

# Department Policies for Math 13xx

Any policies specific to your course and your course syllabus are on your teacher's web site.

**Announcements** will be made at the beginning of lecture, on your teacher's website, via email, and on the Courseware site. Your teacher reserves the right to make changes to the syllabus/policies of the course and to announce such information as needed. You are responsible for knowing the content of any announcements concerning changes.

**Calculators** are not permitted, except in Math 1313 or Math 1314. For these courses, see your teacher's website for information about what type of calculator will be allowed.

**The CourseWare site** is located at [www.casa.uh.edu](http://www.casa.uh.edu). This site will be used for test reservations, testing, discussion board help, your gradebook, and other course information. You are responsible for setting up your account online at the CourseWare site.

**Cell phones** must be turned off before class begins. Cell phones may not be taken to the testing carrels in CASA Testing Center. Text-messaging during class is not permitted.

**Cheating** will not be tolerated. See page 8 of the Student Handbook for details.

The **Course Policies Quiz** will be available at the beginning of the semester for about 2 weeks. You must take this quiz and score 100 on it BEFORE you will be allowed to use WebCT for your coursework. Math 1310 students: This means you have to do this before you can take Test 1.

**Daily Poppers** will be taken each class day starting the 3<sup>rd</sup> week of classes. Short answer multiple choice questions will be asked throughout the lecture. You will record your answers on the purple Scantron form and turn the form in at the end of each lecture. It is your responsibility to bubble in the information at the top carefully and completely; incomplete, improperly bubbled or illegible Scantrons will not be graded. Popper grades will be posted to your gradebook on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

You may buy a semester-pack of purple popper Scantrons at the Copy Center or the Book Store in the UC. Daily popper Scantrons WILL NOT be returned to students and will be shredded after scoring. **You must use the special Scantron form** and you **MUST** bubble in the information at the top properly!

You should keep a record of your popper answers separate from the Scantron. Your teacher will post daily popper solutions at regular intervals so you can check how you're doing.

**Dropping the course:** You are responsible for making arrangements to drop the course if you wish to. Do not depend on your teacher to drop you for any reason, and do not assume that your drop paperwork will be processed for you. Pay attention to drop deadlines and check your enrollment services page for your course status. If you want to be dropped, let your teacher know in a timely fashion and complete and return the paperwork before the last day to drop. Never assume that your drop will be processed automatically. Note that your paperwork is due on the last day to drop; it is not sufficient to have your teacher sign by the deadline. You must turn in the signed paperwork to the appropriate office by the deadline.

**Email:** Students are responsible for information about the course that is emailed to them using the email address that the students provide to the CourseWare site. It is the student's responsibility to keep the address on file current and make arrangements for email from the instructor and CourseWare to reach the inbox.

**Extra Credit:** A practice test will be available online on WebCT Vista prior to each test. You may take it as many times as you want, and 10% of your highest score will be added to your test grade. Please note the date that the practice test expires, and complete the practice test well before that date. Also note that extra credit **will be added in your teacher's gradebook at the end of the semester** and **NOT to your grades posted in your gradebook during the semester.**

Do not wait until the end of the time period to begin a practice test. WebCT Vista has limits on the number of logins available per hour. There will be no extensions or makeups allowed for these practice tests for any reason.

**Grading:** The University standard grade system will be used. If  $x$  is your semester numerical score\*:

<b>A</b>	$x > 93$	<b>B-</b>	$80 \leq x < 83$	<b>D+</b>	$67 \leq x < 70$
<b>A-</b>	$90 \leq x < 93$	<b>C+</b>	$77 \leq x < 80$	<b>D</b>	$63 \leq x < 67$
<b>B+</b>	$87 \leq x < 90$	<b>C</b>	$73 \leq x < 77$	<b>D-</b>	$50 \leq x < 63$
<b>B</b>	$83 \leq x < 87$	<b>C-</b>	$70 \leq x < 73$	<b>F</b>	Below

**If you score below 50% on the final, your grade for the class will be an F. If you are in any course BUT 1330 and you score 70% or above on the final, then you will pass the course with at least a D-. This second rule does not apply to Math 1330, your computed average must be a passing score and you must earn at least a 50% on the final to pass Math 1330.**

**\*in 1330 the D- range is  $60 \leq x \leq 62$ .**

A grade of I for incomplete cannot be assigned unless you are passing the course at the time you request this grade AND you have a compelling NON-ACADEMIC reason for requesting one. Imminent failure is not an acceptable reason to be awarded an incomplete.

**Help** for the course is available at CASA – Tutoring Center (222 Garrison). A Cougar One ID card is required to check in. Please check the department website for hours. Peer tutors will respond to raised hands as promptly as possible. Tutoring is also available at LSS (3<sup>rd</sup> floor of the Social Work building).

Audiovisual tapes of most of the courses can be checked out from the publications department of the Library. Online help is available at <http://online.math.uh.edu>, and through the discussion board on Courseware. Streaming lectures are available for 1310, 1313, and 1314; see your teacher's website for details.

**Homework:** Assigned homework is due two minutes before lecture starts. Homework must be submitted on time, in class. Homework will not be accepted early or late. Homework turned in late will be awarded a zero. Homework turned in early will not be graded. Illegible or improperly bubbled homework will not be graded. Not all homework problems will be graded.

There are no make ups for homework assignments. Your 4 lowest homework scores will be dropped before calculating your average for the semester to allow for illnesses or excused absences of any sort. See the homework assignments and due dates on your teacher's website.

**Homework will be turned in on ONE red Scantron form PER assignment. Work the problems neatly in the order listed on your teacher's website. Box in or highlight your final answer on each problem. Make sure ALL the identifying information filled/bubbled in on the front of the form is correct. Homework that does not conform to these standards will be penalized or not graded.**

Each homework assignment must be submitted on one Scantron form. ( Do not use two forms and staple them together; get all the work for one assignment on one form.) If you have two assignments due on one day, then you must use two forms; be sure to turn them in in the correct pile!

Homework will NOT be returned. Graded homework may be viewed from your CourseWare gradebook page.

Red homework Scantrons may be purchased at the Book Store or the Copy Center.

**Online Textbooks:** The table below gives the location of your online text:

Math 1300	<a href="http://online.math.uh.edu/Math1300">http://online.math.uh.edu/Math1300</a>
Math 1310	<a href="http://online.math.uh.edu/Math1310">http://online.math.uh.edu/Math1310</a>
Math 1313, 1314	<a href="http://casa.uh.edu">http://casa.uh.edu</a>
Math 1330	<a href="http://online.math.uh.edu/Math1330">http://online.math.uh.edu/Math1330</a>

Students in Math 1300 and 1310 may purchase a printed version of their text from the University Copy Center.

**Prerequisites:** Students in every class but Math 1300 must demonstrate mastery of the material needed for academic success. Passing Test 1 with a score of 70% or higher is the easiest way to do this. If a student scores below 70% on Test 1, then the student is encouraged to drop the course in favor of taking the prerequisite course.

All students MUST take Test 1.

**Scantrons:** You need to buy two different Scantron packets – a set of purple Scantrons for your daily poppers (and any in-classroom tests) and a set of red Scantrons for your homework. The packets are available at The Book Store in the University Center.

**Weekly quizzes:** Starting the third week of school there will be weekly online quizzes on your course site on WebCT Vista. You may take each quiz as many times as you like; your highest score for the period will be the grade recorded for the quiz. Please note the schedule for the quizzes. In the long semesters, the quizzes are usually up for about a week. In summer school you may have more than one quiz per week and the duration is less than a week. You are responsible for knowing the expiration date on each quiz.

At any time during the semester if you have 3 or more quiz scores below 70% recorded as your final quiz score, you may be dropped from the class (note that a missed quiz is a grade of 0). If you have a failing grade at that time, you may be dropped with an F. Check with your teacher if you have any doubts about your status. Do not assume anything, and in particular, do not assume that you will be dropped automatically.

Do not wait until the last afternoon to begin working on an online quiz! WebCT Vista has a finite number of “logins” that can be accommodated per hour and being unable to log on is not an excuse, neither are viruses or hardware failures. There are no make-ups for online quizzes.

You may print out the quizzes or practice tests elsewhere and then get help on baffling questions in the CASA – Tutoring Center. Tutors are glad to help on these questions off printed copies, but are not allowed to help you if you are actually taking a quiz or practice test in the CASA – Tutoring Center

**Quiz help with technical problems:** Technical questions can be resolved by sending email to technical support by using the link on the WebCT Vista homepage, by calling 713-743-1411, or by going to 116 PGH during business hours.

### **Test Information**

**Accommodations for testing** will be handled appropriately. Please talk with your teacher privately and have the documentation for testing accommodations available at the beginning of the semester. Retroactive testing accommodations will not be made.

**Reservations** are required for most tests. The reservations site is at Courseware: <http://casa.uh.edu>. See your teacher’s course policy statement for a list of which tests are given in class and which are given by reservation in CASA . If you do not make a reservation by the deadline (midnight before the test begins), one will be made for you without regard to convenience and without notification of the reservation time; check your CASA account for your reservation. Changing a reservation is possible, but it depends on space availability – if no appointment times are available, you may not change your reservation.

If you miss taking a scheduled test, you will NOT be auto-reserved for the next test; you WILL be permitted to make your own reservation, but your “safety net” reservation for the next test is forfeited if you ever no-show on a reservation. Even if you successfully petitioned for a makeup and took the makeup you will NOT be autoreserved for the next test; be sure to make your reservation yourself.

**The Testing Center** is also known as CASA. It is located in 221A Garrison. You will be required to show a **Cougar 1 card** to check in and take an exam in CASA (a drivers license will NOT be accepted). You will not be permitted to take personal belongings (including but not limited to purses, fanny packs, and backpacks) to your testing cubicle; you will be required to check them. Neither the Department of Mathematics nor the University of Houston is liable for misplaced, lost, or stolen personal belongings.

Students who are tardy will NOT be seated. If you arrive more than 10 minutes after the test has begun (by CASA’s clock, not your watch), then you will not be seated. You may reschedule the test into another time if one is available. Tardiness is not an acceptable reason to be given a make-up test. There will be NO stand-by seating. If you miss your test, you must reschedule and will not be permitted to hang around CASA to see if someone else no-shows.

**CASA Testing:** Students without a **Cougar 1 ID card** will not be permitted to take a test at CASA. NO EXCEPTIONS. Read the FAQ’s on the CASA webpage for testing procedures and registration process details. A test reservation may be scheduled as early as two weeks in advance of a testing period; students are urged to take advantage of this fact to get a convenient day and time to take the test. Students arriving late at CASA for a reservation will NOT be

seated. Please arrive at the Testing Center at least 10 minutes BEFORE the test is scheduled to begin.

**Rescheduling:** It *may* be possible to reschedule a test appointment during the testing period (depending on space availability) by using the online scheduler. Do not assume that you will be able to reschedule – check first! Makeup petitions citing an inability to reschedule will be denied. If you schedule your test in the last time available during a testing period, **DO NOT** miss the appointment time or be late.

**Free Response questions:** Most tests taken in CASA will have a free response part that is individually graded with partial credit. A pdf of the your Free Response paper will be posted to your CourseWare gradebook about 10 days after the end of the testing period. Test papers without names and/or keycodes will not be graded and the recorded grade for the anonymous work will be a zero. Also, note that the work included on your scratch paper **WILL NOT** be graded.

**Keycodes:** Free response questions on tests taken in CASA will be worked on a special answer sheet that will be handed to you in CASA. **DO NOT** write in the keycode; a proctor will come to your test station to write in and stamp the keycode. It is your responsibility to verify that the keycodes have been written in by a proctor before you submit your test. Problems without keycodes will not be graded and the score for any such problem will be a zero.

**Final Exam:** The final exam is compulsory and comprehensive. Math 1310 students will take their final exam by appointment in CASA. All other students will take the final exam at the scheduled time in the classroom (see the University website for the date and time). **You must have a raw score of at least 50% on the final exam to be ELIGIBLE to pass the course. No exceptions will be made to this rule.** If a student in any course (except Math 1300 and 1330) passes the final with a raw score of 70% or higher then that student may pass the class. See your teacher's website for passing criteria in 1313 and 1314.

**Names on tests:** Free response test papers without names will not be graded. The recorded grade will, necessarily, be a zero.

**Make-ups:** Make-up Tests are given by petition only! See your teacher for the Make-up Test Petition form within 5 working days of the end of the testing period. Deadlines for petition submission are firm and no exceptions will be made. Makeup tests are NOT re-tests; **retesting is not permitted.**

Petitions are considered on a case by case basis by a committee that does NOT include your teacher. Good documentation is required for a makeup to be permitted (n.b. a note from a parent is NOT good documentation). Being auto-reserved into an inconvenient reservation is not an acceptable reason to be given a make-up test. Make-up tests will be both longer and harder than the original test. Make-up tests are not scheduled individually. They are given on a chosen Friday afternoon to every student with a petition that has been approved during the prior weeks. The make up tests are given about every 5 weeks. Each student will be allowed a maximum of **one makeup test per course per semester, and any approved makeup petition must satisfy all requirements listed above.**

**Petitioning a test grade (Free Response portion):** If you believe a mistake was made in the grading of your test paper or if you wish to contest the grading of a test, you should fill out a petition form (which is available from the CASA receptionist), attach a COPY of the test in question, and turn in your completed petition form to CASA receptionist. Your petition will be reviewed within 3 working days. Reviewed petitions may be picked up from the CASA receptionist (you'll need to show a Cougar 1 ID card). Be aware that all unclaimed reviewed petitions will be thrown out after 10 business days. Test grade petitions are subject to the same deadline as makeup petitions.

**RETESTS:** There will be no “re-tests”. If you earn a score that is not satisfactory to you, that is unfortunate but is no cause for you to be allowed to take the test again.