

**GRADES:** Homework and quizzes are each worth 75 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 650. 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, but you may turn in homework early with your instructor's consent.** There will be **two** quizzes per week. **No make-up or early quizzes will be given.** At the end of the summer session, only the best **ten** quiz scores of each student will be counted.

**Academic Adjustments:** Students who have been certified by the Office of the Dean of Students-Disability Resource Center (ODOS-DRC) as eligible for academic adjustments should go to MATH 242 with a copy of their certification letter and request the Information Sheet for their course. Certification letters should be submitted to MATH 242 during the first week of classes or as soon as students receive their letters. The course Information Sheet explains how to proceed this semester to get adjustments made in your mathematics course. It may not be the same as last semester. Only students who have been certified by the Office of the Dean of Students-Disability Resource Center and have requested their certification letters be sent to their instructors are eligible for academic adjustments. Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments should also go to MATH 242 and request the Information Sheet for their course to find out now what procedures they will have to follow when they are certified. Large print copies of the Information Sheet are available from MATH 242 upon request.

**OFFICE HOURS:** Each instructor and grader has common office hours. These are open to students from any section of MA 22300 or 22400. 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.

**DEADLINES FOR SECTION CHANGES AND DROPS:** Section changes are possible via the web (on myPurdue) until Wednesday, June 13, and no signatures are required. Section changes between June 14 and June 22 are possible using Form 23 with the consent of your advisor and the instructor of the class you want to enter. You will find the list of instructors on the course webpage. No section changes are allowed after July 11. Last day for a student to drop a course

- (via the web) without it being recorded is Sunday, June 17
- without a grade is 5:00 pm, Friday, June 22
- with a passing or failing grade is 5:00 pm, Wednesday, July 11. No section drops are allowed after July 11.

**CAMPUS EMERGENCY INFORMATION:** 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 instructors control.

**ONLINE COURSE EVALUATIONS** You will receive an official email from evaluation administrators with instructions on how to submit an evaluation of the course and your instructor. Your feedback is vital to improving education at Purdue.

**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/academic/courses>