Course Expectations and Evaluation Procedures

TESTING

There will be a test at the end of each chapter which covers all of the objectives listed in the course syllabus. Every test must be taken. It is your responsibility to make up any missed tests.

Quizzes will be given periodically throughout the semester and always announced.

Group projects will be assigned in class and completed during class time.

GRADES

Grades will be based on the college grading policy.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92 – 100</td>
</tr>
<tr>
<td>B</td>
<td>83 – 91</td>
</tr>
<tr>
<td>C</td>
<td>75 – 82</td>
</tr>
<tr>
<td>R</td>
<td>74 and below</td>
</tr>
</tbody>
</table>

Final grades will be calculated using the average of all test grades. No test grades will be dropped.

Quizzes and group projects will be averaged and count as one test grade for the final grade calculation. The two lowest quiz grades will be dropped.

Attendance counts as up to an additional 10 points to any test grade in the final grade calculation.

Homework will not be collected. It is your responsibility to complete the assignments in a timely manner. At the end of the semester, you may turn in your homework notebook for up to an additional 10 points added to any test grade before the final grade calculation.

RETESTS

Students may retest for only TWO tests this semester. Any retests due to absences count as one of these two. The student is to decide if they want or need a retest. It is the college policy that each objective must be passed by a minimum of 75%. All retest must be taken within one week from the time the original test is returned. Only one retest per objective will be allowed. The maximum grade on a retest is 90%.
RETESTS MUST BE SCHEDULED WITH THE INSTRUCTOR OR TAKEN DURING MATH LAB OPEN TESTING HOURS: MON-THUR 2:30-9:30 OR FRI 9:00-12:00.
YOU MUST HAVE A VALID STUDENT IDENTIFICATION CARD TO TAKE A RETEST IN THE MATH LAB.

ATTENDANCE
It is of utmost importance to attend class regularly. Attendance is documented. In the case of an absence, it is the student’s responsibility to get lecture notes and make up all assignments. There is no make up permitted on quizzes or group projects. Students will receive a “0” for that quiz or project. The two lowest quiz grades will be dropped. Call or email the instructor if you have an excused absence or need assignments.

DATES TO REMEMBER

Jan 29  Last day to receive “O” grade
Mar 26  Last day to receive W
Apr 13-15 College closed, no classes
Apr 16-20 College open, no classes
Apr 21-22 College closed, no classes
May 14  Classes end