

**HOMEWORK AND QUIZZES:**

Homework will be submitted online, using a program called MathZone. (More information on this will be provided next week.) Only the MathZone coordinator can extend the deadline or excuse an online homework.

There will be frequent quizzes, possibly more than once a week. No make-up quizzes will be given. Only your instructor can excuse a quiz.

Requests to have deadlines extended and/or 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 September 17.

EXAM 2: evening exam in the Elliott Hall of Music on October 22 at 8:00 p.m.

ALT EXAM 2: October 26 at 6:00 p.m.

EXAM 3: in class exam on November 28.

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.

**WARNING:** If there are any special circumstances that may affect your ability to successfully complete an exam (illness, family emergency, etc.) you must discuss the situation with your instructor before taking the exam, even if you must do so right before the exam. Your instructor will then be able to advise you on your options. Do not wait until after you take the exam to mention a situation to your instructor.

**GRADES:** There is a total of 650 points in the course. Homework is worth 75 points. Quizzes are worth 80 points. Exams 1 and 3 are worth 100 points each, Exam 2 is worth 120 points, and the final exam is worth 175 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), the only way to compare the learning of students in different sections is using these two exams. So, each student's Exam 2 score + Final Exam score is determined and a distribution is made. The Department then decides on an A-range, B-range, C-range, etc., for this distribution. Each instructor then gives the same number of A's, B's, C's, etc., that his section(s) earned on the combined exams. However, within a class, the other assessments are the same. So, instead of using just the common exams to assign these grades, all points in the class are used. This makes the assignment of letter grades based on students' **total points** (a number between 0 and 650). 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 3–9 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 10–17 points of the next highest grade cut-off, your grade will not be raised, but a plus sign will be added.

**ACCOMMODATIONS FOR STUDENT WITH DISABILITIES:** The Department of Mathematics offers alternative testing environments for students who are registered with the Disability Resource Center. Students who need accommodations must deliver a copy of their

Accommodation Notification Memorandum to the Undergraduate Services Office (MATH 242) and request an information sheet for their course.

Memorandums should be delivered to the Undergraduate Services Office (MATH 242) within one week of receipt from the Disability Resource Center.

The Information Sheet explains the process for receiving exam accommodations for your mathematics course. Enlarged copies of the information sheets are available upon request. Students currently undergoing evaluation through the Disability Resource Center should also request an information sheet from the Undergraduate Services Office (MATH 242).

**OFFICE HOURS:** All instructors have office hours in MATH 205, the Math Help Room. (In the Help Room, in addition to instructors from your course, instructors from other courses can also help you.) Most instructors also have an office hour in their own office. After the first week of classes, the 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 and **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 Wednesday, October 24, 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 Wednesday, October 24.**

**LAST ADD DATE:** The last day you can add this course is Tuesday, September 25. Students adding at this time must complete alternate exam 1 by Monday, October 1. 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.