MATH 165 College Algebra
School of Distance Education

Self-Paced Format
This course follows a self-paced online format. This format allows you to set your own pace of study. While you have 180 days from your start date to complete the course with Andrews University, it is your responsibility to meet any deadlines set by your home institution. The last day to withdraw with a full refund is 15 days after your start date. See more withdrawal details here.

Instructor Contact
Please refer to course in LearningHub for the teacher contact information.

Communication with the Instructor
It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within 2 business days during the week and may not be available to respond on weekends.

Other Assistance

<table>
<thead>
<tr>
<th>Service</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username and password assistance</td>
<td><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a></td>
<td>(269) 471-6016</td>
</tr>
<tr>
<td>Technical assistance with online courses</td>
<td><a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a></td>
<td>(269) 471-3960</td>
</tr>
<tr>
<td>Exam requests and online proctoring</td>
<td><a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
<tr>
<td>Distance Student Services - any other questions</td>
<td><a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a></td>
<td>(269) 471-6566</td>
</tr>
</tbody>
</table>

Part 1: Course Information

Course Descriptions
Introduction to precalculus. Linear, quadratic, radical, and absolute value equations and inequalities; graphs of lines, parabolas, circles, ellipses and hyperbolas; composition and inverses of functions; transformations of graphs, symmetry; linear, quadratic, exponential, logarithmic, polynomial, and rational functions. Introduction to derivatives of polynomials. Applications to business and science, including interpretation of graphs and charts.

Prerequisite
SAT Math ≥ 480 or ACT Math ≥ 20 or Andrews Math Placement Exam ≥ P2

Required Text/Material

Your homework, quizzes, tests and final exam will be administered in MyMathLab. (see instructions in the course or in the MyMathLab access found on page 4. The link is located in LearningHub.)
Credit Hour and Commitment
This course is offered for 3 semester credits; therefore it is expected that you will spend 135 total hours on this course. This course has 16 modules with 16 lessons, 2 exams, and homework assignments for each chapter. Each module represents a week of a typical semester course. It is recommended that you budget 9 hours for studying and completing the activities for each module. There are suggested schedules to accomplish this goal included in this syllabus.

Institutional Outcomes:
1.a. Demonstrate competence in intellectual, affective, and practical skills to prepare for careers in the twenty-first century, lifelong learning and service.
1.b. Select and apply intellectual, affective, and practical skills from their field of study to solve meaningful problems. The identified transferable skills for undergraduate students are: information literacy, quantitative literacy, engaging diverse perspectives, ethical reasoning, analytical inquiry in the form of problem solving and creative thinking, communication, wellness and transferable life skills.
2.b. Pursue enduring questions through study in core fields and explore the connections between those fields.

Student Learning Outcomes
- Understand and apply mathematics to real-world activities (Learning Outcome 1 (SLO1))
- Remember basic facts and terms (Learning Outcome 2 (SLO2))
- Develop problem-solving skills (Learning Outcome 3 (SLO3))
- Evaluate and analyze various data sets and draw conclusions from such data (Learning Outcome 4 (SLO4))
- Evaluate discuss ideas related to new technologies (Learning Outcome 5 (SLO5))
- Appreciate the utility and power of mathematics in a wide range of topics (Learning Outcome 6 (SLO6))
- Prepare for future coursework requiring mathematics (Learning Outcome 7 (SLO7))
Part 2: Course Methods and Delivery

Methods of Instruction
Methods of instruction include assigned readings from the textbook, MyMathLab videos, PowerPoint presentations, and MyMathLab access for homework, blogs, quizzes and chapter tests, and exams. MyMathLab is a rich resource with explanatory videos, guided tutorials, test prep videos, activities, animations, multimedia textbook etc. Please take full advantage of these resources.

Technical Requirements
- Computer: PC (Win 10 or newer) or MAC (10.14 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox
- Software: Office 2013 or newer (Office 365 available here)

LearningHub Access
This course is delivered online through LearningHub at http://learninghub.andrews.edu

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub. Please do this online here: https://vault.andrews.edu/vault/pages/activation/information.jsp if you haven’t already. If you need assistance, call or email us: (296) 471-6016 or helpdesk@andrews.edu.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email dlit@andrews.edu or call (269) 471-3960.

MyMathLab Access
- A purchase of a new hardcopy textbook comes with an access code to additional online materials
- Alternatively, you can purchase a standalone code from MyMathLab and use the e-version of the text, DO NOT: use mystatlab.com to sign into the course.
- Click on the MyLab & Mastering Tools in LearningHub
- Click on Open MyLab & Mastering
- Following the instructions to put in your access code that you received with your textbook or that your purchased at mystatlab.com
- You are now ready to do your assignments for the course
- Your assignment grades will show up in the gradebook in LearningHub
- If you need assistance with MyMathLab access, email dlit@andrews.edu
Part 3: Course Requirements

Important Note: Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.

- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

Assessment Descriptions

MyMathLab Homework
These are administered online via MyMathLab. Homework is only via MyMathLab, not the textbook. These are intended to help you to learn and understand the material for each section. There is no time limit, and you will have 10 attempts. From within the homework assignment, you will have access to the electronic textbook, guided problem-solving, additional worked-out sample problems, and several other learning aids.

MyMathLab Quizzes
These are intended to allow you to self-test your understanding and problem-solving ability. You may use your textbook and notes to solve the quiz problems. You may use your textbook and notes to solve the quiz problems. There is no time limit, and you have 1 attempt. For quizzes, you will have access to three learning aids.

Blogs
The world around us is changing rapidly. Knowledge is indeed increasing as men run to and fro! For many of us, digital technologies are playing an increasing role in our everyday lives. For your blog question, you will be provided with an article(s) on some topic related to robotics/artificial intelligence (AI). If you like, this article can be a springboard for you to do further research on the topic. As you read the article, here are some things you might want to reflect on:

1. How was the math you learned this week used in the development of this piece of technology?
2. What does it mean for man to be created “in the image of God”?
3. What are the ramifications/implications of this piece of technology on human
existence?

4. Scripture teaches that there is dignity in work. However, in many industries, humans are quickly being replaced by robots and AI.

5. How does your Christian worldview affect your opinion of this piece of technology?

Write at least one good paragraph. Please post your response in Learning Hub.

Rubrics

<table>
<thead>
<tr>
<th>Excellent (5)</th>
<th>Average (3)</th>
<th>Below Average (1)</th>
<th>Unacceptable (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well thought-out, addressing the question carefully and completely</td>
<td>Reasonable, but does not address all aspects of the question, address them carelessly</td>
<td>Minimal, showing little thought and missing many question aspects completely</td>
<td>Off topic or completely missing</td>
</tr>
</tbody>
</table>

Exams

There are 2 exams in this course. The midterm or first exam covers material from Chapters 1-3. You will be allowed 180 minutes to take this exam. This exam is worth 30% of your grade.

The final or second exam covers material from 1-4, 5, & 7. You will be allowed 180 minutes to take this exam. This exam is worth 30% of your grade. Both exams require proctoring.

These are password-protected, proctored, and administered online via MyMathLab. You may **not** use your textbook and notes to solve the midterm problems. You have one attempt to answer each question. And these exams may not be repeated, so do not attempt it until you have completed the homework assignments and quizzes for that chapter. Please bring your photo ID, and a graphing calculator to the test. The weight of the midterm is 35% of your final grade.

Follow prompts in the course space to set up your exam session. In each module that contains an exam, you will find what to review and what materials are allowed (if any) during the exam.

Please read the important information about taking exams and how online proctoring works at [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html). The follow the instructions that apply to your situation on the [exam request form](http://www.andrews.edu/distance/students/exams.html) to set up your exam session.

Please note that an exam code is never released to the student. All students must present photo identification before each exam session. Exams can only be proctored after a deadline with approval directly from the instructor to the Testing Center ([sdeexams@andrews.edu](mailto:sdeexams@andrews.edu) or 269-471-6566). No exam is returned to the student for review. The instructor, to aid studying for future exams can provide feedback on exams.
### Suggested schedule for completion in 8 weeks:

<table>
<thead>
<tr>
<th>Module</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
<th>Outcomes Met</th>
</tr>
</thead>
</table>
| Intro  | These items will need to be completed before you will have access to the rest of the course | Orientation  
Course Overview  
Introductions  
Academic Integrity | Schedule  
Introduce Yourself  
Academic Integrity Quiz  
Academic Integrity Statement |  |
| 1  | Chapter P: Prerequisites and Review | P1: Algebraic Expressions etc.  
P2: Exponents and Scientific Notation  
P3: Radicals and Rational Exponents | HW P1  
HW P2  
HW P3 | SLO1, SLO2, SLO3, SLO6, SLO7 |
|  | Chapter P: Prerequisites and Review continued | P4: Polynomials  
P5: Factoring Polynomials  
P6: Rational Expressions | HW P4  
HW P5  
HW P6  
Chapter P Quiz | SLO1, SLO2, SLO3, SLO5, SLO6, SLO7 |
| 2  | Chapter 1: Equations and Inequalities | Section 1.1: Graphs and Graphing Utilities  
Section 1.2 Linear Equations and Rational Equations  
Section 1.3 Models and Applications | HW 1.1  
HW 1.2  
HW 1.3  
Discussion Forum 1 | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
|  | Chapter 1: Equations and Inequalities continued | Section 1.4 Complex Numbers  
Section 1.5 Quadratic Equations  
Section 1.6 Other Types of Equations | HW 1.4  
HW 1.5  
HW 1.6  
Discussion Forum 2 | SLO1, SLO2, SLO3, SLO5, SLO6, SLO7 |
| 3  | Chapter 1: Equations and Inequalities continued  
Chapter 2: Functions and Graphs | Section 1.7 Linear Inequalities and Absolute Value Inequalities  
Section 2.1 Basics of Functions and Their Graphs  
Section 2.2 More on Functions and Their Graphs | HW 1.7  
Chapter 1 Quiz  
HW 2.1  
HW 2.2 | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
|  | Chapter 2: Functions and Graphs continued | Section 2.3 Linear Functions and Slope  
Section 2.4 More on Slope  
Section 2.5 Transformations of Functions | HW 2.3  
HW 2.4  
HW 2.5  
Discussion Forum 3 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 4  | Chapter 2: Functions and Graphs continued | Section 2.6 Combinations of Functions; Composite Functions  
Section 2.7 Inverse Functions  
Section 2.8 Distance and Midpoint Formulas; Circles | HW 2.6  
HW 2.7  
HW 2.8  
Chapter 2 Quiz | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
| 5  | Chapter 3: Polynomials and Rational Functions | Section 3.1 Quadratic Functions  
Section 3.2 Polynomial Functions and their graphs  
Section 3.3 Dividing Polynomials | HW 3.1  
HW 3.2  
HW 3.3  
Discussion Forum 4 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
|  | Chapter 3: Polynomials and Rational Functions continued | Section 3.4 Zeros of Polynomial Functions  
Section 3.5 Rational Functions and their graphs  
Section 3.6 Polynomial and Rational Inequalities | HW 3.4  
HW 3.5  
HW 3.6  
Discussion Forum 5 | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
<table>
<thead>
<tr>
<th>Module</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
<th>Outcomes Met</th>
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</thead>
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| 6      | Chapter 3: Polynomials and Rational Functions continued  
Chapter 4: Exponential and Logarithmic Functions | Section 3.7 Modeling Using Variation  
Section 4.1 Exponential Functions  
Section 4.2 Logarithmic Functions | HW 3.7  
Chapter 3 Quiz  
HW 4.1  
HW 4.2 | SLO1, SLO2  
SLO3, SLO4  
SLO5, SLO6, SLO7 |
|        | Chapter 4: Exponential and Logarithmic Functions continued | Section 4.3 Properties of Logarithms  
Section 4.4 Exponential and Equations  
Section 4.5 Exponential Growth and Decay | HW 4.3  
HW 4.4  
HW 4.5  
Chapter 4 Quiz | SLO1, SLO2  
SLO3, SLO4  
SLO5, SLO6, SLO7 |
| 7      | Chapter 5: Systems of Equations and Inequalities  
Chapter 7: Conic Sections continued | Section 5.1 Systems of Linear Equations in Two Variables  
Section 7.1 Ellipse | HW 5.1  
Chapter 5 Quiz  
HW 7.1 | SLO1, SLO2  
SLO3, SLO4  
SLO5, SLO6, SLO7 |
|        | Chapter 7: Conic Sections continued | Section 7.2 Hyperbola  
Section 7.3 Parabola | HW 7.2  
HW 7.3  
Discussion Forum 6 | SLO1, SLO2  
SLO3, SLO4  
SLO6, SLO7 |
| 8      | Practice Final (Chapters 1-5, 7) | Practice Final | Practice Final Exam  
Discussion Forum 7 | SLO1, SLO2  
SLO3, SLO4  
SLO5, SLO6, SLO7 |

**Suggested schedule for completion in 16 weeks:**

<table>
<thead>
<tr>
<th>Module</th>
<th>Lessons</th>
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Academic Integrity Statement | SLO1, SLO2  
SLO3, SLO6, SLO7 |
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HW P3 | SLO1, SLO2  
SLO3, SLO6, SLO7 |
|        | Chapter P: Prerequisites and Review continued | P4: Polynomials  
P5: Factoring Polynomials  
P6: Rational Expressions | HW P4  
HW P5  
HW P6  
Chapter P Quiz | SLO1, SLO2  
SLO3, SLO5, SLO6, SLO7 |
| 3      | Chapter 1: Equations and Inequalities | Section 1.1: Graphs and Graphing Utilities  
Section 1.2 Linear Equations and Rational Equations  
Section 1.3 Models and Applications | HW 1.1  
HW 1.2  
HW 1.3  
Discussion Forum 1 | SLO1, SLO2  
SLO3, SLO4, SLO6, SLO7 |
| 4      | Chapter 1: Equations and Inequalities continued | Section 1.4 Complex Numbers  
Section 1.5 Quadratic Equations  
Section 1.6 Other Types of Equations | HW 1.4  
HW 1.5  
HW 1.6  
Discussion Forum 2 | SLO1, SLO2  
SLO3, SLO5, SLO6, SLO7 |
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<tr>
<th>Module</th>
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| 5      | Chapter 1: Equations and Inequalities continued  
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        HW 2.2 | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
| 6      | Chapter 2: Functions and Graphs continued | Section 2.3 Linear Functions and Slope  
        Section 2.4 More on Slope  
        Section 2.5 Transformations of Functions | HW 2.3  
        HW 2.4  
        HW 2.5  
        Discussion Forum 3 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 7      | Chapter 2: Functions and Graphs continued | Section 2.6 Combinations of Functions; Composite Functions  
        Section 2.7 Inverse Functions  
        Section 2.8 Distance and Midpoint Formulas; Circles | HW 2.6  
        HW 2.7  
        HW 2.8  
        Chapter 2 Quiz | SLO1, SLO2, SLO3, SLO4, SLO6, SLO7 |
| 8      | PROCTORED MIDTERM EXAM | | | |
| 9      | Chapter 3: Polynomials and Rational Functions | Section 3.1 Quadratic Functions  
        Section 3.2 Polynomial Functions and their graphs  
        Section 3.3 Dividing Polynomials | HW 3.1  
        HW 3.2  
        HW 3.3  
        Discussion Forum 4 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 10     | Chapter 3: Polynomials and Rational Functions continued | Section 3.4 Zeros of Polynomial Functions  
        Section 3.5 Rational Functions and their graphs  
        Section 3.6 Polynomial and Rational Inequalities | HW 3.4  
        HW 3.5  
        HW 3.6  
        Discussion Forum 5 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 11     | Chapter 3: Polynomials and Rational Functions continued  
        Chapter 4: Exponential and Logarithmic Functions | Section 3.7 Modeling Using Variation  
        Section 4.1 Exponential Functions  
        Section 4.2 Logarithmic Functions | HW 3.7  
        Chapter 3 Quiz  
        HW 4.1  
        HW 4.2 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 12     | Chapter 4: Exponential and Logarithmic Functions continued | Section 4.3 Properties of Logarithms  
        Section 4.4 Exponential and Equations  
        Section 4.5 Exponential Growth and Decay | HW 4.3  
        HW 4.4  
        HW 4.5  
        Chapter 4 Quiz | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 13     | Chapter 5: Systems of Equations and Inequalities  
        Chapter 7: Conic Sections continued | Section 5.1 Systems of Linear Equations in Two Variables  
        Section 7.1 Ellipse | HW 5.1  
        Chapter 5 Quiz  
        HW 7.1 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 14     | Chapter 7: Conic Sections continued | Section 7.2 Hyperbola  
        Section 7.3 Parabola | HW 7.2  
        HW 7.3  
        Discussion Forum 6 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 15     | Practice Final (Chapters 1-5, 7) | Practice Final | Practice Final Exam  
        Discussion Forum 7 | SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7 |
| 16     | PROCTORED FINAL EXAM  
        Chapters 1, 2, 3, 4, 5, 7 | | | |

Last Updated: 9/23/2022

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Completing Assignments
All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed within 180 days of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

Part 4: Grading Policy

Graded Course Activities

<table>
<thead>
<tr>
<th>Percent %</th>
<th>Description</th>
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<tbody>
<tr>
<td>28</td>
<td>MyMathLab Homework</td>
</tr>
<tr>
<td>10</td>
<td>MyMathLab Quizzes</td>
</tr>
<tr>
<td>2</td>
<td>Discussion Forums</td>
</tr>
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<td>30</td>
<td>MyMathLab Midterm</td>
</tr>
<tr>
<td>30</td>
<td>MyMathLab Final</td>
</tr>
<tr>
<td><strong>100</strong></td>
<td>Total Percent Possible</td>
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</table>

Viewing Grades in Moodle
- Click into the course.
- Click on the Grades link in Administration Block to the left of the main course page.

Letter Grade Assignment

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<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>88-89%</td>
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<tr>
<td>B</td>
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<td>C-</td>
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<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>
Part 5: Course Policies

Withdrawal and Incomplete Policies
The current withdrawal policy can be found online at https://www.andrews.edu/distance/students/gradplus/withdrawal.html. The incomplete policy is found online at http://www.andrews.edu/weblmsc/moodle/public/incompletes.html.

Maintain Professional Conduct Both in the Classroom and Online
The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

Academic Accommodations
Students who require accommodations may request an academic adjustment as follows:
1. Read the Andrews University Disability Accommodation information at https://www.andrews.edu/services/sscenter/disability/.
2. Download and fill in the disability form at http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf. Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to success@andrews.edu or fax it to (269) 471-8407.
3. Email sdestudents@andrews.edu to inform the School of Distance Education that a disability has been reported to Student Success.

Commitment to Integrity
As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

Commitment to Excellence
You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

Honesty
Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.