• 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/QUIZZES
A daily score will be given for every class, starting with the third one (Friday, 8/27/04) until the end of the fifth week; scores will be recorded at least twice each week thereafter, except possibly during exam weeks. The daily score will be based on either a short quiz or on the homework due that day. Although homework will only be collected occasionally for the daily score, doing your homework is certainly your best way to be prepared for quizzes and exams. 29 homework assignments (for lessons 10-38) will be done online for half of the recitation grade.

No make-ups will be allowed for the daily scores or online homework, for any reason. The four lowest scores for each will not be counted. To have a fifth score (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 multiple-choice, machine-graded evening exams scheduled for your class this semester. The dates are as follows. (Mark them on your calendar)
- EXAM 1: Wednesday, September 15, 2004, 7:00-8:00 PM
- EXAM 2: Tuesday, October 19, 2004, 8:30-9:30 PM
- EXAM 3: Monday, November 15, 2004, 7:00-8:00 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 exams is NOT a valid reason.

If you have an academic conflict (such as another exam or class at the same time) or other foreseeable conflict with any of the evening exams, you must let Renée Roames 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 Renée Roames 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, September 24, 2004, 6:00-7:00 PM
- MAKE-UP EXAM 2: Friday, October 22, 2004, 6:00-7:00 PM
- MAKE-UP EXAM 3: Friday, November 19, 2004, 6:00-7:00 PM

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 18 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 ON QUIZZES AND EXAMS UNTIL AFTER EXAM 2. Make sure you take your non-graphing, non-programmable, scientific calculator to the third evening exam and to the final exam. WE WILL NOT ALLOW THE SHARING OF CALCULATORS WITH OTHER STUDENTS.
• OFFICE HOURS
  Any student can get help from any of the instructors during their 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. Additionally, MATH 205 is a help room and is open most of the day.

• 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 when they
  are certified, by requesting the above mentioned Information Sheet from MATH 909.

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

• GRADES
  Daily scores are worth 50 points and online homework is worth 50 points, each evening exam is worth
  100 points, and the final is worth 200 points. At the end of the semester, each student’s course grade is
  calculated using his/her total points. The course grades are calculated as follows: Letter grade cut-offs are
  determined for the four common exams combined. Then, your instructor determines the number of each
  letter grade his students earned based on their four exam scores. Next, your instructor lists all of his students’
  total points (out of the 600 total points available), in numerical order, highest first. (Those students who do
  not have grades on all 4 exams are not included in this list.) If ten of his students receive an A according
  to the four exam cut-offs, the first 10 students on the list of total points will automatically receive an A as
  their final grade in the course, and so on down the list for the other grades. Further, students within zero
  to four points below a grade cut-off (based on the 600 total points available) will automatically be raised to
  the higher grade. Other students who are within twelve points of a grade cut-off are considered borderline
  cases. If the grade obtained on the final exam is at least as good as the higher one in the borderline, the
  course grade will be raised; otherwise it will not. 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 course grade by mail, you can obtain it by seeing your instructor or 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’ signature (MATH 912). She has scheduled the following hours to see students
  concerning course and section changes: Monday to Friday, 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 27, 2004.

• CHANGING TO A LOWER MATH COURSE
  Students who do poorly on the first exam are allowed to drop back into a lower level course. THROUGH
  SEPTEMBER 22, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STU-
  DENTS SHOULD SIMPLY GET THE SIGNATURE FROM THEIR ACADEMIC ADVISOR AND from
  Renée Roames, MATH 912, 49-41929, rroames@math.purdue.edu, Monday to Friday, 10:00-11:00 AM. (If
  you have a conflict with all of these hours, leave a message in MATH 835.) You must obtain these signatures
  by September 22 at 4:00 PM. After September 22, only under extenuating circumstances will any
  student be allowed to register for MA 111. They will need the authorization of the Department
  Head, Professor Leonard Lipshtitz. Such students should contact their academic advisors for possible
  alternatives, including dropping the course.

• 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 (notification, probation, suspension, or expulsion).