Adding the Class

Before the class begins you may sign up for the class on Student Admin (PeopleSoft). If the class is full, please place yourself on the math department waiting list. No permission numbers will be given out before the first day of class. Please note, if the class is in high demand and the waiting list is long, it is unlikely that you will be able to enroll in this section. You may wish to find another section that is open or that has a shorter waiting list.

Late Adds: Make-up work

If you do add the class late, you are still responsible for completing all the online assignments from before you were enrolled. However, since some assignments may be inaccessible, you will be given some time to make them up. Any assignments that were due before you enrolled must completed within one week the day you were officially enrolled and no later than the third Friday of the term. Any assignments that are due after you enroll will keep their original due date. (Note: This means that if you enroll on a Tuesday and an assignment is due Thursday, you are responsible for turning in that assignment on Thursday). Any in-class quizzes from before you added will be excused. In-class quizzes starting form the day you enrolled will be expected to be completed in section and will not be excused.

In order to be given an extension on the assignments that were due before you enrolled you must contact (by email) both the instructor and the TA letting them know the date you added and that you wish to make up the work. Please note that it may take up to 24 hours for WebAssign and HuskyCT to process once you add the class.

Failure to complete these assignments before their due dates may result in a zero. No extensions will be given on make up work and all make up assignments must be completed before the third Friday of the term.

Discussion Section

You are required to signup for and attend a weekly discussion section. This discussion section is intended to allow you to ask questions on your homework, or any other material related to the course. Weekly quizzes will also be given so it is important that you attend.

It is important to attend the discussion section that you sign up for. If you attend other discussion sections and you are not on the roster, you may be asked to leave and any work you do it that section may not count towards your final grade.

Policies and Coursework

Grades

Grades are based on your performance at the end of the term according to the grade breakdown on each item as outlined below. No extra weight will be given for effort, trying, etc. Grades are usually assigned using the standard grading scheme (i.e. with no curve) but this is subject to change at any time. Any curve or other grade changes will be announced on HuskyCT.
Grading

Below is the planned grade breakdown for the term.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Homework</td>
<td>10%</td>
</tr>
<tr>
<td>Online Quizzes</td>
<td>5%</td>
</tr>
<tr>
<td>In Class Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
</tbody>
</table>

The grade breakdown may be changed or altered at anytime during the term. Any changes will be announced on HuskyCT.

Online Homework

Online Homework will usually be assigned on WebAssign through HuskyCT and will be due twice per week on Tuesdays and Thursdays at 11:59PM. Problem sets on WebAssign are organized by section. Each assignment will be posted a few days before it is due, so you should have enough time to complete it. Most problems will have a limit of five attempts to prevent random guessing. No extra attempts will be given. You are free to work together on homework; however, each person is responsible for their own work.

Please be careful when submitting your answers on WebAssign. Only the last submission for a problem will be graded even if a previous submission is marked correct. There are no exceptions to this rule. Some questions have multiple parts and if you answered one part correctly and the answer is altered, even if done accidentally, the question will be marked incorrect.

No extensions will be given on WebAssign unless there are unusual circumstances. Documentation of your circumstance may be requested. Please note that extensions will not be given for, but are not limited to, any of the following reasons: computer malfunctions, forgetting about the assignment, having another assignment due at the same time, running out of time, having a mild short term illness such as a cold, etc. Homeworks that are past due cannot be made up. However, since situations can occur and you may not be able to complete the assignment for various reasons, the lowest three sections from the term will be dropped.

Quizzes

In addition to problem sets, timed online quizzes will also be assigned on WebAssign through HuskyCT. during the term. Online quizzes must be completed before their due dates. Online quizzes will be assigned most every week. They will usually be due twice a week and will be due on Wednesdays and Sundays at 11:59PM. Online quizzes on WebAssign are organized by section. Each quiz will be timed (usually 30 minutes each) and must be completed within this time period. No extra time will be given without CSD documentation. Quizzes will be posted at the same time as the problems sets, so you should have enough time to complete the assignment. Online quizzes must be completed by the individual student and no working together is allowed.

No extensions will be given for online quizzes unless there are unusual circumstances. Please note that extensions will not be given for, but are not limited to, any of the following reasons: computer malfunctions, forgetting about the assignment, having another assignment due at the same time, or running out of time, having a mild short term illness such as a cold, etc. Online quizzes that are past due cannot be made up. However, since situations can occur and you may not be able to complete a quiz, the lowest three online quizzes from the term will be dropped.

In-class Quizzes

In class quizzes will be given during most discussion sections. Quizzes will be based on the most recent homework assignment that has been submitted. In class quizzes cannot be made up for any reason. A-
signments without a name will receive zero points. Since situations can occur and you may not be able to complete a quiz, the **lowest in-class quiz from the term will be dropped**.

**Exams**

There will be two midterm exams and a final exam during the term. The are on the following dates.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam I</td>
<td>Thursday, March 3</td>
</tr>
<tr>
<td>Exam II</td>
<td>Thursday, April 14</td>
</tr>
<tr>
<td>Final Exam</td>
<td>TBA</td>
</tr>
</tbody>
</table>

The midterm exam times are 6pm-8pm or 9pm-11pm. The time of your exam was selected when you enrolled in the course. Make sure to check in PeopleSoft to see the exam time for which you are registered. You must attend the exam time for which you are signed up. No early or late exams will be given. If you come late you will not be given extra time.

If an emergency circumstance comes up (see below) and you cannot take an exam, you must inform the instructor before the beginning of the exam.

**Final Exam**

The final will be cumulative (please see the list of topics covered). The final exam will be two hours long at a time scheduled by the registrar. (Please see their website for exact dates, times, and locations). No early exams will be given.

Final exams will be placed on file in the math department office shortly after grades are submitted. If you wish to see your final exam please contact them. Solutions to the final exam will not be provided.

If an emergency circumstance comes up and you cannot take the final exam, please see the instructions below.

**Errors**

Since errors may occur, it is your responsibility to keep an independent accurate record of all your grades. If there is an error or your score is not recorded correctly, please bring the original graded assignments to your TA and they will gladly fix it. No copies or scanned attachments will be accepted. If the assignment is online, please email your TA the exact problem and what the issue is. All errors must be brought up before the last day of class to be corrected. After this date no scores can change.

Though much effort has gone into ensuring no incorrect answers for assignments, occasionally they do occur. If you are sure there is an error with an assignment, please email the instructor as soon as possible letting them know about the error. If you did spot an error you will receive high accolades from both WebAssign and your peers. However, if after an investigation it is determined that there is no error you will receive no credit for that problem.

**Disputes**

On the day you get back an assignment, exam, or quiz you will be given some time to look it over. If there is a dispute in the grading please come talk to your TA privately after class explaining the issue. If you cannot meet after class or if you would like to meet at another time, please give your exam to your TA to hold until there is a mutually agreed upon time to discuss it.

If the dispute warrants taking a closer look, The TA will collect the assignment and will hand it back to you once a determination has been made. Note however that we reserve the right to look over you entire assignment and your score may go either up or down.

All disputes must be brought to the attention of the TA before the assignment leaves the room with you. Once the assignment leaves, you accept the grade and will not be able to dispute it.
Returned Work and Grading

You should receive back all of your exams, quizzes, and other assignments in class in a timely manner, usually within one week. Your scores will be recorded online so you will have an up to date score available to you. If you are unable to collect your assignment it will be available with your TA and may be collected during office hours. Uncollected work that has not been collected from after a reasonable amount of time (about two weeks) may be recycled.

Extra Credit

There is absolutely no extra credit given in this class. There are no exceptions, please do not ask.

Other Class Policies

Textbook & WebAssign

There required textbook for the course is

Applied Finite Mathematics by Edmond C. Tomistik & Janice L. Epstein

We will also be using WebAssign for online quizzes and homework problems throughout the semester. You must access WebAssign through HuskyCT. If you try to access it through WebAssign directly, you may encounter an error.

You can purchase the bundled version of Applied Finite Mathematics with a Webassign code from the UConn Co-op. Alternatively, you may also purchase a WebAssign access code directly from WebAssign and obtain a copy of the text elsewhere.

If you have not purchased a WebAssign code (either in the bundled textbook or directly from WebAssign), for the first two weeks of class, you should be able to log into WebAssign through HuskyCT to complete your assignments. However, after this grace period ends if you have not purchased a WebAssign code, you will not be able to log in. To be very clear, if you have not purchased a WebAssign code by the end of two weeks, your access will be cut off (any assignments you completed will remain unaffected).

There is no class code for this course and if you are asked for one, please login through HuskyCT. Also note that you should use the Chrome or Firefox browser. Since WebAssign is run by a third party if you have any difficulties with it, please direct all your inquiries to them.

Calculators

A scientific or graphing calculator is allowed for all exams, quizzes, and homework as long as the calculator cannot do algebraic manipulation (For instance a TI-84 or equivalent or lower is an acceptable calculator). You may not use a tablet, phone, or computer as a calculator. Using these devices on an exam may result in your exam receiving a grade of 0.

Calculators may be randomly checked to see if there are any programs stored in memory. No alphanumeric formulas stored as programs are allowed. Discovery of such material will result in serious consequences. Sanctions can include, but are not limited to, a letter sent to the Dean of Students of the University; a grade of 0 on the assignment, quiz or exam; a grade of F for the course.

Visitors

Only students enrolled in the class (or attempting to enroll in the class during the first two weeks) may attend class. If you are not enrolled, you may be asked to leave. Also, please no animals unless it is a service animal.
Canceled Classes

If class is canceled (for inclement weather or other emergency) you will be notified either by the instructor, TA, and/or by the university as early as possible. If class in canceled all in-class assignments, quizzes, will be due at the next class meeting. Makeup exams dates and times will be announced on HuskyCT. However, all online assignments (online homework and online quizzes) will still keep their original due date. No extensions will be given for online assignments unless their are unusual circumstances.

Excused Absences

In some limited instances you may request an excused absence. For instance, excused absences may be granted for religious or cultural holidays or class field trips or professional conferences. If you do have a valid excused absence, please inform the instructor and your TA as early as possible in writing (an email is fine) informing them of any days you plan to miss. Documentation for your absence may be requested. You should contact them well in advance your your absence – at least two weeks before. Documentation may be requested to verify your absence. Please note however that just because you have requested an excused absence, it does not mean that one will automatically be granted. For instance if your absence is occurring frequently you may not be granted an excused absence.

If your absence is excused, it is your responsibility to contact the instructor and TA to discuss if and when any missed work will be made up. In general if you are allowed to make up work for a missed assignment, you will need to be complete all make up work within five days of the original absence; however, earlier deadlines may be given.

If you are excused from taking the exam at the regular time, a makeup exam may be given a few days afterwards. If you are unable to make this makeup exam or if the makeup exam is not given, your final exam grade may replace the exam that you miss. However, this is entirely up to the discretion of the instructor.

No notes will be provided for any of the days that you miss. Please contact one of your classmates if you wish to copy their notes. Also, this policy does not apply to online assignments. There will be no excused absences for online assignments and all online assignments will keep their original due dates.

Note that in general the following are not considered valid reasons to be granted an excused absence: sleeping through an exam or quiz, having a mild short term illness such as the cold or headache, scheduling conflicts, not being prepared, being stuck in traffic, family vacations, having an event (e.g. wedding) to attend, etc.

Note that this policy does not apply to the final exam.

Emergency Circumstances

An emergency circumstance is a circumstance beyond anyone’s control that occurs randomly, without warning, and can not be anticipated. If you have an emergency situation, it is expected that you will contact the instructor and TA as soon as possible before the assignment, class, or exam. Documentation may be requested to verify your situation. It is the sole discretion of the instructor if your exam will be excused.

Note that in general since a number of assignments will be dropped at the end of the term, no extensions or make up assignments will be given for online assignments.

Emergency Circumstances for Exams (Not the Final)

Sometimes an emergency circumstance may mean that you must miss an exam. It is expected that you will contact the instructor before the beginning of the exam if an emergency circumstance happens. If you are excused from taking the exam at the regular time, a makeup exam may be given a few days afterwards. If you are unable to make this make up exam or the make up exam is not given, your final exam grade may replace the exam that you miss. However, this is entirely up to the discretion of the instructor.

Note that in general the following are not considered an emergency circumstance: having to attend a sporting event, sleeping through an exam, being unprepared, having other assignments or exams due at the same time, being stuck in traffic, having a family vacation or other event (e.g. wedding) to attend, etc.

Note that this policy does not apply to the final exam.

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Missing the Final Exam

If you are unable to take the final during the regularly scheduled time, you must contact the Dean of Students Office for approval to reschedule your exam. Without permission from this office you cannot reschedule a final exam. If your petition is approved you will need to contact the instructor as soon as possible in order to reschedule. Please note that no makeup exams will be given before the scheduled final exam.

If your circumstance is approved but are not able to a mutually agreed upon time to schedule the exam during finals week can’t be found, and high mark on the final exam will give you a passing grade in the class, you will receive a grade of X for the term and must complete a make-up exam sometime before the third week of the following term. If you do not complete the final exam before this deadline, your grade will automatically be replaced with an F. It is your responsibility to schedule a make up exam sometime before this deadline. You will not receive a reminder about it.

Please note that if you receive and X, that HuskyCT and WebAssign will not be available after the term has ended.

If you do not receive permission from the Dean of Students Office to reschedule your exam, you will be expected to take it during the regularly scheduled time. There are no exceptions.

Bunched Final Exams

A student whose schedule includes three final examinations in one calendar day or three final examinations in consecutive time blocks spanning parts of two consecutive days may request a make-up examination in place of one of the three scheduled examinations. The student must visit the iCenter at the entrance to Wilbur Cross regarding rescheduling of bunched exams. It is the prerogative of Office of Student Services and Advocacy to determine which of the bunched examinations may be rescheduled and will send an email to both you and the instructor advising of the change. Once the instructor has received confirmation that permission is granted, you must discuss with the instructor when and where a rescheduled exam will take place. If you are not able to reschedule the exam during finals week and if high mark on the final exam will give you a passing grade in the class, you will receive a grade of X for the term and must complete a make-up exam sometime before the third week of the following term. If you do not complete the final exam before this deadline, your grade will automatically be replaced with an F. It is your responsibility to schedule a make up exam sometime before this deadline. You will not receive a reminder about this.

Permission must generally be requested before finals week and last minute petitions are usually not granted. Without permission from this office, no rescheduling of finals exams will be allowed.

Please note, this policy only applies to the final exam and does not apply for Exam I or Exam II. Exam I and Exam II must be taken on the assigned dates.

Students with Disabilities

The Center for Students with Disabilities (CSD) at UConn provides accommodations and services for qualified students with disabilities. If you have a documented disability for which you wish to request academic accommodations and have not contacted the CSD, please do so as soon as possible.

Working with the CSD we are happy to make reasonable accommodations to any students with disabilities. Though you are under no obligation to do so, if you wish to discuss with me any special needs you may require, please feel free to speak with the instructor or your TA privately either via email or during office hours.

Please note that no exams will be given before the day of the exam. Moreover, if you take your exam earlier than the assigned time, you may be required to remain at CSD until the start of the assigned time. (e.g. If the exam is at 6PM and you take the exam in CSD at 2PM, you will be required to stay at CSD until 6PM.)

If you disability is not documented through the CSD, please contact them directly. Without documentation from this office no alternative accommodations are able to be provided.
Final Grades
Great care is taken when determining final grades. Once grades are submitted to the registrar they are final. Grades will only be changed in limited circumstance such as if there is a computational or clerical error. No retroactive grade changes will be given.

Academic Integrity
All students are bound to follow the rules for the [UConn Student Code], including the rules of [academic integrity]. All infractions will be reported to the Dean of Students and disciplinary action including expulsion from the university may occur. In addition other sanctions may be implemented and can include, but are not limited to, a grade of 0 on the assignment, quiz or exam or a grade of F for the course.