ATTENDANCE: Students are expected to: 1) attend each class period, 2) arrive on time, and 3) remain for the full period. Attendance will be taken regularly. Students who arrive late or leave early may receive an unexcused absence. **Students may incur a deduction of one percentage point from their course grade for every unexcused absence beyond 2.**

NOTE: An *excused absence* is a verifiable absence resulting from illness and possibly some officially sanctioned Kettering related activities. Not all verifiable absences are excused absences. Students who anticipate an excused absence should notify the professor in advance. It is the student’s responsibility to present evidence of excused absences to the professor. If you are ill and possibly contagious, you should consider not coming to class.

A student with 4 or more unexcused absences may be administratively withdrawn from the course.

I. QUIZZES & HOMEWORK: Homework will be assigned regularly and should be completed promptly.

**YOU ARE EXPECTED TO SUCCESSFULLY COMPLETE EACH ASSIGNED PROBLEM!**

You should check the course web site above daily for assignments and announcements.

Most quizzes will be given at the beginning of class on Wednesdays. (Note: there may be some exceptions.) Students who arrive late forfeit the lost time. Homework may be collected occasionally and must be submitted on time. There are no **makeups** for missed quizzes or late homework for any reason; they receive a zero grade. At the term’s end, the student’s one (1) lowest quiz score will be dropped.

II. EXAMS: There will be three in-class exams. Students shall take the exams at the scheduled times. Students who miss an exam due to an unexcused absence may **NOT** be allowed to make up the exam and may receive a grade of zero for that exam. Only students who miss an exam due to an excused absence may have an opportunity to make up the missed exam; that make-up exam may be given during the 10th week of the term and may be comprehensive. Each exam applies equally toward the student’s course grade.

III. FINAL EXAM: A comprehensive final exam will be given at the term’s end. **Each student shall take the final exam at the scheduled time.** See the supplemental handout about final exams.

Electronic Devices: You should have all electronic devices (cell phones, i-pods, MP3 players, ear-buds, etc.) completely turned off and stowed **before** coming to class. **Recording devices are strictly prohibited.** The use of electronic devices during class without my permission may result in their being confiscated and/or the student being administratively withdrawn from the course.
COURSE GRADE: At the term’s end the student’s course grade will be determined using the weighting system:

- Quizzes/Homework ................. 10%
- Exams (20% each) .................. 60%
- Final Exam ......................... 30%

If $Q$ denotes your total Quiz/HW score (in %), $E$ denotes your total Exam score (in %), and $F$ denotes your Final Exam score (in %), then your scaled course score $S$ will be

$$S = 0.1Q + 0.6E + 0.3F.$$ (1)

At the term’s end, course grades will be assigned as follows:

<table>
<thead>
<tr>
<th>$S$</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>$95 \leq S \leq 100$</td>
<td>A</td>
</tr>
<tr>
<td>$90 \leq S &lt; 95$</td>
<td>A–</td>
</tr>
<tr>
<td>$87 \leq S &lt; 90$</td>
<td>B+</td>
</tr>
<tr>
<td>$83 \leq S &lt; 87$</td>
<td>B</td>
</tr>
<tr>
<td>$80 \leq S &lt; 83$</td>
<td>B–</td>
</tr>
<tr>
<td>$77 \leq S &lt; 80$</td>
<td>C+</td>
</tr>
<tr>
<td>$73 \leq S &lt; 77$</td>
<td>C</td>
</tr>
<tr>
<td>$70 \leq S &lt; 73$</td>
<td>C–</td>
</tr>
<tr>
<td>$65 \leq S &lt; 70$</td>
<td>D+</td>
</tr>
<tr>
<td>$60 \leq S &lt; 65$</td>
<td>D</td>
</tr>
<tr>
<td>$S &lt; 60$</td>
<td>F</td>
</tr>
</tbody>
</table>

Example: Suppose you have scores of $Q = 95\%$ on quizzes/HW, $E = 88\%$ on exams, and $F = 81\%$ on the final exam. Then your scaled score would be $S = 0.1(95) + 0.6(88) + 0.3(81) = 86.6$ and your course grade would be B since 86.6 is less than 87.

Note: You can use the table above to determine your letter grade on any graded item. For example, a score of 86% on an exam would be a letter grade of B.

Extra Credit: This homework–quiz–exam system provides the student with ample opportunity to demonstrate his or her mastery of the material. Therefore, there is no other means for obtaining “extra credit.”

CONTESTING A GRADE: If the student believes that a problem was graded incorrectly, the student may ask the professor to reconsider the grade on a specific problem. However, the request must be made within one week after the graded item was returned to the class. The professor might require the student to submit a written request to reconsider the grade and require the student to work the problem correctly. This is NOT a means for obtaining extra credit. The grade is still based on the work originally submitted — it is not based on the reworked problem.

AUDITING

1. I do not allow students to audit my courses.
2. A student will not be allowed to change his or her registration in my course to an audit.
The inclusion of the following statements is mandated by the University Provost. Therefore they will be strictly enforced.

____________________________________

DISABILITIES

The University will make reasonable accommodations for persons with documented disabilities. Such students need to register with the Wellness Center every term they are enrolled in classes. To be assured of having services when they are needed, students should contact the Wellness Center during the first week of each term. Note that it is the student’s responsibility to arrange accommodations with each professor. For more information on “Disability Services,” refer to the Student Life section of the current Undergraduate Catalog which is located on page 25: http://catalog.kettering.edu/undergrad/student-life/. This information is also noted in the Student Handbook.

Furthermore, students who qualify for and request special accommodations due to a documented disability must make such arrangements with me no later than 7 days before each exam and no later than 14 days before the final exam.

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ACADEMIC DISCIPLINE

CODE of STUDENT CONDUCT and ACADEMIC INTEGRITY

Kettering University values academic honesty and integrity. Cheating, collusion, misconduct, fabrication, and plagiarism are serious offenses. Each student has a responsibility to understand, accept, and comply with the University’s standards of academic conduct as set forth in our statement, “Ethics in the University” and “Academic Integrity” as well as policies established by individual professors. For more information, refer to the Student Life section of the current Undergraduate Catalog which is located on page 20: http://catalog.kettering.edu/undergrad/student-life/. This information is also noted in the Student Handbook.

Furthermore, students found in violation (e.g., cheating on an exam or assignment) may receive a score of zero on that item without recourse for making it up and may even receive a failing grade for the course. Incidents of cheating or academic dishonesty may be reported to the Provost’s Office for further disciplinary action.

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To maintain and even improve the national standing of Kettering University and the value of a Kettering University degree to you and all GMI/Kettering alumni, the Provost (the ranking academic officer at Kettering University) has instructed the faculty to enforce attendance requirements and standards of academic integrity among Kettering’s student body. So be aware that these policies will be enforced.

I have read this policy and it supplements, and I understand what is expected of me.

Print Name: ___________________________ Signed: ___________________________

Date: ________________________