

• **CLASS PERIOD:** Students are **expected** to attend every class meeting. **Before coming to a lecture**, it is highly recommended that students read the appropriate sections of the text and **attempt some of the homework problems**. Instructors may not have time to cover every topic in class.

• **HOMEWORK:** The homework will be completed and graded online. Written homework **will not** be collected. However, doing all the homework problems is essential for success in this course and is certainly your best way to be prepared for quizzes and exams. The six lowest online homework grades will not be counted at the end of the semester.

• **QUIZZES:** A quiz will be given at least twice a week throughout the semester. **No make-up or early quizzes will be given for any reason.** The three lowest quiz grades will not be counted at the end of the semester. To have a fourth quiz grade (or more) not counted will require **acceptable written justification for having missed all four (or more)**. You do not get to skip three and then start bringing in excuses. **If you are caught turning in a quiz for a student that is not in attendance, you will lose all of your quiz points for the semester and a report will be sent to the Dean of Students.**

• **EXAMS:** There are three multiple-choice, machine-graded evening exams scheduled this semester. The dates are as follows. **(Mark them on your calendar.)**

EXAM 1: Thursday, February 13, 8:00PM, Location TBA

EXAM 2: Thursday, March 6, 8:00PM, Location TBA

EXAM 3: Thursday, April 17, 8:00 PM, Location TBA

****Warning:** If there are special circumstances that may affect your ability to successfully complete an exam (illness, family emergency, etc.), **before taking an exam you should definitely speak with the course coordinator, Dave Norris** – even if you must do so at the exam site. The course coordinator will advise you of your options.

****If you miss an Exam: Contact the course coordinator, Dave Norris (norris@math.purdue.edu) immediately, or as soon as the situation allows. Make-up exams** can only be approved by the course coordinator, Dave Norris (MATH 810). **If you miss the exam for a non-valid reason**, a make-up exam may be allowed, but a *grade penalty* will be deducted from the student's earned score. Not knowing the right date, time or location of an exam is NOT a valid reason for missing an exam.

****If you have an academic conflict** (such as another exam or class at the same time) or other foreseeable conflict with an evening exam, you should contact Dave Norris (norris@math.purdue.edu) no later than two business days **before** the exam takes place.

During Exams - No one will be allowed to leave the exam site for the first 20 minutes of the exam. After that time, no one will be allowed to enter the exam site and take the exam. Students arriving after 20 minutes will be allowed to take the make-up exam. If they arrived late for a non-valid reason, a grade penalty will be deducted from the make-up exam score.

• **Make-up exams** will be administered for each midterm exam on the following specific dates and times:

MAKE-UP EXAM 1: Friday, February 21, 6:00PM in MATH 175

MAKE-UP EXAM 2: Friday, March 14, 6:00PM in MATH 175** (note this is the Friday before Spring Break)

MAKE-UP EXAM 3: Friday, April 25, 6:00PM in MATH 175

If you miss an exam and its alternate, you will have a score of 0 (zero) recorded for that exam.

For each of these evening exams there will be one class period for which attendance is not required. However, it will not be cancelled, it will be a no-attendance-required, entirely optional, help session for the exam.

To prepare for the midterm exams, students should review all of the material covered in the homework assignments, lectures, quizzes, and the announced review problems. Past exams (available online) are also a good source of additional review problems and can also give students a rough idea of the length and difficulty level of their own exams. **However, many students have the mistaken impression that just by reviewing some past exams they will have seen all that is expected of them for their own exams.** Past exams should **absolutely not** be used as a guide to the exact content and wording of the exams. Instead, **all the assignment sheet and lecture problems will dictate what concepts and material may be tested on a given exam.**

FINAL EXAM: The final exam is a 30-question, multiple-choice, machine-graded exam that is given during the sixteenth week of the semester. Students may get a copy of practice questions for the final online.

THE SEMESTER ENDS ON SATURDAY, MAY 01 AT 9:00 PM. THE DATE AND TIME OF YOUR MATH FINAL EXAM WILL BE ANNOUNCED LATER THIS SEMESTER. PLAN TO BE ON CAMPUS TO TAKE YOUR MATH FINAL EXAM. NO MAKE-UP EXAM WILL BE ALLOWED IF YOU PLAN TO LEAVE CAMPUS EARLY.

• **CALCULATORS:** **No calculators are allowed on quizzes and exams until after exam 1. After Exam 1 is completed, a non-graphing, non-programmable, 1-line scientific calculator** is required for many problems on the quizzes and exams (NOTE: a 1-line TI-30XA calculator is recommended, but other 1-line scientific calculators are also allowed). **Multiple line calculators are not allowed on quizzes and exams.** We will not allow the sharing of calculators with other students.

• **OFFICE HOURS:** Rooms MATH 205 and 211 are ‘The Math Help Rooms’ and are open Mon-Thurs 11:30AM to 4:30PM & Friday from 11:30AM to 1:30PM Any student can get help from any of the instructors in that room during these office hours.

• **ACADEMIC ADJUSTMENTS:** If you have been certified by the Disability Resource Center (DRC) as eligible for academic adjustments on exams or quizzes, see <http://www.math.purdue.edu/ada>. for exam and quiz procedures for your mathematics course, or go to MATH 242 for paper copies. In the event that you are waiting to be certified by the Disability Resource Center we encourage you to review our procedures prior to being certified. For all in-class accommodations, please see your instructor outside class hours, before or after class or during office hours, to share your Accommodation Memorandum for the current semester and discuss your accommodations as soon as possible.

• **GRADES:** Quizzes are worth 75 points, the online homework is worth 75 points, each evening exam is worth 100 points, and the final exam is worth 200 points. At the end of the semester, each student’s grade is calculated using his/her *total points*. **The course letter grades at the end of the semester are calculated as follows:** Course wide letter grade cut-offs are determined for the four common exams combined (500 possible points). Then, your instructor determines the number of each letter grade his students as a group earned, based on the individual totals of the four exam scores. Next, he/she lists all of his students’ total points (out of the 650 total points available), in numerical order, highest first. If ten of his/her students receive an A according to the four-exam cut-offs, the first 10 students on the list of total points will receive an A as their final grade in the course, and so on down the list for the other grades. Further, students 1 to 15 points below a grade cut-off (based on the 650 total points available) will automatically be raised to the closest higher minus grade (For example, earned C grade by total points raised to B-). Other students who are 16 to 30 points below a grade cut-off are considered borderline cases. If the grade obtained on the final exam, the four-exam composite total, or the quizzes is at least as good as the higher one in the borderline, the course grade will be raised to the closest higher minus grade (For example, earned C grade raised to B-), otherwise these students will receive the closest plus grade (For example, earned C grade raised to C+). NOTE: There is no F+ grade, so D/F borderline grades will either be raised to a D- or remain an F. Even further, B, C, & D students who are 31 to 45 points below a grade cut-off will receive the closest plus grade (For example, earned C grade raised to C+). For all grade questions, see the course coordinator, Dave Norris (norris@math.purdue.edu). **GRADES CANNOT BE OBTAINED OVER THE TELEPHONE OR BY EMAIL.**

• **COURSE ADDS, SECTION CHANGES, AND DROPS**

****First week of the semester:** Go to MyPurdue or see your academic advisor to add the class or change sections.

****After the first week of classes:** Students make course and section changes by getting a form from their Academic Advisor (or in MATH 835), getting their Academic Advisor’s signature, and getting Dave Norris’s signature (MATH 810). The student then returns the form to the Registrar or the Academic Advisor’s Office for processing. **Make sure that you are registered in the section you attend. You will have zeros recorded as your quiz and exam grades if you do not.** You can drop MA15800 through Monday, March 24, 2014, Dave Norris (MATH 810) can sign your drop form. If he is not available, go to MATH 835. No drops are allowed after March 24, 2014.

*****NOTE: THE LAST DAY TO ADD MA15800 will be Monday, February 10, 2014.**

• **SUPPLEMENTAL INSTRUCTION:** There are Supplemental Instruction (SI) study sessions available for this course. These study groups are open to anyone enrolled in this course who would like to stay current with the course material and understand the material better. Attendance at these sessions is voluntary, but extremely beneficial. Times and locations for the study session can be found here: www.purdue.edu/si Students who attend these interactive sessions will find themselves working with peers as they compare notes, demonstrate and discuss pertinent problems and concepts, and share study and test-taking strategies. Students are asked to arrive with their student ID card, lecture notes and questions to these informal, peer-led study sessions.

• **CHANGING TO A LOWER MATH COURSE**

Students who do poorly on the first exam are allowed to drop back into a lower level course. THROUGH Tuesday, February 18, 2014, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD GET SIGNATURES FROM THEIR ACADEMIC ADVISOR **AND** from Patrick Devlin, MATH 804. You must obtain these signatures by February 18 at 4:00 PM. **After February 18, only under very extenuating circumstances will any student be allowed to register for MA 15300. They will also need the authorization of the Department Head, Professor Gregory Buzzard.** Such students should contact their academic advisors for possible alternatives, including dropping the course.

• **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 (notification, probation, suspension, or expulsion).

• **POSSIBLE CAMPUS EMERGENCIES**

In the event of a major campus emergency, course requirements, exam dates, deadlines, and grading procedures are subject to change due to a revised semester calendar or other circumstances. Visit the course webpage at www.math.purdue.edu/MA15800 or contact Dave Norris if you have questions (MATH 810) at norris@math.purdue.edu.