

Class Policies

I expect my students to work for and earn their grade. I will, to the best of my ability, give you the information that will allow you to pass the course. However, if you aren't willing to do the work that I ask you to do then you will find it very difficult to pass this course. None of the following policies are designed to hurt your grade or to discourage you in any way. They are designed to encourage you to put forth the effort that will be required of you in order to pass. If you are a responsible student and are willing to do the work in this class then you will not need to worry about these policies. If, however, you aren't willing or are unable to do the work in this class you need to be aware of these policies as they may affect your grade and/or chances of dropping the course.

Ignorance of these policies will not protect you from their consequences. They will be applied evenly to all students in the class.

Contesting Homework/Exam Grades

If you feel that I've made a mistake in grading a homework set or exam (which can happen) I will be more than willing to discuss it with you. However, in order for any corrections to be made you **MUST** contact me within 2 days (excluding Saturday and Sunday) of me handing the homework/exam back to the class. After this time I will not discuss any potential grading errors.

Attendance

I will take attendance at the beginning of each class by asking you to sign in on a "sign-in" sheet. If you walk into class after I've picked up the sign-in sheet you will not be allowed to sign it. In other words, the only students allowed to sign the sheet are those that are in the class when I pass it around. Attendance data will be used in assigning final grades in any way that I see fit.

Tardies

Tardiness is disruptive to all those around you as you walk in. I understand that emergencies or unforeseen circumstances will require you to be tardy once in a great while and I do not have a problem with that. I will not, however, tolerate tardiness on a continual basis whether by one person or many.

So, if I find that tardiness is becoming a problem I will, without warning, start taking points off for each tardy from that point on. The formula that I will use is $2^{n-1} - 1$ where n is the number of times you've been tardy.

I realize this is a silly looking and strange formula, but it is designed to not hurt you if you're tardy a couple of times, it will only hurt those that are continually tardy.

Homework

In pretty much every class of every semester I have a student or two who chooses to not do the homework. If you are one of those students who choose to not do the homework that is your choice. However, you need to be aware that your final grade will be based on your **OVERALL** percentage and that includes the homework. Failure to do homework will seriously affect your grade. If your exam average is a passing average, but your overall average drops below a passing percentage because of your homework grade then you will not pass my course.

I will **NOT** base your grade solely on exam percentages. This is not fair to all the students who diligently did the homework throughout the semester. I have never had a student who refused to do homework pass my class, I have however, had several students who did not pass solely because of their lack of homework!

Drops

In order to drop my class with a Q after the second drop date you **MUST** talk to me and get my permission. I will only give permission for drops if you have a C or better (according to the standard scale) at the point that you talk to me.

In other words, if you know that you are going to drop the course take care of it right away and do not wait until the last possible time to ask for the drop. Any missed work will be figured into your grade and if it drops your grade below a C you will not be allowed to drop the course with a Q.

No drops are allowed after 4:00 P.M. on the last drop date except under extreme extenuating circumstances and must be approved by the instructor, department chair, college dean and provost (this is a University policy not mine!). Note as well that it will take a **VERY** extreme extenuating circumstance that I can independently verify in order for me to approve a late drop.

Incompletes

A grade of Incomplete will only be given in the case of a medical emergency that is fully documented and if the student is passing at the time of the emergency. In order to receive a grade of Incomplete you must make the request in writing and include a plan for completion of the course by the end of the next long semester, *i.e.* Fall/Spring semester, (as per University policy). If the course is not completed by the end of the next long semester the grade will automatically convert to an F (as per University policy).

Academic Dishonesty

I expect my students to behave in an ethical manner in this class. This falls into two categories.

Homework: I do not have a problem with students working in groups on my homework. In fact, I encourage students to work in groups on their homework. However, I do expect you to participate in the group and not just copy the homework from others in your group.

Exams : Cheating on exams however will not be tolerated. If you are caught cheating on an exam, depending on the offense, you will suffer anything from a zero on the exam to expulsion from the class with an F.