

## GROUND RULES FOR MA 261 - SPRING 2005

**ATTENDANCE:** Students are expected to attend every class. Attendance will be monitored by the homework assignment that must be handed in by the student in person, and by the quiz on quiz-days.

**HOMEWORK:** For each of the thirty seven lessons on the assignment sheet there is a homework assignment. Selected problems from each assignment will be graded. No late homework will be accepted without an approved excuse, and a homework assignment that is not handed in will be assigned the grade 0.

**QUIZZES:** There will be a quiz on Tuesdays, except on the first week.

**MIDTERM EXAMS:** There will be two, one-hour midterm exams.

Exam 1 Tuesday, February 22, 7-8 PM (Lessons 1–15)

Exam 2 Thursday, March 24, 7-8 PM (Lessons 16–24)

**FINAL EXAM:** There will be a two-hour comprehensive final during finals week.

**GRADES:** Your 5 lowest homework scores and 1 lowest quiz score will be dropped. Normally, missed homeworks are part of the 5 dropped scores. No make-up quizzes are allowed. Normally, missed quizzes are part of the dropped one. Course grades will be determined from your total score which will be computed as follows:

|                                 |                   |
|---------------------------------|-------------------|
| Homework                        | 75 points         |
| Quizzes                         | 50 points         |
| Two midterm exams               | 200 points        |
| Final exam                      | <u>200 points</u> |
| Maximum possible semester score | 525 points        |

**Calculators:** Calculators will not be allowed on exams or quizzes. It is important that you learn to do simple manipulations by hand.

**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 from MATH 909 upon request.

Last day for a student to drop a course without it being recorded: **Monday, January 24, 2005**

Last day for a student to drop a course without a grade: **Monday, February 7, 2005**

Last day for a student to drop a course with a passing or failing grade: **Monday, March 21, 2005**

**Course Webpage:** <http://www.math.purdue.edu/MA261>