

Missed Work : There will not be any **make-up examinations**. Every missed examination will result in zero unless you have a valid (written) excuse from a **proper authority (Example: a letter from Dean of Students)**. In the event your excuse is **acceptable and I am convinced**, the score you earn on the final exam will replace missed exam score. **No make-up quizzes!!! No late homework will be accepted!!! (even with good reasons). I will drop the two lowest quiz/homework grades.**

Grading Policy:

3 in class exams	45 points
Quizzes & Homework	30 points
MINITAB project	5 points
The comprehensive final exam	20 points

Grading Scale :

90 and above A, 80 - 89 B, 70 - 79 C, 60 - 69 D, 0 – 59 F

Important Dates :

Introduction to MINITAB (in LDB 415)	- February 5, 7, 2008
Midterm exam1	- February 14, 2008
Midterm exam2	- March 27, 2008
Midterm exam3	- April 29, 2008
Last class day	- May 8, 2008
Final examination (2:00pm – 4:00pm)	- May 15, 2008

Civility in the Classroom: Students are expected to assist in maintaining a classroom environment which is conducive to learning. **Please turn off cell phones and beepers. No newspapers.**

Academic Dishonesty : All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

Students with Disabilities: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by calling (936) 294-1720.

Religious Holidays: University policy states that a student who is absent from class for the observance of a religious holy day must be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Students must be excused to travel for observance of a religious holy day. A student who wishes to be excused for a religious holy day must present the instructor with a written statement describing concerning the holy day(s) and the travel involved. The instructor should provide the student with a written description of the deadline for the completion of missed exams or assignments.