONAL SUPPORT SERVICES

A variety of instructional support services, such as writing center, guidance on personal or educational issues, tutoring questions and library resources are available to the students. For more information about their services, visit their websites linked under modules in Canvas.