

• 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

Homework will be done online using MathXL. Also, a quiz will be given in class almost daily, starting with the third class period (Friday, 8/22/07).

No make-ups will be allowed for the daily quizzes or online homework, for any reason. The five lowest scores for each will not be counted. To have a sixth score (or more) not counted at the end of the semester will require **acceptable written justification for having missed all six (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: Tuesday, September 18, 2007, 8:30 PM, Hall of Music

EXAM 2: Thursday, October 18, 2007, 6:30 PM, Hall of Music

EXAM 3: Wednesday, November 28, 2007, 6:00 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, Charlotte Bailey (MATH B13, 496-3145, baileycm@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* 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. Extenuating circumstances that prevent you from contacting the course coordinator (by phone or in person) in a timely manner will be evaluated on a case-by-case basis.

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 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 21, 2007, 6:00 PM, Location TBA

MAKE-UP EXAM 2: Friday, October 26, 2007, 6:00 PM, Location TBA

MAKE-UP EXAM 3: Arrangements to be announced

If you miss an exam and the 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 15^h AT 9:00 PM. NO ALTERNATE WILL BE ALLOWED IF YOU PLAN TO LEAVE EARLY. PLAN TO BE ON CAMPUS TO TAKE YOUR FINAL EXAM.

• CALCULATORS

NO CALCULATORS OF ANY KIND ARE ALLOWED ON QUIZZES AND EXAMS.

(OVER)

- **OFFICE HOURS**

Any student can get help from the instructor during his/her office hours. You are strongly urged to go to 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 at scheduled times Monday through Friday.

- **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 242 with a copy of their certification letter 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 242. Large print copies of the *Information Sheet* are available from MATH 242 upon request.

- **GRADES**

Daily quizzes 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 final grade is calculated using his/her *total points*. The final grades are calculated as follows: The total points for all your instructor's students are listed in numerical order, highest first. Then, your instructor uses the composite score of the 4 common exams to determine cut-offs for letter grades as follows: if ten of your instructor's students receive an A on the composite score, (approximately) the first 10 students on the list of total scores will receive an A as final grade 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 preceding list. Students one to four points (from the 600-point total available for the course) below a grade cut-off will automatically be given the higher grade. Other students who are within twelve points of a grade cut-off are considered borderline cases. If the grade obtained in the final exam or the composite score is at least as good as the higher one in the borderline, the final grade will be raised; **otherwise it will not.** Exam grades will be available online. Prior to receiving your final grade by mail, you can obtain it 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 242 or MATH 835), getting their Academic Advisor's signature, and getting Charlotte Bailey's signature (MATH B13). She has scheduled the following hours to see students concerning course and section changes: Monday (12:30-1:20 & 2:30-3:20), Wednesday (7:30-8:00 & 1:00-2:20), and Friday (10:30-11:20). (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, Charlotte Bailey (MATH B13) 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 24, 2007.**

- **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).