

Department Policies for Math 2303

Your course syllabus and any policies specific to your course 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 permitted. See your teacher's website for information about what type of calculator will be allowed. On tests, you will be provided an online calculator. You may not bring a personal calculator with you to the testing cubicle.

The CourseWare site is located at 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 **Practice Diagnostic Test** will be available on your teacher's website at the beginning of the semester. The Diagnostic Test will be given in class during the first week of class. There are 5 sections to the test. You must score 80% on each of the sections or you will be required to remediate your knowledge base. There will be a second round of diagnostic testing after ORD; if you do not get 80% on the sections you missed on the earlier test, you will be dropped from the class.

Daily activities will be taken up and graded each class day starting the 2nd week of classes. The form for turning in your daily work is on your instructor's website. You must fill out the top completely and do your work on the form for it to be graded. You must print out and bring a daily activities form to each class. Your teacher will drop 4 activity grades to cover excused absences at the end of the semester before calculating grades.

Dropping the course: You are responsible for making arrangements to drop the course if you wish to once the Diagnostic Test drops are done. If you wish to drop the course, complete and return the paperwork before the deadline to drop. Note that your paperwork must be turned in before the deadline; it is NOT sufficient to have your teacher sign the form before the deadline; the signed form must be turned in before the deadline. The receptionist in 651 PGH can help you if your teacher is not available to sign your form. **Do not** assume that your teacher will drop you for any reason after the Diagnostic makeup drop time or that your drop will be processed automatically. Pay attention to the deadline; keep a copy of your signed drop form; and check PeopleSoft to make sure your drop has been processed.

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 or the PeopleSoft site. It is the student's responsibility to keep the email address on file current and to make arrangements for email from the instructor, PeopleSoft, and CourseWare to reach the student.

Extra Credit: There will be a bonus question on each test for extra credit. Thus it is possible to have more than a 100 on any test. You must finish the whole test and the bonus question in 50 minutes, though, so use good test taking techniques to get it done on time.

Final Exam Schedule: The final exam schedule posted online under “Academic Calendars” will be followed. Consult this schedule for the day, date and time of your final. Keep this schedule in mind when making end-of-the-semester travel plans. The Math Department does NOT give finals at any time except during the days scheduled for finals. Your final day and time will also be publicized by your math teacher.

Grading:

Your final course grade will be based on the following assignments:

- Diagnostic Test
- Daily Activities
- Weekly homework
- 4 tests during the semester
- Final

See your instructor’s website for the formula for computing your grade. The University standard grade system will be used. If x is your semester numerical score*:

A	$x > 93$	B–	$80 \leq x < 83$	D+	$67 \leq x < 69$
A–	$90 \leq x < 93$	C+	$77 \leq x < 80$	D	$63 \leq x < 67$
B+	$87 \leq x < 90$	C	$73 \leq x < 77$	D–	$60 \leq x < 63$
B	$83 \leq x < 87$	C–	$70 \leq x < 73$	F	Below 60

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.

Grading ID Number: You will use your seven digit MyUH ID (PeopleSoft) number as your Grading ID number on all the forms for grading: homework, popper, free response portion of any test and the final). Please fill in both the requisite id information at the top of homework, daily activity and test papers.

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 (3rd floor of the Social Work building).

Homework: Assigned homework is due two minutes before lecture starts on the correct assignment form and with the identification at the top fully filled out. 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 identified homework will not be graded neither will homework turned in on something other than the proper assignment sheet. Not all homework problems submitted will be graded. Homework assignments are worth 10 points, max.

There are no make ups for homework assignments. Your two 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.

Petitioning a homework grade: If you believe a mistake was made in grading your homework, you should contact your teacher by email or in person within 5 days after the homework grade is posted to your gradebook. Bring a copy of the graded work with you to show your teacher the problem.

Prerequisites: Students must demonstrate mastery of the material needed for academic success. Passing the Diagnostic Test with a score of 80% or higher on each section is the only way to do this. If a student scores below 80% on any one section, then the student is encouraged to learn that material to do better on the Diagnostic Makeup Test.

All students MUST take the Diagnostic Test.

Sections: The sections of 2303 are in a box on the papers that must be turned in for grading. Please fill in your name, student number, and check the appropriate box on EACH paper you turn in. Papers with incomplete information will not be graded.

Test Information

Testing time: Tests during the semester are, in general, **50 minutes** long – even if you attend lecture in a Tuesday/Thursday 90 minute class! Please make sure to attend to the time while you're testing: do not spend too much time on any one question. You are expected to finish the whole test in 50 minutes. Do not spend time writing stuff down before you start your test – you must finish the test within the testing period – you are expected to begin the test promptly on the hour so you can leave promptly at the end of the 50 minute testing period (there's someone else scheduled to use that carrel next and you may NOT overstay). Do NOT "submit" your test BEFORE you've worked on the free response questions and are ready to leave the center; push the submit button when you are DONE with the WHOLE test.

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 website for a list of which tests are given online, which are given in class, and which are given by reservation in the CASA Testing Center. You will be able to make reservations online about two weeks before each testing period begins. Please take advantage of this to get a convenient time and day. You may reschedule a test time subject to availability. There is no standby testing. You must have an appointment to take any test in CASA Testing.

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 need to have your photograph and fingerprints on file at CASA; there will be time at the beginning of the semester to get this done. 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. You may not have a cell phone or a

calculator with you in the testing cubicle. 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.

Testing at CASA: Please read the FAQs on the CASA webpage for the registration process and testing procedures. Your photo and fingerprints need to be on file for you to check in. There will be a registration time at the beginning of the semester for you to get this done. You will be required to show your **Cougar 1 ID card** for admission to the Testing Center; no other form of ID is permissible. NO EXCEPTIONS. Please arrive at the Testing Center at least 10 minutes BEFORE the test is scheduled to begin. Students arriving late at CASA for a reservation will NOT be seated (so be sure to leave freeway foul-up time and time to find parking when you leave to go to your appointment).

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 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. Please do **not** push the “submit” key BEFORE finishing this portion of the test.

Petitioning a test grade (Free Response portion): If you believe a mistake was made in the grading of your test paper, you should contact your teacher within five days after the grade is posted to your gradebook.

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 handle getting your keycodes on your test sheet.

Final Exam: The final exam is compulsory and comprehensive. All 2303 students will take the final exam at the scheduled time in the classroom (see the schedule on the University website for the date and time).

Identification on tests: You must carefully and accurately fill in the identifying information at the top of your test paper. Test papers without names or section identification or PSID will not be graded. The recorded grade will, necessarily, be a zero.

Make-ups: Make-up Tests are given by petition only! Contact your teacher within 5 working days of the end of the testing period to discuss a makeup; your teacher will handle all the details

of permission and scheduling. 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). Make-up tests are a different format than the original test – they are all free response questions, no multiple choice questions at all. 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.**

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.