

Instructor: Professor Jean E. Rubin, Office: MATH 400, Phone: 494-1986
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Office Hours: Tues 2:30-4:00PM; Thurs 10:00-11:30AM

(If you are not free during my office hours, either make an appointment to see me, or just come to my office. I am frequently there. If you have questions, you should get help as soon as possible.)

CLASS PERIOD

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

HOMEWORK

Homework assignments will be collected and some of the problems on each homework assignment will be graded. No late homework will be accepted unless there is a valid excuse for missing class such as illness or official university activities.

EXAMS AND GRADES

There will be two exams during the semester, each will count 100 points, the homework will count 100 points, and the final at the end of the semester will count 200 points.

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 242 and request an Information Sheet for **this** semester, that explains how to proceed this semester to get these adjustments made in Mathematics courses. **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 when they are certified, by requesting the above mentioned Information Sheet from MATH 242.

Large print copies of the *Information Sheet* are available from MATH 242 upon request.