

GRADES: Homework and quizzes combined are worth 100 points. Each of the three exams during the semester is worth 100 points, and the final exam is worth 200 points. Students earn a TOTAL SCORE for the semester, which is a number between 0 and 600. The final exam is a 25-question multiple choice, machine graded exam.

At the end of the semester, each student's grade is calculated using his/her TOTAL SCORE. The final grades are calculated as follows: The TOTAL SCORES for each class are listed in numerical order, highest first. Then, each instructor uses the letter grades earned by his/her students on the common final exam to determine cutoffs for letter grades for these total scores. For example, if ten students in the class receive an A on the final, the first 10 students on the total scores list will receive an A in the course and so on down the list for the other grades. If your total points is within 2 points of the next higher grade cutoff, your grade will be raised and no minus sign will be added. If your total points is within 3 to 7 points of the next highest grade cutoff, your grade will be raised and a minus will be added. If your total points is within 8 to 12 points of the next highest grade cutoff, a plus sign will be added. (Your grade will not be raised.)

HOMEWORK AND QUIZZES: Homework will be collected regularly, graded, and returned. **Late homework will not be accepted.** There will be frequent quizzes. **No make-up quizzes will be given.**

ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES:

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 Summer session, that explains how to proceed this Summer to have these adjustments made in mathematics courses. (Procedures are **not** the same as last Spring 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 versions of the *Information Sheet* are available in MATH 242 upon request.

OFFICE HOURS: Each instructor and grader has common office hours. These are open to students from any section of MA 223 or 224. After the first week of classes, the common office hour schedule is posted on each instructor's and grader's door, and on the course web page. You are strongly urged to go to someone's office hours if you have questions. It is the best way to get individual help.

SECTION CHANGES AND DROPS: Section changes are possible via the web (on Banner) until Sunday, June 21, and no signatures are required. After that, **until July 15**, see the instructor of the section you want to enter. You will find the list of instructors for your course at the main desk in MATH 835 or on the course web page. The last day to drop a course (with passing or failing grade) is July 15. If you want to drop a course before then, your instructor can sign your drop form. If your instructor is not available, go to MATH 835. **No section changes or drops are allowed after July 15.**

QUESTIONS: If you have any questions that your instructor cannot answer, go to MATH 835 or call 494-1901.

COURSE WEB PAGE: <http://www.math.purdue.edu/courses>