

IT IS THE RESPONSIBILITY OF THE STUDENT TO BE FAMILIAR WITH SOUTH PLAINS COLLEGE POLICIES. BELOW ARE ITEMS SPECIFIC TO THIS COURSE

Assessment: Grading will be done according to the standard 10 percent scale (i.e. 100% - 90% is an A, etc.) with assignments weighted according to the following:

Homework	10%
Quizzes	10%
Exams	60%
Final Exam	20%

Class Attendance: Students are expected to be in class and prepared for the day's lesson. Students are responsible for the material covered in this course, whether or not they are in class for any reason. A student missing two consecutive weeks of classes or 5 individual class days without continuing notification will be dropped from the course. Please note that state law only allows for 6 withdrawn courses total.

Homework: MyMathLab will be used in this course. Homework is expected to be done daily. Late work is not accepted, and extensions are only given at the instructor's discretion.

Quizzes: Quizzes will be given as daily (except the day of and the day after an exam) to determine the collective standing of the class. Questions will be taken from the homework directly, and cannot be made up or retaken.

Exams: There will be at least three midterm exams given during this course. Questions will be similar to assigned homework problems or quiz questions. Most exams will be cumulative. During exams cell phones, laptops, and other such objects should be turned off and put away. There is no tolerance for violations. Students who break these rules will be asked to leave the exam (counted as an absence) and receive a zero for their exam grade. *Makeup exams are not given.*

Final Exam: The final exam is comprehensive, and a required part of the course. Failure to take the final exam results in an automatic F. Also, as the final exam is comprehensive, your grade on the final exam is your lowest possible course grade. The Final Exam will be held in this classroom on Monday, December 10, at 5:30 pm

Extra Credit: Extra credit is offered only on the basis of satisfactory participation in the course. (See document *Extra Credit Assignments* for more details.)

Civility in the classroom: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Troublesome behavior will not be tolerated. At a minimum, this includes use of cell phones, making offensive remarks, or engaging in any other form of distraction. Infractions will be dealt with proportionally to the offense, and may include dismissal from that class period (which will count as an absence on your attendance record). Tobacco products are not permitted in the classroom.

Honesty: “Scholastic dishonesty” includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student. Incidents of academic dishonesty will be promptly reported and dealt with.

Student Resources: Students have access to tutoring in M116 on the Levelland campus, or room 208 on the Reese campus. MyMathLab also has videos and other instructional resources, including the ability to create sample quizzes and tests, found in the “Study Plan” section. You may access other videos on blackboard by logging in with the username “mvideos” (the password is “mvideos” as well.) There is also YouTube, Khan Academy, and many other online sources.

Sexual Misconduct: By law all faculty members are mandated reporters of any incidents of sexual misconduct. That means that faculty cannot keep information about sexual misconduct confidential if you share that information. Dr. Lynne Cleavinger, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Dr. Cleavinger at 716-2563 or lcleavinger@southplainscollege.edu or go by the Health and Wellness Center. You can schedule an appointment with a counselor by calling 716-2529.

Campus Concealed Carry: Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at:

http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ADA Compliance: SPC Disability Statements

Levelland Campus Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance to federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in the Student Services Building, 806-716-2577.

Reese Center and Lubbock Center Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance to federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in Rooms 809 and 811, Reese Center Building 8, 806-716-4675.