• <u>**CLASS PERIOD:**</u> 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.

• <u>**HOMEWORK:**</u> 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 three lowest online homework grades will not be counted at the end of the semester.

• <u>**QUIZZES:**</u> A quiz will be given approximately twice a week throughout the semester. **No make-up or early quizzes will be given for any reason.** The two lowest quiz grades will not be counted at the end of the semester. **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.**

• <u>**EXAMS:**</u> There are three exams scheduled this semester. The dates are as follows. (**Mark them on your calendar.)**
        EXAM 1: Friday, June 27   EXAM 2: Friday, July 11   EXAM 3: Friday, July 25

<u>**FINAL EXAM:**</u> A comprehensive final exam will be given during the last week of summer school (August 6 through August 8). The day and time will be announced later during the summer.

• <u>**CALCULATORS:**</u> **Only a non-graphing, non-programmable, <u>1-line scientific calculator</u>** is allowed 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 <u>not allowed</u> on quizzes and exams.** We will not allow the sharing of calculators with other students.

• <u>**OFFICE HOURS:**</u> You are encouraged to attend your instructor's office hours, which will be posted on the course webpage. There is also a Math Resource Room located in CSEL 462. It is open Monday through Friday from 10:00am to 2:00pm. You are encouraged to use the room as a supplemental study center.

• <u>**ACADEMIC ADJUSTMENTS:**</u> 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.

• <u>**GRADES:**</u> Quizzes are worth 75 points, the online homework is worth 75 points, <u>each</u> 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 your instructor. GRADES CANNOT BE OBTAINED OVER THE TELEPHONE OR BY EMAIL.

• <u>**CHEATING**</u>
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).

• <u>**POSSIBLE CAMPUS EMERGENCIES**</u>
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.