

dropped. You must take tests and quizzes at their scheduled times. No make-up is possible for any test unless you notify me **before** test time. A documented excuse may be necessary in order to take a make-up test. Grades on quizzes and tests are not "curved." Only students who have taken all chapter tests will be admitted to the final exam. Thus, missing a test guarantees earning a failing course grade except in extremely unusual circumstances. The *comprehensive* final exam will be worth 200 points.

Developmental Mathematics Lab Session Policy: (revised 1/12/2013)

Students are required to attend the lab session and/or meet with the Teaching Assistant (TA) during the TA's office hours at any time in which the student's grade on a test is below 70%. Students must continue to attend lab sessions and/or meet with the TA until they achieve at least 70% on a subsequent test. It is the student's responsibility to learn if he or she is required to continue attending after the next test is taken. Students should ask the professor if they are uncertain. Do not make any assumptions about your attendance status. All students, even if they score at least 70% on a test, are welcome to attend the lab sessions and are encouraged to meet with the TA during their scheduled office hours.

Students who are required to attend the lab session and/or meet with the TA will be asked to initial a sign-in sheet to indicate their presence. A student who misses a session or arrives more than 10 minutes late will be marked absent. No more than four (4) unexcused absences from the required lab session or meeting with the TA will be permitted. Students who exceed the number of unexcused absences will be required to meet with the professor to discuss their commitment to the course. The professor reserves the right to reduce a student's grade due to an excessive number of absences or to give the student a failing grade in the course. Students may also choose to withdraw from the course prior to the University's class withdrawal deadline.

Approximate Grading Scale:

A: 90-100 %; B: 80-89 %; C: 70-79 %; D: 60-69 %; F: < 60 %.

The grade you earn will depend upon the number of points you accumulate.

To pass this course you must take all tests. Your course grade will be based on your quiz, test, and final exam scores, bonus points, and attendance. Accumulating more than 4 unexcused absences may result in a lowering of your final grade. A grade of **AT LEAST C-** is required for registration in MA100.

Extra Help:

My office during office hours or by appointment Math Study Lab: WS3810: 227-1612

Tutoring: LRC 111H & HDG 3302.2: 227-2618; 103 Jacobetti: 227-2283.

Office Hours and Lab Sessions (as announced) with the Teaching Assistant.

Tape recording of class sessions is permitted; **study groups are strongly recommended.**

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Dean of Students Office at 2001 C. B. Hedgcock Building (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made **in a timely manner**, with appropriate documentation, in accordance with federal, state, and University guidelines.