

Exam: For both the midterm and final exams, you are allowed to bring one, 8.5x11(letter size) double-sided formula sheet. You are responsible for taking the final exam at the time it is scheduled by the University. Do not make travel plans that may conflict with the final date before knowing when the exam is scheduled for.

Course Policies:

1. If you have a University-approved conflict with any of the exams, you must let me know **at least one week** before the exam. A conflict exam will be scheduled to take place just before or just after the regularly scheduled exam.
2. Make-up exams will only be given for legitimate, documented reasons (e.g., serious illness, injury, or death in the family) and with approval before the exam occurs.
3. Attendance to each class meeting is required and beneficial. Students are responsible for all announcements and supplements given within each lecture and/or via course email.
4. Any objections to the homework grading, the midterm or final grading should be directed to the instructor. All requests will be considered by the instructor and the student will be notified if a grade change occurs.

Add & Drop: Last day to add/drop a course with no record is scheduled 02/06/2012.

Late Drop: Last day to drop a course with “W” is scheduled 03/13/2012.