

- **CLASS PERIOD**

Students are expected to attend every class meeting and to read the appropriate sections of the text before coming to class. Instructors may not have time to cover every topic in class.

- **HOMEWORK**

Homework will **not** be collected nor will it count toward your grade. However, doing it is certainly your best way to be prepared for quizzes and exams. Each quiz will include one of your homework problems (with the numbers changed).

- **QUIZZES**

A quiz will be given each week except possibly during exam weeks and there will be no quiz the last week of the semester. **No make-up quizzes will be given.** Some quizzes may be excused if there is a valid reason for missing class.

- **EXAMS**

There are three evening exams scheduled for your class this semester. The dates are as follows:

Tuesday, September 18, 2001, 7:00-8:00 PM

Tuesday, October 16, 2001, 7:00-8:00 PM

Wednesday, November 14, 2001, 7:00-8:00 PM

Mark these dates on your calendar. Please contact your instructor **immediately** if you miss an exam. Make-up exams will only be allowed for a valid reason and can only be approved in writing by the course coordinator, Renée Roames (MATH 438, 494-1929, rroames@math.purdue.edu). Make-ups will be given only once for each midterm exam, on the following dates and times:

Saturday, September 29, 2001, 9:00-10:00 AM

Saturday, October 20, 2001, 9:00-10:00 AM

Tuesday, November 20, 2001, 6:30-7:30 PM

Room assignments will be given to you later. If you miss an exam and its alternate date, 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. **The class meeting will not be cancelled; it will be used as a no-attendance-required help session before the exam.**

To prepare for the midterm exams, students should review all of the material covered by their homework assignments, quizzes and the announced review problems. Past exams (available in the Boiler Copy Center, PMU 157, as well as online) are a 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.

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 in the Boiler Copy Center, PMU 157, or online.

- **CALCULATORS**

**MAKE SURE YOU TAKE YOUR ONE-LINE DISPLAY SCIENTIFIC CALCULATOR TO THE EXAMS. THEY WILL BE NEEDED AND WE WILL NOT ALLOW SHARING CALCULATORS WITH OTHER STUDENTS.**

- **OFFICE HOURS**

Each instructor has office hours. **Any student can get help from any of the instructors during their office hours.** After the first week of classes, the office hour schedule will be posted on each instructor's door and students may get a copy in MATH 205 or online. Most instructors hold office hours in MATH 205. You are strongly urged to go to someone's office hours if you have questions. It is the best way to get individual help.

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- **ACADEMIC ADJUSTMENTS**

Students who have been certified by the Office of the Dean of Students-Adaptive Programs as eligible for **academic adjustments** should go to MATH 242 and request an Information Sheet for **this** semester, that explains how to proceed this semester to get these adjustments made in Mathematics courses. (It is not the same as last semester.) **This should be done during the first week of classes.** Only students who have been certified by the ODOS-Adaptive Programs and who have requested ODOS to send their certification letter to their instructor are eligible for academic adjustments.

Students who are currently undergoing an evaluation process to determine whether they are eligible for academic adjustments, are encouraged to find out **now** what procedures they will have to follow if they are certified, by requesting the above mentioned Information Sheet from MATH 242.

Large print versions of the *Information Sheet* are available in MATH 242 upon request.

- **GRADES**

Quizzes are worth 100 points, each exam during the semester is worth 100 points, and the final is worth 200 points. At the end of the semester, each student's final grade is calculated using his/her *total points*. The final grades are calculated as follows: The total points for all your instructor's students are listed in numerical order, highest first. Then, your instructor uses the final exam to determine cut-offs for letter grades as follows: if ten of your instructor's students receive an A on the final, (approximately) the first 10 students on the list of total scores will receive an A as final grade in the course, and so on down the list for the other grades. However, those students who do not take the final exam are not included in the preceding list. Grades may be posted by your instructor at the end of the semester, using the last six digits of students' identification numbers. If you prefer that your grade not be posted, you should submit a written request to your instructor. Prior to receiving your grade by mail, you can obtain it by seeing your instructor, waiting until the grades are posted, or by looking in SSINFO. **GRADES CANNOT BE OBTAINED OVER THE TELEPHONE OR BY EMAIL.**

- **SECTION CHANGES AND DROPS**

No section changes are allowed during the first week of classes. Academic Advisors will still be adding students to classes during that week. After that, students make course and section changes by getting a form from their Academic Advisor (or in MATH 242 or MATH 835), getting their Academic Advisor's signature, and getting Renée Roames' signature (MATH 438). She has scheduled the following hours to see students concerning course and section changes: Mo 2:30-3:30 PM, Tu 11:30 AM-12:30 PM, We 2:30-3:30 PM, Th 11:30 AM-12:30 PM, Fr 2:30-3:30 PM. (If you have a conflict with all of these hours, leave a message in MATH 835.) 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 may get zeros recorded as your quiz and exam grades if you do not.**

If you want to drop a course during the first nine and a half weeks of the semester, Renée Roames can sign your drop form. If she is not available, go to MATH 242 or MATH 835. **No section changes or drops are allowed after the first nine and a half weeks of the semester, that is after Wednesday, October 24, 2001.**

- **CHANGING TO A LOWER MATH COURSE**

After the first exam, students who did poorly may try to drop back into a lower level course. **THROUGH SEPTEMBER 26<sup>th</sup>, WE WILL ALLOW THIS TO HAPPEN WITHOUT RESTRICTION. SUCH STUDENTS SHOULD SIMPLY GET THE SIGNATURE FROM THEIR ACADEMIC ADVISORS AND FROM THE COURSE COORDINATOR, Renée Roames, MATH 438, Mo 2:30-3:30 PM, Tu 11:30 AM-12:30 PM, We 2:30-3:30 PM, Th 11:30 AM-12:30 PM, Fr 2:30-3:30 PM. (If you have a conflict with all of these hours, leave a message in MATH 835.) After September 26, only under extenuating circumstances will any student be allowed to register for MA 111, 151, 152, 153 and 154. They will need the authorization of the Department Head, Professor Carl Cowen.** 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 (probation, suspension, or expulsion).