

If you are caught using a cell phone or any other electronic device during class, your final grade will be dropped by **one letter grade per incident**.

I reserve the right to change any policies as I see fit to ensure that you are indeed receiving the best possible education that I can give you in the subject matter at hand. If I feel a certain aspect of the course does not appear to be effective in its method, I will attempt to change it (for the better I hope).

GRADES

Your final grade will be based upon the following items

- 30% - Quizzes - given randomly, without warning
- 30% - Homework - required to be handed in on a regular basis
- 20% - Final Exam - exam covering all of the material from the semester
- 10% - Friday Sessions - asking questions and solving problems in a group environment for one hour a week
- 5% - Class participation - interaction during class, and in projects/presentations
- 5% - Attendance - the simple act of actually showing up to class, on time

IMPORTANT DATES FOR SPRING 2010

- 2010.01.13 - Classes begin
- 2010.01.20 - Last day to add a class
- 2010.01.20 - Last day to drop a class with no grade record
- 2010.01.20 - Last day to drop a class with refund/no charges
- 2010.03.03 - Mid-Level Assessment Day
- 2010.03.12 - Last day to drop a class with automatic W
- 2010.04.01 - Last day to apply for graduation
- 2010.04.16 - Last day to drop a class
- 2010.05.14 - Classes end

SPECIAL ACCOMMODATIONS

Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, Student Union, Suite 204 or call (580) 745-2254 (TDD# 745-2704). It is the responsibility of each student to make an official request to the Coordinator for accommodations.