

152/153/154 GROUND RULES, SUMMER 2004

- **SUMMER SESSION**

Classes begin on June 14th and end on August 3rd. Final exams are given on August 4th – 6th. Do not make plans to leave before final exams are given.

- **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 is collected every day except possibly before exams and at the end of the semester. No late homework will be accepted unless there is a valid excuse for missing class, such as documentable illness or official university activities.

- **QUIZZES**

A quiz will be given at least once a week except possibly during exam weeks and there will be no quiz the last week of the semester. **No make-up quizzes will be given.** Some quizzes may be excused if there is a valid, documentable reason for missing class.

- **ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

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 when 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.

- **SECTION CHANGES**

To change sections, please see the Instructor of the preferred section starting June 17, 2004.

- **LATE REGISTRATION INTO THESE COURSES**

Students will be allowed to enroll in these courses through July 1, 2004. If they enroll after the first midterm exam has been given, they will have to take an alternate exam in order to have a score for that midterm. If they enroll during the 3 days immediately before the first midterm, they will have the option of taking the midterm as scheduled, or an alternate exam a few days later. No student will be allowed to enroll in these courses after July 1, 2004, except under extenuating circumstances and **WITH THE APPROVAL OF THE DEPARTMENT HEAD.**

- **GRADES**

Homework and quizzes count 100 points (50 each), each exam during the semester counts 100 points, and the final counts 200 points. The final is a 30-question multiple choice machine graded exam. Practice questions for the final are available online. Make-up exams will be given if there is a valid, documentable reason for missing an exam. At the end of the semester, letter grades will be determined using the total number of points obtained during the semester. (To prepare final letter grades, the total points for each student are listed in numerical order, highest first. Then, for example, if ten students in the class receive an A on the final, the first 10 students on the list will receive an A 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 list.)

A student, whose total points are close to the cut-off for a higher grade, will be considered a borderline case. In order to have his/her grade raised to the higher grade, the student's letter grade on the final must be greater than or equal to the proposed raised grade.

- **CALCULATORS**

Only **non-graphing, non-programmable** scientific calculators are allowed on **some** quizzes, and on exams as follows: MA 152—after exam 2; MA 153 and MA 154—all exams. Make sure you bring your

scientific calculator to the exams when allowed. **WE WILL NOT ALLOW THE SHARING OF CALCULATORS WITH OTHER STUDENTS.** Cell phones, PDA's, etc. may not be used in place of a calculator.

- **OFFICE HOURS**

All instructors (and some graders) have office hours. You are strongly urged to get help during office hours if you have questions. It is the best way to get individual help.

- **CHEATING**

The Mathematics Department will not tolerate cheating of any sort. All cheating cases will be handled by the Dean of Students Office. Grade penalties will also be imposed by the Department.

- **WEB PAGE**

The Web page for this course is <http://www.math.purdue.edu/MA15X> where X should be replaced by the last digit of the course number.

(If you have any questions that your Instructor cannot answer, see Devi Nichols in MATH 902, or call 494-1950.)