

Form For Academic Adjustments On In-class Quizzes

Department of Mathematics - Spring 2010

PART 1 : Fill out

LAST NAME: _____ FIRST NAME: _____

STUDENT I.D. #: _____ EMAIL ADDRESS: _____

COURSE: _____ INSTRUCTOR NAME: _____

PART 2 : Read, follow directions, sign and date

I understand that, in order to receive the academic adjustments on in-class quizzes, that are described in the accommodations letter my instructor received, I have to do the following :

1. Attend the class meeting during which a quiz is being administered;
2. Copy or have my note taker copy the quiz problems from the blackboard;
3. Turn in a sheet on which I write the date, my name and sign my name, at the same time as the other students turn in the quiz (since this will show that I was present at that class meeting);
4. Work on the quiz later that day anywhere I want under the same conditions as the other students (the use of books, notes, calculators, getting help from others, etc.) and that I am allowed to give myself the academic adjustments (extra time, etc.) that I am entitled to according to the letter sent to my instructor by the Office of the Dean of Students-Disability Resource Center
5. Return the quiz by the time and at the location indicated below in PART 3.

I understand that I am not obliged to work on the quiz during class but that I should nevertheless wait and leave the classroom at the same time as the other students. I understand that I forfeit the right to academic adjustments on a particular quiz if I decide to turn in a solution when leaving the classroom instead of just turning in a dated and signed sheet of paper.

I understand that turning in neither a solution to the quiz when leaving the class nor a signed and dated sheet of paper will be interpreted as my having missed class and that, in that case, the course policies on making up missed quizzes will apply.

I understand that, in case I turn in a signed sheet at the end of class but do not hand the quiz to a staff member in the correct office by the deadline as described below in PART 3, I will receive a zero on that quiz.

I understand that using books, notes, calculators, or getting help from others, etc. on a quiz if not allowed by the instructor, will be considered as an act of academic dishonesty and will be reported if discovered.

Student Signature : _____ **Date :** _____

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PART 3 : Take this Form **in person** to your instructor who will fill out this part according to the instructions below and **return it to you**.

Instructor :

- If your mailbox is in MATH 630, circle MATH 630; otherwise, circle MATH 835;
- Sign and date the form;
- Return this form to the student.

Quizzes are due before the next class meeting and are to be returned to a staff member in

MATH 835

MATH 630

If the above marked office is closed, quizzes have to be returned by the same deadline as above to a staff member in MATH 835. (MATH 835 is open 8:00 am - noon and 1:00 pm - 5:00 pm.)

Instructor Signature : _____ **Date :** _____

Instructor Name (Please print) : _____

PART 4 : Follow Directions

1. Make two photocopies of this completed Form. (Photocopy machines are available in the Mathematics library on the 3rd floor of the Mathematical Sciences Building (MATH) and other libraries on campus)
2. Give one copy to your instructor and keep one yourself.
3. Turn in the **original** to MATH 242.

NOTE: You will **not** receive academic adjustments on in-class quizzes **until** you have given a copy of this Form to your instructor **and** have given the original to MATH 242.