



**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** ( with instructors approval) 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.

**General Education Learning Outcomes:** See class website.

**Additional Help:** Tutorial center hours:

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**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.

**Comments:** It is extremely important for you to spend the time necessary to complete the homework each night. 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.**

**Resources:**

**Class webpage:** (Located in Web CT) Password: m1111egc

**EGC main webpage:** <http://www.ega.edu>

**Email help webpage:** <http://www.ega.edu/email/stuemail.htm>

**Banner help webpage:** [http://www.ega.edu/bannerweb/EGCONLINESIS\\_files/frame.htm](http://www.ega.edu/bannerweb/EGCONLINESIS_files/frame.htm)

**Webct help webpage:** <http://www.ega.edu/email/vistatrouble.asp>