

## Summer Department Policies

Your course syllabus and any policies specific to your course are on your instructor's website.

**Access Codes** are purchased at the campus bookstore at the register. Once purchased, enter the code into the online form at [casa.uh.edu](http://casa.uh.edu) by the deadline. Students who have not entered a valid access code by the deadline will be denied access to their course account and will not be able to submit coursework until they enter a valid access code.

**Announcements** will be made during online sessions and/or via email. Students are responsible for information about the course that is emailed using the email address that the students provide to the CourseWare site or the My UH site. Your teacher cannot update either profile for you; you are responsible for having a good email address on file in both places. 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 in Math 1314. For this course, Geogebra (GGB) is a free program we'll be using and will be available through CourseWare. The word CASA may refer to the tutoring center (222 GAR), the testing center (221-A GAR), or the CourseWare website ([www.casa.uh.edu](http://www.casa.uh.edu)) depending on the context.

**The CourseWare site** is located at [www.casa.uh.edu](http://www.casa.uh.edu). This site will contain all the learning materials for your course: including textbook, discussion board help, quizzes, test reservation and gradebook. Full semester access to your course materials on CourseWare requires the purchase of an access code. Access codes may be purchased at the campus bookstore at the register. Once purchased, enter the code into the online form by the deadline. Students who have not entered a valid access code by the deadline will be denied access to their course account and will not be able to submit coursework until they enter a valid access code.

**Online Textbooks:** Your textbook is available through your CourseWare account. Note that full access to the course materials, including the online textbook require the purchase of an access code and entry of that code into CourseWare.

**Discussion Board:** The discussion board is found in CourseWare and is a tool intended to facilitate your studies. You should post questions regarding the subject matter or answer questions asked by your classmates. Additionally, the discussion board is a great place to organize and join study groups.

Questions about personal circumstances (travel due to family emergencies, for example) or grades are private and should be sent directly to the instructor. The discussion board is not a forum for requests; for example, students should not post requests for additional extra credit opportunities, deadline extensions, or a grade "curve". Finally students should expect to be able to operate in a safe and friendly environment. Posts perceived as personal attacks on anyone ("flaming"), will not be tolerated, and will result in restriction from the discussion board. If you would like to meet up with classmates, makes those initial contacts via email. You may not

advertise anything for sale on the discussion board. If you do so, you may lose the privilege of participating in the discussion board.

**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 (Learning Support Services) located in the Social Work building. Streaming lectures are also available for this course (see instructor’s website).

**Quizzes:** Soon after the semester starts there will be online quizzes on the “Online Assignments” tab of your course page on CourseWare. You may take each quiz up to 20 times; your highest score on the quiz will be the grade that is recorded. You must wait 10 minutes between attempts. Please note the schedule for the quizzes. Each online math course has different start and end dates for quizzes. You are responsible for knowing the expiration date on each quiz. In the event conflicting dates are posted online, the one that applies is the due date listed on the “Online Assignments” tab on CourseWare. Do not wait until the last afternoon to begin working on an online quiz. CourseWare has a finite number of “logins” that can be accommodated per hour and being unable to log on is not an excuse for missing a quiz; neither are viruses or hardware failures. There are no make-ups for online quizzes. You may print out the quizzes and then get help 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 in the CASA – Tutoring Center. **There will NOT be an Amnesty Period at the end of the semester on quizzes. Once a quiz is closes it is over for the semester. Please make sure you complete each quiz before the expiration deadline.**

**Technical problems on CASA site:** Technical questions can be resolved by sending email to technical support by using the link on the CourseWare log-in page. Your teacher does NOT have any authority to fix or change anything on the CourseWare site; you must contact CourseWare tech support if there is a problem.

**Grading:** If  $x$  is your semester numerical score:

A	$x \geq 93$	B-	$80 \leq x < 83$	D+	$67 \leq x < 70$
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-	$50 \leq x < 63$
B	$83 \leq x < 87$	C-	$70 \leq x < 73$	F	$x < 50$

\*in 1311, 1312, and 1330 the D- range is  $60 \leq x \leq 62$  . In Math 1300, you must have a cumulative score of 70% to get an S; below that your grade will be a U.

Grades are NOT rounded up. So, for example, in order to earn an A as a letter grade, you must have an average that is 93.0% or better. 92.99% is an A-.

**Extra Credit:** A practice test will be available online on CourseWare prior to each test. You may take it up to 20 times, 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. There will be a practice final that will be extra-credit on the final, as well. Do not wait until the end of the time period to begin a practice test. CourseWare has limits on the number of logins available per hour. There will be no extensions or make-ups allowed for these practice tests for any reason. You may print out the practice tests and get help on baffling questions at the CASA Tutoring Center. Tutors are glad to help with questions off printed copies but are not allowed to help you if you're actually taking the practice test on the Tutoring Center computers or on your laptop.

**Grading ID Number:** You will use your seven digit My UH number (PeopleSoft ID number) as your Grading ID number in this course.

**Section Number:** The section number for your course is the five digit number assigned to your course by the University. It may be called Course Number on your fee bill.

## Test Information

**Tests:** There will be four regular exams and a comprehensive final exam (exemptions from the final exam are possible—see the next paragraph). The first exam covers prerequisites – that is, a test over material that you should know well before taking the course. On the first exam, if you do not score 70% or better, you may not have an adequate background for success in the course and should consider enrolling in a prerequisite course. See the syllabus for your course for the weight assigned to the prerequisite test. If a student in any course (except Math 1300 and 1330) passes the final with a score of 70% or higher – without extra credit points – then that student will pass the class.

**Exemption from the Final:** If your final numerical score for the course is 80.0 or higher – calculated by the official Math Department Grade Calculator, then you may CHOOSE to be exempt from the final. Your grade will be the grade calculated by the grade calculator at the time of the deadline. The deadline for choosing exemption will be announced by your teacher shortly after mid-semester. If you are eligible for exemption and do NOT select it by the deadline, then you must take the final. If you choose to exempt, you may not change your mind after the deadline has passed. If you do not have a semester numerical average that starts with an “8” or higher by the exemption deadline, then you MUST take the final. This process is called “opt out”. Teacher Evaluations at the end of the semester are very important. You cannot choose to opt out of taking the final if you have not completed your Course Evaluation. If you take the final, you can earn 5 points extra credit on your grade (stated as a percent) by submitting the evaluation. Be sure to submit the evaluation during the last week of the semester. The link to the evaluation is on the CourseWare home page after you log in.

**Reservations** are required of all tests except for Test 1 (prerequisite test), see the dates on my website for this and all other exams. Test 1 will be available via your CASA account, under “Online Assignments”. Two attempts are given. The rest of the exams require a reservation and can be taken only once. The reservations site is at CourseWare: <http://casa.uh.edu> on the

“Proctored Exams” tab. 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 at the Testing Center for an open slot. All reservations must be made through CourseWare. If you miss a test and the testing period is over, plan on using the final to replace the missed test.

**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! There are no makeups for missing tests that are given at CASA Testing. Your instructor will use your grade on the final exam to replace the zero on one missed test. Subsequent missed tests will be counted as zeros.

**The Testing Center** is also known as CASA Testing. There are two locations, see your CASA account for the maps. When you make a test reservation, it will indicate the location of your test. You will be required to show a Cougar 1 card to check in and take an exam in CASA (a driver’s 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 to another time if one is available. Once you enter the testing facility you will not be able to leave for any reason without submitting your test for grading. This includes breaks to go to the restroom – make sure you are comfortable BEFORE entering the testing facility.

**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).

**Submitting your test:** Press “Submit” on the computer at your testing carrel after you have completed the entire test and are ready to leave the testing center. If you press submit and continue to work on your test, a CASA Testing Center employee will take your test from you and escort you out of the Testing Center.

**Make-ups:** There are no make up tests. Your score will be a zero for each test that you miss. Your final will be a replacement grade for the first missed test. You may use the final as a replacement grade once.

**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.

**Accommodations for Students who have Disabilities:** A current Student Accommodation Form (SAF) must be presented in a timely manner for accommodations to be approved. No retroactive accommodations will be provided. Accommodations for undergraduate mathematics courses that could change the essential nature of the course or provide an unfair advantage to one student over another student will not be approved. Notably, in the event that calculators and/or formula sheets are allowed for all students in a course, then all students may have them. If, however, calculators and/or formula sheets are not allowed to anyone, then no one may have them. Accommodations that are listed on your SAF that would NOT change the essential nature of a course or provide an unfair advantage may be approved (e.g. an extra set of class notes for lecture, testing at CSD, extended time\*...). Please review these with your teacher during conference hours for the class (not immediately before or after a lecture). \*If you run over the time listed in your accommodations, you will be penalized in proportion to the unauthorized amount of time that you used. For example, if your accommodations state that you are allowed 150 minutes on a test and you use 165 minutes on a test, you will lose 10% of the test score that you earn, since you went overtime by 10%.

**“Incomplete”** An incomplete (“I”) may be given if all of the following criteria are met:

- The reason is a compelling NON-ACADEMIC reason.
- You have completed virtually all the course assignments.
- You have a passing grade on this work.

Incompletes are NOT available to students who have done little of the coursework nor for students who have failing grades on what they have done. See your instructor to fill out and sign the Incomplete contract – this is required and must be signed in advance of an I being posted. Imminent failure is not an acceptable reason to be awarded an incomplete.

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

**The Completion Forms:** If you are using financial aid and fail the course, you need to provide this form to your instructor at the end of the semester.

**Dropping the course:** You are responsible for making arrangements to drop the course if you wish to do so. If you wish to drop the course, complete the online process at my.uh.edu before the deadline. Your instructor cannot drop you for any reason. Pay attention to the deadline and check your course enrollment status on my.uh.edu to make sure your drop has been processed.