Instructor: Professor K.B. Lee
Office: 1101 PHSC
Office Phone: 405–325-6711
Office Hours: Wed 12:30–13:30
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Prerequisites: MATH 2433.


Grading:
There will be three in-class hour examinations and a two-hour comprehensive final examination. All exams are in the regular class room. The exam schedules are:

- **Exam 1:** Mon Sep 19  in class
- **Exam 2:** Mon Oct 24  in class
- **Exam 3:** Mon Nov 21  in class
- **Final Exam:** Section 001 (2:30 class) Dec 13 Tue 4:30–6:30
- **Final Exam:** Section 003 (11:00 class) Dec 14 Wed 1:30–3:30

Do not make any travel arrangements that prevent your attendance at the final exam or any of the mid-term tests, make up tests will not be provided.

The point basis for the final course grade will be as indicated below. The actual grade will be based on percent earned of the total, where
Students must realize that their grade will largely be based on demonstrated competence on examinations. Doing well on homework alone will not assure passing in the class.

- **Quizzes and Homework 100 points***
- Exam 1,2,3 300 points (three 50 minutes exams)
- Final Exam 200 points
- Total Points 600 points

Students must bring picture ID’s of themselves to all exams.

* Each HW will be 35 points worth, and if the total becomes $35 \times 11 = 385$, the score will become $[\text{HW total score}] / 3.85$ to make it 100.

**Attendance and make-up exams:** Attendance is required in this course. From the 4th absence, 5 points will be subtracted from the total of 600 points. Any possible doctor’s notes are included in the 3 excused ones.

**Make-ups:** Make-ups on examinations will be permitted only for very important reasons. When possible, permission for a make-up should be obtained in advance. In all cases, written verification of the circumstances requiring the make-up must be submitted in advance. Make-ups on quizzes will not be given. Instead, the lowest score (2 lowest if 6 or more are given) will be thrown out in the computation of the final average in this category.

**Grading Policy:** All questions regarding the instructor’s grading of exams, quizzes, lab projects and/or homework must be presented to the instructor within 1 week from the date the papers are brought to class to be returned. Students should check all adding of credits on their work to see that proper credit has been assigned.

**Some important dates:**

1. First day of classes: Monday, August 22, 2016.
(3) Last day to withdraw with an automatic W: Friday, October 28, 2016 for undergraduate students and Friday, September 30, 2016 for graduate students.

(4) Last day to withdraw without petition to the Dean: Friday, October 28, 2016 (for graduate students a W/F grade is assigned for withdrawals processed during the period October 3–October 28).

(5) OU-Texas football game holiday: Friday, October 7, 2016 (pending administrative approval).


(7) Last day of classes: Friday, December 9, 2016.


(9) Final exam: (Insert the date and time of the final exam here as specified in the University’s class schedule (available at ozone.ou.edu).)

Policy on W/I grades: (Indicate your policies for the assignment of W/I grades here. What follows is some boilerplate language that you may wish to use or modify as you see fit.)

Through the end of the sixth week of the semester, students can withdraw from the course with an automatic W. Between the seventh and tenth weeks of the semester, undergraduate students can continue to withdraw with an automatic W, but graduate students must obtain the instructor’s signature on the University’s “drop form” to withdraw from the course, and along with the signature the instructor must indicate whether the student is passing or failing at the time of the withdrawal. After the tenth week of the semester, all students can only withdraw via petition to the Dean of their college. The petition process also requires the instructor’s signature with a passing-failing indication at the time the petition is filed. Note that a “failing” indication on the petition means that even if the petition is approved the grade in the course will be weighted in your GPA as an F.

The grade of I is not intended to serve as a benign substitute for the grade of F, and is only given if a student has completed the majority of the work in the course at a passing level (for example everything except the final exam), the course work cannot be completed because of compelling and verifiable
problem beyond the student’s control, and the student expresses a clear intention of making up the missed work as soon as possible. Moreover, current University policies require that instructors and the affected students execute a written “Incomplete Contract” before a grade of I can be given. The contract makes clear: (1) what work is to be made up; (2) when the make-up work must be completed (which cannot be more than one calendar year from the assignment of the I); and (3) what alternative grade will be assigned if the make-up work is not completed. If the make-up work specified in the contract is not made up within one calendar year, then the alternative grade specified in the contract will be entered on the student’s transcript. Thus the I grade does not become permanent on the transcript if it is not made up within one year.

**Academic misconduct:** All cases of suspected academic misconduct will be reported to the Office of Academic Integrity Programs as possible violations of University’s Academic Integrity Code. If the violation is confirmed by the Academic Integrity Program’s Office, the penalties can be quite severe, so the best advice is Don’t do it! For more details on the University’s policies concerning academic misconduct consult the link http://integrity.ou.edu/students.html

This link also has information about admonitions (essentially warnings about potential misconduct for fairly minor infractions) and your rights to appeal charges of academic misconduct.

Students are also bound by the provisions of the *OU Student Code*, which can be found at https://www.ou.edu/content/dam/studentlife/documents/AllCampusStudentCode.pdf

**Students with disabilities:** The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with the instructor as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. The Office of Disability Services is located in Goddard Health Center, Suite 166: phone 405–325–3852 or TDD (only) 405–325–4173.