

**HOMEWORK AND QUIZZES:** Homework will be collected daily. Late homework will not be accepted. There will be frequent quizzes. No make-up quizzes will be given. Only your instructor can excuse homework and quizzes.

Requests to have work excused **must be made at the time of your absence.** No consideration will be given to requests made after that time.

**EXAMS** There are two in-class midterm exams, one evening midterm exam and a final exam. The two in-class midterm exams are written and graded by your instructor, with partial credit being possible. The evening midterm exam is a course-wide, multiple-choice, machine-graded exam written by the course coordinator. The final exam is a course-wide, comprehensive, 25-question, multiple-choice, machine-graded exam, also written by the course coordinator.

The dates of the midterm exams are as follows. (**Mark them on your calendar.**)

EXAM 1: in class exam on February 4.

EXAM 2: evening exam in the Elliott Hall of Music on March 7 at 8:00 p.m.

ALT EXAM 2: March 10 at 6:00 p.m.

EXAM 3: in class exam on April 11.

FINAL EXAM: date, time and room to be announced.

If you have a class or exam conflict with Exam 2 or the Final, you should contact your instructor **before the exam.** You will be allowed to take an alternate exam without any penalty.

If you miss any exam, contact your instructor **immediately** to explain your absence. You should be prepared to present documentation about your absence to your instructor. Without documentation, you may or may not be allowed to take an alternate exam. If you are allowed to, there may be a 20 point penalty. **Only your instructor** (not the course coordinator) can give you permission to take any makeup exam.

**GRADES:** There is a total of 575 points in the course. Homeworks are worth a total of 50 points and quizzes are worth a total of 75 points. Each of the three mid-term exams is worth 100 points, and the final exam is worth 150 points. Since the only assessments common to all students and graded identically for all students are the two, course-wide exams (Exam 2 and the Final Exam), a normalization process based on them is used to determine the **number** of each letter grade given in an instructor's section(s). The Department decides on an A-range, B-range, C-range, etc., for the combined two exams. Each instructor then gives the same number of A's, B's, C's, etc., that his section(s) earned on the combined exams. The assignment of the letter grades is based on students' **total points** (a number between 0 and 575). For example, if in a particular section there are 8 A's, 10 B's, etc., on the two combined exams, the 8 students with the **highest total points** receive an A, the next 10 a B, and so on. If your total points is within 0–2 points of the next higher grade cut-off, your grade will be raised and no minus sign will be added. If your total points is within 3–7 points of the next highest grade cut-off, your grade will be raised and a minus will be added. If your total points is within 8–12 points of the next highest grade cut-off, a plus sign will be added. (Your grade will not be raised.)

**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 his/her 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 versions of the Information Sheet are available in MATH 242 upon request.

**OFFICE HOURS:** Most instructors have office hours in MATH 205, the Math Help Room. (In the Help Room, in addition to instructors from your course, instructors from all other courses can also help you.) Additionally, most instructors have office hours in their own offices. After the first week of classes, these office hour schedules are posted on each instructor's door and on the course web page. You are strongly urged to go to office hours if you have questions. It is the best way to get individual help.

**ADDITIONAL HELP:** Please see the Resources listing on the course web page for additional help resources.

**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).

**SECTION CHANGES AND DROPS:** During the first week of classes, section changes are made via Banner and no signatures are required. **No requests will be addressed by instructors until after that time.** After that, until the end of the 9th week of the semester, see the instructor of the section you want to enter. The schedule of classes can be found on the Mathematics Department web page or at the main desk in MATH 835. If you want to drop a course during the first nine weeks of the semester, 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 the first nine weeks of the semester.**

**LAST ADD DATE:** The last day you can add this course is Friday, February 11. Students adding at this time must complete alternate exam 1 by Friday, February 18. Students are expected to keep up with the current material while studying for alternate exam 1.

**COURSE EVALUATIONS:** During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor. To this end, Purdue has transitioned to online course evaluations. On Monday of the fifteenth week of classes, you will receive an official email from evaluation administrators with a link to the online evaluation site. You will have two weeks to complete this evaluation. Your participation in this evaluation is an integral part of this course. Your feedback is vital to improving education at Purdue University. You are strongly urged to participate in the evaluation system.

**CAMPUS EMERGENCY POLICY:** In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. To get information about any such changes in this course, please see the course web page or email your instructor.