- **CLASS PERIOD**

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Instructors may not have time to cover every topic in class.

- **HOMEWORK**

Homework will **not** be collected regularly nor will it count toward your grade, **except when it is occasionally collected in place of a quiz.** Doing your homework is certainly your best way to be prepared for quizzes and exams. Each quiz will include at least one of your homework problems (with the numbers changed).

- **QUIZZES**

A five-minute quiz will be given every class starting with the third one (Friday, 8/29/03) until the end of the fifth week; quizzes will be given at least twice each week thereafter, except possibly during exam weeks. There will be no quiz the last week of the semester. **No make-up quizzes will be given for any reason.** The four lowest quiz grades will not be counted. To have a fifth quiz grade (or more) not counted at the end of the semester will require **acceptable written justification for having missed all five (or more).**

- **EXAMS**

There are three evening exams scheduled for your class this semester. The dates are as follows: (**Mark them on your calendar**)

        EXAM 1: Tuesday, September 23, 2003, 8:30-9:30 PM
        EXAM 2: Thursday, October 23, 2003, 8:30-9:30 PM
        EXAM 3: Tuesday, November 18, 2003, 8:30-9:30 PM

Please contact your course coordinator immediately if you miss an exam and also let your instructor know. Make-up exams will only be allowed for a valid reason and can only be approved in writing by the course coordinator, Renée Roames (MATH 912, 494-1929, rroames@math.purdue.edu). Carelessness in knowing the right date, time and location of your midterm exams is NOT a valid reason.

If you have an academic conflict with any of the evening exams (such as another exam or class at the same time) you must let the course coordinator know no later than two business days before the exam takes place. If you have an emergency situation that will prevent you from attending an evening exam you must contact the course coordinator by telephone or in person (not by voice mail or e-mail) no later than 2:00 PM on the day of the exam.

Make-ups will be given only once for each midterm exam, on the following dates and times:

        MAKE-UP EXAM 1: Friday, October 3, 2003, 6:00-7:00 PM
        MAKE-UP EXAM 2: Friday, October 31, 2003, 6:00-7:00 PM
        MAKE-UP EXAM 3: Saturday, November 22, 2003, 8:00-9:00 AM

Room assignments will be given to you later.

If you miss an exam and its alternate you will have a score of 0 (zero) recorded for that exam. No exam may be taken outside the regular and alternate dates scheduled under any circumstances.

For each of these evening exams there will be one class period for which attendance is not required; **however, it will not be cancelled: it will be a no-attendance-required help session for the exam.**

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams (available online) are a source of additional review problems and can also give students a rough idea of the length and difficulty level of their own exams. **However, many students have the mistaken impression that just by reviewing some past exams they will have seen all that is expected of them for their own exams. Past exams should absolutely not be used as a guide to the exact content and wording of the exams.**

The final exam is a 30-question, multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. Students may get a copy of practice questions for the final online.

THE SEMESTER ENDS ON SATURDAY, DECEMBER 20 AT 9:00 PM.

PLAN TO BE HERE UNTIL THEN FOR YOUR MATH FINAL EXAM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY.

- **CALCULATORS**

  No calculators of any kind are allowed during quizzes or exams.

- **OFFICE HOURS**

  Most instructors hold common office hours in MATH 205. Some instructors hold common office hours in their own offices. **Any student can get help from any of the instructors during their common office hours.** After the first week of classes, the office hour schedule will be posted on each instructor's door and students may get a copy online. You are strongly urged to go to someone's office hours if you have questions. It is the best way to get individual help.

- **ACADEMIC ADJUSTMENTS**

  Students who have been certified by the Office of the Dean of Students-Adaptive Programs as eligible for **academic adjustments** should go to MATH 909 and request an Information Sheet for **this** semester, that explains how to proceed this semester to get these adjustments made in Mathematics courses. (It is not the same as last semester.) **This should be done during the first week of classes.** Only students who have been certified by the ODOS-Adaptive Programs and who have requested ODOS to send their certification letter to their instructor are eligible for academic adjustments.

  Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments, are encouraged to find out **now** what procedures they will have to follow if they are certified, by requesting the above mentioned Information Sheet from MATH 909.

  Large print versions of the *Information Sheet* are available in MATH 909 upon request.

- **GRADES**

  Quizzes are worth 100 points, each evening exam is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's final grade is calculated using his/her *total points*. The final grades are calculated as follows: The total points for all your instructor's students are listed in numerical order, highest first. Then, your instructor uses the final exam to determine cut-offs for letter grades as follows: if ten of your instructor's students receive an A on the final, (approximately) the first 10 students on the list of total scores will receive an A as final grade in the course, and so on down the list for the other grades. However, those students who do not take the final exam are not included in the preceding list. Students one to four points (from the 600-point total available for the course) below a grade cut-off will automatically be given the higher grade. Other students who are within ten points of a grade cut-off are considered borderline cases. If the grade obtained in the final exam is at least as good as the higher one in the borderline, the final grade will be raised; <u>otherwise it will not</u>. Exam grades will be available online using a password you will receive about the time of the first exam. No grades will be posted by your instructor at any time. Prior to receiving your final grade by mail, you can obtain it by looking in SSINFO. GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.

- **SECTION CHANGES AND DROPS**

  No section changes are allowed during the first week of classes. Academic Advisors will still be adding students to classes during that week. After that, students make course and section changes by getting a form from their Academic Advisor (or in MATH 909 or MATH 835), getting their Academic Advisor's signature, and getting Renée Roames's signature (MATH 912). She has scheduled the following hours to see students concerning course and section changes: Mo–Fr 10:00-11:00 AM. (If you have a conflict with all of these hours, leave a message in MATH 835.) The student then returns the form to the Registrar or the Academic Advisor's Office for processing. **Make sure that you are registered in the section you attend. You will have zeros recorded as your quiz and exam grades if you do not.**

  If you want to drop a course during the first nine weeks of the semester, Renée Roames (MATH 912) can sign your drop form. If she is not available, go to MATH 835. **No section changes or drops are allowed after the first nine weeks of the semester, that is after Wednesday, October 29, 2003.**

- **CHEATING**

  The Mathematics Department will not tolerate cheating of any sort. Grade penalties will always be imposed by the Department. All cheating cases will also be reported to the Dean of Students Office for disciplinary action (probation, suspension, or expulsion).