

**HOMEWORK AND QUIZZES:** Homework will be done online. The deadline for submission is 11:50 pm on the next class day after the homework was assigned. For example, homework assigned on Monday is due at 11:50 pm on Wednesday. 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.

**EXAMS:** There three evening midterm exams and a final exam. All exams are course-wide, multiple-choice, machine-graded exam written by the course coordinator. Mark these exam dates on your calendar.

EXAM 1: Wednesday, Jan. 30, 8:00 pm (location: to be announced)

EXAM 2: Monday, Feb. 25, 8:00 pm (location: to be announced)

EXAM 3: Monday, Apr. 1, 8:00 pm (location: to be announced)

If you have a class or exam conflict (two exams scheduled at the same time or overlap in time), 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 explaining your absence to your instructor. Without documentation you still may be allowed to take an alternate exam with a penalty. Only your instructor can give you permission to take any makeup exam.

**GRADES:** There is a total of 600 points in the course. Homeworks are worth a total of 75 points and quizzes are worth a total of 75 points. Each of the three mid-term exams counts 100 points, and the final exam counts 150 points. A normalization process based on the four exams 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 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 600). 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 1–2 points of the next highest grade cut-off, your grade will be raised. 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 to it. If you're total points is within 8–12 points of the next highest grade cut-off, your letter grade will not be raised but a plus sign will be added.

**ACCOMMODATIONS FOR STUDENTS 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.

**OFFICE HOURS:** Most instructors have office hours in the Math Help Rooms (MATH 205/211). Any instructor in the Math Help Rooms should be able to answer your questions or direct you to someone who can. 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.

**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 Tuesday, February 19. Students adding at this time must complete alternate exam 1 by Monday, February 25. Students are expected to keep up with the current material while studying for alternate exam 1.

**PREREQUISITE FOR MA 22200:** A grade of C – or higher in MA 22100 is the prerequisite for MA 22200.

**MAJOR CAMPUS EMERGENCY:** 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.

**COURSE EVALUATIONS:** During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructor using an online course evaluation form. You will be contacted by email to remind you to complete the evaluation. Your input will improve the overall level of instruction at Purdue.

**COURSE WEB PAGES:** <http://www.math.purdue.edu/academic/courses/MA22100/> and <http://www.math.purdue.edu/academic/courses/MA22200/>