



MATH V04 (MON/WED SECTION) • COURSE REQUIREMENTS & GRADING

Point Allocation. The total of all points earned during the term determines the course grade. The *approximate* point allocation is specified below. Detailed requirements for each grade component appear on the reverse of this sheet.

Grade Component	Count (approximate)	Points Per Assignment	Total Points	Fractional Weight
Syllabus Worksheet	1	15	15	2.04%
Homework Quizzes	12	10	120	16.33%
Chapter Tests	4	100	400	54.42%
Final Examination	1	200	200	27.21%
Total	—	—	735	100.00%

Occasional in-class tasks, worth up to 10 points each, may be assigned without prior notice. Though not listed above, these also count toward the final grade, and cannot be made up if missed. All points (for in-class assignments, homework quizzes, chapter tests, and the final exam) carry equal weight. The actual number of assignments and chapter tests determines the precise percentage weighting of each course grade component. Thus, the assignment counts, point totals, and fractional weights given above are subject to change. As a precaution, track your point totals to ensure that they agree with the instructor's reckoning, and keep all returned work until final grades are posted.

Letter Grade Determination. The *approximate* grade scale for assignments is shown at right. At the instructor's discretion, the scale may adjust slightly up or down for a particular assignment, in response to the class's average performance, so do *not* interpret these percentage amounts literally. Rather, they are a guide to help you estimate your performance anytime during the term. Periodically, the instructor will provide exact point-total minimums for each letter grade, as appropriate for the amount of work assigned up to that time. Dividing the point total minimums by the maximum possible number of points may yield percentages higher or lower than the limits shown in the table. To assure earning a given letter grade, you must average at least that grade in *each* component listed in or immediately below the point allocation table. (Example: To earn a B, you must achieve at least a B average on all work.) You may make up a deficiency in one component by significantly exceeding minimum requirements in another.

Letter Grading Guidelines (Approximate)	
Fraction of Total Points	Letter Grade
92% to 100%	A
84% to 92%	B
72% to 84%	C
64% to 72%	D
Below 64%	F

Grading is based on total points earned, with one caveat: if you fail the final exam, or miss it without contacting the instructor *in advance*, your course mark will be D or F, regardless of your point total.

Attendance. Regular attendance is expected, but you do not earn (lose) points for good (poor) attendance. (If you miss a quiz, you may lose points, as there are no make-ups.) Attendance *may* be a deciding factor for those on the "borderline" between grades. Here, 2 or fewer absences during the term is seen favorably; 3 or more, less favorably. Section 84500 of the state [Education Code](#) requires instructors to record attendance, so please sign the roll daily.

Drop Policy. The instructor may drop you *without* warning if you miss *any* four or more lectures, or if you miss two or more homework quizzes or chapter tests. However, to be safe, drop the class *yourself* if this becomes necessary.

Diagonal Vision Policy (Cheating/Plagiarism). By placing your name on a paper, you certify that the work on that paper is yours. During *any* test, copying, allowing copying, or having another person do your work for you constitutes fraud, and Sections 66400 *et seq.* of the state [Education Code](#) prohibit it. Talking (in particular, asking others to let you copy them (a form of harassment)) is also forbidden at these times. Violations *will* be dealt with:

- First offense: All those involved (recipients *and*, except in some harassment cases, donor) earn zero credit for the work in question. (As donors can also lose points, it is in your interest to report someone who copies you.) Also, if a test score is reduced due to plagiarism penalties, that score will *not* be dropped, even if it is your lowest.
- Further offenses: Perpetrators will be dropped and/or failed. Campus administrators may take additional action, *e.g.*, placing derogatory notations on students' transcripts and/or suspending or expelling them from the college.

In study groups, share ideas *verbally*. Keep work in a notebook for reference, not out where others can copy it. *Avoid copying answers from tutors.* If several students do this, their papers, being identical, will appear to be plagiarized. Also, *never* consult a tutor if you are given a take-home test; contact the instructor if you have a question.