• CLASS PERIOD
Students are **expected** to attend every class meeting. **Before coming to a lecture**, it is highly recommended that students read the appropriate sections of the text and **attempt some of the homework problems**. Instructors may not have time to cover every topic in class.

• HOMEWORK
Written homework **will not** be collected. However, **doing all the homework problems is essential for success in this course and is certainly your best way to be prepared for quizzes and exams.** Most of the homework will be completed and graded online. The six lowest online homework grades will not be counted at the end of the semester.

• QUIZZES
A quiz will be given every Tues. and Thurs. starting on 1/15/09, except on exam days. **No make-up or early quizzes will be given for any reason.** The three lowest quiz grades will not be counted at the end of the semester. To have a fourth quiz grade (or more) not counted will require **acceptable written justification for having missed all four (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: Thursday, February 5, 2009, 8:00-9:30 PM
          EXAM 2: Thursday, March 5, 2009, 8:00-9:30 PM
          EXAM 3: Thursday, April 16, 2009, 8:00-9:30 PM
Missing an Exam: Contact the course coordinator immediately, or as soon as the situation allows, if you miss an exam for any reason (email: odavis@math.purdue.edu). Inform your Tu/Th instructor as well. **Make-up exams can only be approved **in writing** by the course coordinator, Owen Davis (MATH 812). If you miss the exam **for a non-valid reason**, a make-up exam *will still usually* be allowed, but a *grade penalty* **will be 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 an exam.
          No one will be allowed to leave the exam site for the first 25 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 25 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.
          If you have an academic conflict (such as another exam or class at the same time) or other foreseeable conflict with an evening exam, you should contact Owen Davis 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 Owen Davis **as soon as the situation allows**, preferably in person or if necessary by email (do not use voicemail). To aviod missing important information, the sooner you contact Mr. Davis, the better.
   Make-up exams will be administered for each midterm exam on the following specific dates and times:
          MAKE-UP EXAM 1: Friday, February 13, 2009, 6:00-7:30 PM
          MAKE-UP EXAM 2: Friday, March 13, 2009, 6:00-7:30 PM
          MAKE-UP EXAM 3: Friday, April 17, 2009, 6:00-7:30 PM
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, entirely optional, help session for the exam.
To prepare for the midterm exams, students should review all of the material covered in the homework assignments, lectures, quizzes, and the announced review problems. Past exams (available online) are also a good 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. Instead, __all__ **the assignment sheet and lecture problems will dictate what concepts and material may be tested on a given exam.**
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, MAY 9 AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL EXAM WILL BE ANNOUNCED LATER THIS SEMESTER. PLAN TO BE ON CAMPUS TO TAKE YOUR MATH FINAL EXAM. NO MAKE-UP EXAM WILL BE ALLOWED IF YOU PLAN TO LEAVE CAMPUS EARLY.**

• CALCULATORS
__No calculators are allowed on quizzes and exams until after exam 2.__ __After Exam 2__ **is completed, a non-graphing, non-programmable, __1-line scientific calculator__ is required for many problems on the quizzes and exams…**
(NOTE: a 1-line TI-30XA calculator is recommended, but other 1-line scientific calculators are also allowed). **Multiple line calculators are __not allowed__ on quizzes and exams.** We will not allow the sharing of calculators with other students.
(OVER)

• OFFICE HOURS

Room MATH 205 is 'The Math Help Room' and is open Mon-Thurs 10:30AM to 5:30PM & Friday from 10:30AM to 2:30PM **Any student can get help from any of the instructors in that room during these 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.

• ACADEMIC ADJUSTMENTS

Students who have been certified by the Office of the Dean of Students-Disability Resource Center 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 or as soon as the student receives their letter.** Only students who have been certified by the ODOS-Disability Resource Center 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

Quizzes are worth 125 points, the online homework is worth 75 points, each evening exam is worth 100 points, and the final exam is worth 200 points. At the end of the semester, each student's grade is calculated using his/her *total points*. **The course letter grades at the end of the semester are calculated as follows:** Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). Then, your recitation instructor determines the number of each letter grade his students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of his students' total points (out of the 700 total points available), in numerical order, highest first. If ten of his/her students receive an A according to the four-exam cut-offs, the first 10 students on the list of total points will receive an A as their final grade in the course, and so on down the list for the other grades. Further, students 1 to 7 points below a grade cut-off (based on the 700 total points available) will automatically be raised to the closest higher minus grade(For example, earned C grade by total points raised to B-). Other students who are 8 to 28 points below a grade cut-off are considered borderline cases. If the grade obtained on the final exam, the four-exam composite total, or the quizzes is at least as good as the higher one in the borderline, the course grade will be raised to the closest higher minus grade(For example, earned C grade raised to B-), otherwise these students will receive the closest plus grade(For example, earned C grade raised to C+). NOTE: There is no F+ grade, so D/F borderline grades will either be raised to a D- or remain an F. Exam grades will be available from your instructor and online. You can obtain your course grade by seeing your instructor or by checking SSINFO. GRADES CANNOT BE OBTAINED OVER THE TELEPHONE.

• SECTION CHANGES AND DROPS

**First week of the semester: Go to MyPurdue or see your academic advisor to add the class or change sections.
After the first week of classes: Students make course and section changes by getting a form from their Academic Advisor (or in MATH 812 or MATH 835), getting their Academic Advisor's signature, and getting Owen Davis's signature (MATH 812). He has scheduled the following hours to see students concerning course and section changes (Monday, Wednesday, and Friday , 9:30 AM- Noon or other times as available, odavis@math.purdue.edu). 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, Owen Davis (MATH 812) can sign your drop form. If he is not available, go to MATH 835. No drops are allowed after Monday, March 23, 2009.

• 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 Thursday, February 12, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR **AND** from Cari van Tuinen, MATH 810, Monday to Friday, 10:00 AM to 11 AM for MA 15300. (If you have a conflict with these hours, leave a message in MATH 835.) You must obtain these signatures by February 12 at 4:00 PM. **After February 12, only under very extenuating circumstances will any student be allowed to register for MA 15300. They will also need the authorization of the Department Head, Professor Rodrigo Bañuelos**. 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).