**Agreement to MATH 105 Policies and Procedures – Spring 2014**

Listed below are the most important policies and procedures that you need to be aware of for Math 105. You will initial in the blank following each bullet indicating that you are aware of and understand each item. I will keep this document on file for the semester in case any questions or issues arise concerning these items.

* You are allowed **FOUR** absences for the semester. After that, you will receive an F for this course. There is no difference between an excused absence and an unexcused absence. \_\_\_\_\_\_\_
* If you miss class, you may **not** make up any of the work that you missed. Late work will **not** be accepted even if you missed the previous class. If you know that you’re going to miss a class(es), you may talk to me **ahead** of time to make arrangements to hand work in early, before the absence.\_\_\_\_\_\_\_
* **THREE** tardies or early departures from class may equal **ONE** absence. It is very important that you are on-time to class and participate until the end of class. \_\_\_\_\_\_\_
* Wearing headphones, whether listening to music or not, allowing your cell phone to ring, text messaging during class and other such activities are disrespectful to your class. Please take care of these things **before** or **after** class. \_\_\_\_\_\_\_
* You may only drop this class if you have not exceeded your lifetime limit of 3 Ws. The **last** day to receive a W for this course is **Friday, March 7th**. \_\_\_\_\_\_\_
* The final exam will be held on **Wednesday, April 28th**. Do not plan to leave town before then as there are no make-ups of the final exam. \_\_\_\_\_\_\_
* Extra credit, class announcements, or schedule changes may be sent via email. Therefore, it is very important that you check your FLC email regularly to receive these emails in a timely manner. \_\_\_\_\_
* Your overall grade is broken down as follows. There are no exceptions to this distribution. \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Quizzes 20% | Group Work (in class): 15%  |
| Final Exam: 10% | Portfolio: 5% |
| Written Work 50% |  |

* You are encouraged to work together, form your own study groups, and seek help from your instructor or tutors in the Algebra Alcove. However, you must always remember that you must do your own work on all quizzes and on all writing assignments. It is alright to get help with the ‘math’, but all writing should be your **OWN**. If anyone is caught cheating or plagiarizing, you may automatically fail the assignment and/or course and may be referred to the Academic Vice President for additional sanctions. \_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_