result in a student missing a quiz, test, exam or other graded item, the student must contact the instructor in advance by phone, e-mail or in person, provide official documentation to back up his or her absence, and arrange to make up the missed item as soon as possible.

ACADEMIC DISHONESTY
Any act of academic dishonesty as defined by the University of Toledo policy on academic dishonesty (found at [http://www.utoledo.edu/dl/students/dishonesty.html](http://www.utoledo.edu/dl/students/dishonesty.html)) will result in an F in the course or an F on the item in question, subject to the determination of the instructor.

GRADING AND EVALUATION
(Insert a statement that fully explains how course grades are calculated. Clearly state the points, percentages, and weights for each component of the course grade; explain/illustrate the relationship(s) between points, percentages, weights, and letter grades. Indicate the instructor’s timeframe for providing grades and feedback on assignments. This section may also include specifics regarding grade related policies such as the late submission of assignments, the grade of incomplete, extra credit, the proctoring of tests, etc. In addition to (or in lieu of) traditional tests, consider the use of authentic assessments that emphasize active engagement and that are based on real-world experiences. Midterm Grading: Include a statement regarding how midterm grades will be calculated and why they are important. Final Grading: Define the grading scale for your course.)

IMPORTANT DATES
The instructor reserves the right to change the content of the course material if he perceives a need due to postponement of class caused by inclement weather, instructor illness, etc., or due to the pace of the course.

MIDTERM EXAM:
FINAL EXAM:

OTHER DATES
The last day to drop this course is:
The last day to withdraw with a grade of “W” from this course is:

STUDENT SUPPORT SERVICES
Free math tutoring on a walk-in basis is available in the Math Learning and Resources Center located in Rm B0200 in the lower level of Carlson Library (phone ext 2176). The Center operates on a walk-in basis. MLRC hours can be found at [http://www.math.utoledo.edu/mlrc/MLRC.pdf](http://www.math.utoledo.edu/mlrc/MLRC.pdf)

CLASS SCHEDULE
(Insert a detailed course schedule/calendar that (1) includes weekly topics; (2) aligns the topic to be covered with the student learning outcome; and (3) describes in detail how you will assess student learning.)