

## Fall 2009 Class Policies

### Dropping or Withdrawing

"Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses. This six-course limit includes courses that a transfer student has previously dropped at other Texas public institutions of higher education if they fall under the law. Students should be sure they fully understand this drop limit before they drop a course. Please visit the admissions office or counseling/advising center for additional information and assistance."

Drop Date or date for a "W" **Nov 6, 2009**

First discuss your grades and the situation with me. Perhaps I can suggest different types of study methods or strategies that might allow you to remain in the course. If you really wish to drop the course then you must get an add/drop form from the admissions office and let me sign it.

If you withdraw from any class on or before **Nov 6, 2009** you will receive a W on your transcript for the course grade.

If you quit attending the class and do not fill out the proper paperwork then your final grade will be calculated based on the work that was completed.

If you need to withdraw from the course for a medical emergency or a special situation then as an option you can be given a grade of "I".

### Homework

Homework is assigned and you should allow at least 1 hour per day. This includes doing the homework, reviewing your notes and reading the text.

### Attendance

7 or more missed classes will result in a course grade of F, unless sufficient reasons are given. Attendance will be taken via a daily turned in homework problem.

### Class Behavior

Turn off all pagers and cell phones or put them on vibrate mode.

Chatting, socializing and passing of notes will result in you spending the rest of the class in the hallway.

Cheating on exams will not be tolerated and you will be dropped from the class and the Dean and Admissions office will be informed of your behavior.

### Lost or Struggling

Make sure that you do not fall behind and ask a lot of questions in class.

You paid for the course and you should press me until you are satisfied with my response.

If you find that you need help in the course there are many ways to get help: go to any of the Math tutoring centers located on each campus, phone me, e-mail me or drop by and visit in person.

I want you to succeed.

## **Study Tips**

Mathematics takes time to be digested and it cannot be done overnight.

It is better to spend 1 to 2 hours per day instead of 10 hours the day before the test.

Make index cards for the various techniques listing the steps that are needed.

Make sample tests with various types of problems.

This helps you to recognize the type of problem and the technique needed.

## **Tests**

There are 3 tests.

Partial credit is given depending on how much of the problem is answered correctly.

Before each test you will be given very clear guidelines as to what each test will cover.

## **Missing a Test**

You will be allowed to make-up one missed test during the semester.

Meet with me on the class date following the missed exam to discuss when you can come by my office to take the test.

Makeup tests will not be given in the testing center.

## **The Final Exam**

The final exam is mandatory and you must get a grade of 50 or above.

A grade below 50 will result in a course grade of F.

Partial credit will be given you will be given clear directions about the material that will be on the final exam.

Graded Final Exams are kept on file and will not be returned.

If you fail to attend the final exam you will be given an automatic "I" until a later time.

The MATH 0310 Final Exam is a departmental exam and your course average must be 70 or above.

## Grading Scheme

Your Average = (Test 1 + Test 2 + Test 3 + Final Exam) / 4

### Math 1314, 1342, 2412 Grades

$90 \leq \text{Average}$	A
$80 \leq \text{Average} < 90$	B
$70 \leq \text{Average} < 80$	C
$60 \leq \text{Average} < 70$	D
$\text{Average} < 60$	F

### Math 0310 Grades

$90 \leq \text{Average}$	A
$80 \leq \text{Average} < 90$	B
$70 \leq \text{Average} < 80$	C
$\text{Average} < 70$	F