

excuse from someone in authority, then the final exam grade will be used for the missed test in the calculation of the final course grade. No make-ups will be given. Students should understand that **NO EXTRA CREDIT WILL BE GIVEN FOR ANY REASON!** Students who are absent no more than 2 class meetings will be allowed to drop their lowest test grade (not the final).

Conferences

Conferences can be beneficial and are encouraged. All conferences should occur during the instructor's office hours, whenever possible. If these hours conflict with a student's schedule, then appointments should be made. The conference time is not to be used for duplication of lectures that were missed; it is the student's responsibility to obtain and review lecture notes before consulting with the instructor. The instructor is very concerned about the student's achievement and well-being and encourages anyone having difficulties with the course to come by the office for extra help. **Grades will be based on coursework, not on Hope Grant needs, financial aid, GPA, or any other factors outside the realm of coursework.**

Individual Accommodations

Students requiring individual educational accommodations should discuss their needs with the instructor within the first week of class.

Conduct and Academic Integrity

It is expected that students be familiar with the Student Conduct Code, Disciplinary Procedures and Disciplinary Sanctions in the Student Handbook. Cheating and/or any conduct that disturbs the classroom, the instructor, or the students WILL NOT be tolerated!! Any evidence that may show otherwise will be reported; appropriate actions will be taken; and consequences will result. If you are caught cheating on the homework assignments, tests, or final exam, you will receive an F for the course.

Pagers and Cell Phones

Students are not allowed to carry pagers and cell phones in the classroom unless they are set to an inaudible setting.

Westbrook Policy for Success

- Speak (and think) positive in all your comments to me and each other.
- Talk to me, ask **specific** questions.
- Let me know that you need help **before** the final weeks.
- Work with others in the class.
- Do the homework assignments.
- Mimic the little engine that could . . . "I think I can, I think I can. . ."
because **I know you can.**