- **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 be done and graded on the Web. The assignment sheet contains the list of book problems on which your actual graded homework problems are based. The computer will assign you a unique set of problems for each assignment, each of which will have the same wording as the corresponding problem in the book, but with the numbers specifically created for you (these will not change if you logout and then log back in). Log in to the homework system (link from the course page) to obtain your personal problems and to submit your answers. Each assignment has to be completed (i.e. you must finish the input of your answers to all the problems in that assignment) by midnight on the day the next lesson is taught in lecture. The two lowest homework scores will not be counted. To have more than two homework scores not counted will require **acceptable justification for all missed assignments.**

- **QUIZZES**

A quiz will be given at least twice a week throughout the semester, starting with the third class, Friday, 8/26/05, except possibly during exam weeks. There will be no quizzes the last week of the semester. **No make-up quizzes will be given for any reason.** The two lowest quiz grades will not be counted. To have more than two quiz grades not counted will require **acceptable justification for all missed quizzes**.

- **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: Thursday, September 15, 2005, 8:30-9:30 PM, Hall of Music
    EXAM 2: Thursday, October 20, 2005, 8:30-9:30 PM, Hall of Music
    EXAM 3: Thursday, November 17, 2005, 8:30-9:30 PM, Hall of Music

Missing an Exam: If you miss an exam for any reason, contact the course coordinator immediately. Make-up exams can only be approved **in writing** by the course coordinator, Tim Delworth (MATH 906, 494-7914, delworth@math.purdue.edu). Make-up exams will be allowed for valid reasons. For non-valid reasons, a make-up *may* be allowed with a *grade penalty* of 30 points being deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason for missing it.

Academic Conflict: If you have an academic conflict with any of the evening exams (e.g. 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.

Emergency: 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.

20-Minute Rule: No one will be allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty of 30 points will be deducted from the make-up exam score.

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

    MAKE-UP EXAM 1: Friday, September 23rd, 2005, 6:00-7:00 PM, Location TBA
    MAKE-UP EXAM 2: Friday, October 28th, 2005, 6:00-7:00 PM, Location TBA
    MAKE-UP EXAM 3: Friday, November 18th, 2005, 6:00-7:00 PM, Location TBA

If you miss an exam and its alternate you will have a score of 0 (zero) recorded for that exam.

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 17TH AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL WILL BE ANNOUNCED LATER THIS SEMESTER. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

- **CALCULATORS**

A single-line TI-30 is the only calculator allowed on quizzes and exams. Calculators may not be shared.

- **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. **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**

Homework and quizzes are worth 100 points (50 points each), 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 four points of a grade cut-off (based on the 600 total points available) will automatically be raised to the higher grade. Students who are between five and twelve points of a grade cut-off are considered borderline cases. If the grade obtained on the final exam or in the four-exam composite 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. 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 Tim Delworth's signature (MATH 906). He 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, Tim Delworth (MATH 906) can sign your drop form. If he 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 26th, 2005.**

- **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 21st, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR AND from Cari van Tuinen, MATH 910, Monday to Friday, 2:00-3:00 PM for MA 153, or from Renée Roames, MATH 912, Monday to Friday, 10:00-11:00 AM for MA 111 and MA 152. (If you have a conflict with all of these hours, leave a message in MATH 835.) You must obtain these signatures by September 21st at 4:00 PM. **After September 21st, only under extenuating circumstances will any student be allowed to register for MA 111, MA 152 or MA 153. They will need the authorization of the Acting Department Head, Professor Rodrigo Banuelos**. 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 (probation, suspension, or expulsion).