

Withdrawal Date: The last day to withdraw from classes without academic penalty is 10/11/10
Course Withdrawal Policy Statement: Students are responsible for their own academic progress. Decisions regarding withdrawal from courses should only be made after consultation with an academic advisor. Before withdrawing from a course, students must meet with a Financial Aid representative to discuss their personal financial aid situation. More information regarding withdrawal from courses can be found in the EGC catalog at <http://www.ega.edu/registrar/catalog/Catalog0809.pdf>

Attendance Policy: A student who misses more than _____ classes may receive a grade of “F”.

Class roll is checked everyday at the beginning of class. Any student who comes in after roll is called is counted tardy. A combination of 3 **tardies** is an absence. Any student who misses any part of the class period can be counted absent. **When you are absent, you are responsible for all material covered and for any assignments. An absence does not allow an assignment, made or due on that day, to be turned in late.**

YOU SHOULD ONLY SIGN THE ATTENDANCE SHEET FOR YOURSELF ! DO NOT SIGN IT FOR SOMEONE ELSE. I will consider removing you from class PERMANENTLY if this happens.

Homework: Homework will be assigned on MyMathLab. You are expected to complete these assignments by the due date . You have to purchase a MyMathLab passcode. The passcode comes bundled with a new textbook or you can buy it separately. I will work as many homework questions as possible in class but we may not have time to do them all. These assignments will be graded, it is very important that you work all the problems. **The key to success in this class is to thoroughly work and understand all homework assigned.** All tests will be primarily based on the homework.

Make-Ups: It is the total responsibility of the student to get any notes missed due to any kind of absence. There will be **NO** make-up tests. A student who has advanced permission from the instructor to miss a test for a legitimate reason (documented cases of illness, death in the family or other documented reasons deemed appropriate by the instructor) may substitute the final exam grade for the missing test grade. Any student who does not take a test at the scheduled time without the prior consent of the instructor will receive a grade of zero (0) on that test.

Academic Dishonesty: (Plagiarism):

I expect complete integrity from all students on all work submitted for evaluation. Students guilty of cheating on any test/exam will receive a grade of “zero” for that test/exam, at least, and may fail the course. The Vice President for Academic Affairs will maintain a file of all incidents of academic dishonesty. A more complete statement on academic integrity may be found in the student handbook at: http://www.ega.edu/counseling_center/handbook2008.pdf

Additional Help: Tutorial center hours: _____ Call 912-486-7050 to get the schedule

ADA Statement:

If any student has special needs because of learning disabilities or other disabilities, the student should provide the proper documentation and discuss this problem with the instructor in the privacy of their office. EGC statement can be found at: http://www.ega.edu/counseling_center/disabilityaccommodations.htm

Comments: It is extremely important for you to spend the time necessary to complete the homework. If you do not understand a section after studying and working the assigned problems, please come to my office immediately the next day for help. Do not wait until the test. **I am more than willing to help anyone who is having trouble**, but each student needs to realize that the responsibility for learning the material lies on the student. Academic insurance, which allows students to expect the same education from all sections of a course, demands that a certain schedule be followed in this course. If there is not enough time on a certain day to answer all the homework questions, please come to my office for help. Keep in mind that college is not an institution where students receive all their education in the classroom. Most learning must happen individually (outside of class), so be prepared to work hard on your own.

Classroom behavior:

It is the policy of this college that classes be conducted in an environment that lends itself to learning. Therefore, it is expected that students behave in a manner so as to avoid disturbing the learning process for other students. Any behavior that could be distracting to other students or the instructor will not be tolerated. The instructor may deny entrance to a student entering class late and will ask any student whose behavior is distracting to leave the class. **Note: USING A CELL PHONE DURING CLASS IS CONSIDERED DISRUPTIVE BEHAVIOR! It is very likely that you will be asked to leave class PERMANENTLY if this is a problem ! YOUR CELL PHONE SHOULD BE QUIET AND HIDDEN FROM VIEW DURING CLASS !**

Campus Emergency Policy:

- a. In the event the fire alarm is sounded, everyone must evacuate the building at once and in a calm and orderly fashion, using the nearest exit. In the event of a severe weather warning everyone must proceed immediately to the nearest designated shelter area which are marked by a small tornado symbol. All severe weather shelter locations are posted on the EGC website. Each student should, on the first day of class, determine the location of the nearest exit and the nearest designated shelter area for each of his or her classrooms. If you have difficulties locating either ask your instructor to assist you.
- b. The **Connect-ED** system is a communication service that enables East Georgia College administrators and security personnel to quickly contact all East Georgia College students, faculty and staff with personalized voice and text messages that contain emergency-related campus information (e.g., campus closing, campus threat, health scare, etc.) With **Connect-ED**, East Georgia College students can be reached and provided with vital instructions anywhere, anytime, through their cell phones, home phones, e-mail, TTY/TDD receiving devices, or other text-receiving devices. (<http://www.ega.edu/connected.pdf>)
- c. EGCS students should make themselves familiar with Georgia Southern University's Emergency Response Plan <http://services.georgiasouthern.edu/ess/Emergency%20Response%20Plan.pdf> In the event of an emergency, EGCS students should follow the instructions of EGCS faculty and staff members and GSU campus officials.

Additional Info: EGC website: www.ega.edu

MyMathLab CourseID: check your EGC email!