MATH 165 College Algebra
MATH 165 College Algebra
School of Distance Education

Self-Paced Format
This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

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

Other Assistance

<table>
<thead>
<tr>
<th>Username and password assistance</th>
<th><a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a></th>
<th>(269) 471-6016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment and withdrawal questions</td>
<td><a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a></td>
<td>(269) 471-6323</td>
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<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>
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<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
Note to Berrien Springs campus students: This course is part of the campus’ course material delivery program, First Day Complete, already paid for in your bill unless you opted out. The bookstore will provide each student with a convenient package for physical books and any digital materials for this course that have been integrated into LearningHub.

Note to online and guest students: Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

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, 7 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 work 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, power point 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 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 at the midpoint of every chapter. 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.

MyMathLab Tests: All tests and exams in this course are proctored through the School of Distance Education Testing Center. See information below in the Exam section regarding setting up a proctor.

Your proctor will open your exam through MyMathLab at the start of your scheduled exam session. Please request your exam when prompted in the module(s) indicated prior to the exam.

You may not use your textbook and notes to solve the test problems. You may bring graphing calculator to the tests and exam. Using your own paper, the answers need to be clearly numbered, written and work must be shown. The tests must taken in one setting, within a 180-minute period. The tests may not be repeated, so do not attempt the tests until you have completed the homework assignments and quizzes for that chapter. No exam is returned to the student. Test grades are sent to the student as soon as the exam is graded. Feedback from the instructor for exams will provide information for studying for future exams.
**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.

**Exams**
The final exam is worth 30% of your grade. You are allowed 180 minutes to complete this exam. You may bring graphing calculator to the tests and exam. All exams in this course require proctoring. All tests and exams in this course are proctored through the School of Distance Education Testing Center. 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 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 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.

For more details on taking exams and how online proctoring works, please see [www.andrews.edu/distance/students/exams.html](http://www.andrews.edu/distance/students/exams.html)
**Suggested schedule for completion in 8 weeks:**

<table>
<thead>
<tr>
<th>Week</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 | Student Introductions  
Academic Integrity Quiz  
Academic Integrity Statement | SLO1, SLO2  
SLO3, SLO6, SLO7 |
| 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  
P Mid Chapter Checkpoint Quiz | 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 | Proctored Test P  
Blog Question 1 |
| 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  
Section 1.4 Complex Numbers | HW 1.1  
HW 1.2  
HW 1.3  
HW 1.4 | SLO1, SLO2  
SLO3, SLO5, SLO6, SLO7 |
|  | Chapter 1: Equations and Inequalities continued | Section 1.5 Quadratic Equations  
Section 1.6 Other Types of Equations  
Section 1.7 Linear Inequalities and Absolute Value Inequalities | HW 1.5  
Chapter 1 Mid Chapter Checkpoint Quiz  
HW 1.6  
HW 1.7 | Proctored Test Chapter 1  
Blog Question 2 |
| 3 | Chapter 2: Functions and Graphs | Section 2.1 Basics of Functions and Their Graphs  
Section 2.2 More on Functions and Their Graphs  
Section 2.3 Linear Functions and Slope  
Section 2.4 More on Slope | HW 2.1  
HW 2.2  
HW 2.3  
HW 2.4  
Chapter 2 Mid Chapter Checkpoint Quiz | SLO1, SLO2  
SLO3, SLO4, SLO6, SLO7 |
|  | Chapter 2: Functions and Graphs continued | Section 2.5 Transformations of Functions  
Section 2.6 Combinations of Functions; Composite Functions  
Section 2.7 Inverse Functions  
Section 2.8 Distance and Midpoint Formulas; Circles | HW 2.5  
HW 2.6  
HW 2.7  
HW 2.8 | Proctored Test Chapter 2  
Blog Question 3 |
<table>
<thead>
<tr>
<th>Week</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
<th>Outcomes Met</th>
</tr>
</thead>
</table>
| 4    | Chapter 3: Polynomials and Rational Functions | Section 3.1 Quadratic Functions  
Section 3.2 Polynomial Functions and their graphs  
Section 3.3 Dividing Polynomials  
Section 3.4 Zeros of Polynomial Functions | HW 3.1  
HW 3.2  
HW 3.3  
HW 3.4 | SLO1, SLO2  
SLO3, SLO4  
SLO6, SLO7 |
|      | Chapter 3: Polynomials and Rational Functions continued | Section 3.5 Rational Functions and their graphs  
Section 3.6 Polynomial and Rational Inequalities  
Section 3.7 Modeling Using Variation | Chapter 3 Mid Chapter Checkpoint Quiz  
HW 3.5  
HW 3.6  
HW 3.7 | SLO1, SLO2  
SLO3, SLO4  
SLO5, SLO6, SLO7 |
|      |                                               |                                                                                              | Proctored Test Chapter 3 Blog Question 4 |                     |
| 5    | Chapter 4: Exponential and Logarithmic Functions | Section 4.1 Exponential Functions  
Section 4.2 Logarithmic Functions  
Section 4.3 Properties of Logarithms | HW 4.1  
HW 4.2  
HW 4.3 | SLO1, SLO2  
SLO3, SLO4, SLO6, SLO7 |
|      | Chapter 4: Exponential and Logarithmic Functions continued | Section 4.4 Exponential and Equations  
Section 4.5 Exponential Growth and Decay | Chapter 4 Mid Chapter Checkpoint Quiz  
HW 4.4  
HW 4.5 | SLO1, SLO2  
SLO3, SLO4, SLO5, SLO6, SLO7 |
|      |                                               |                                                                                              | Proctored Test Chapter 4 Blog Question 5 |                     |
| 6    | Chapter 5: Systems of Equations and Inequalities | Section 5.1 Systems of Linear Equations in Two Variables  
Section 5.2 Systems of Linear Equations in Three Variables  
Section 5.3 Partial Fractions  
Section 5.4 Systems of Nonlinear Equations in Two Variables | HW 5.1  
HW 5.2  
HW 5.3  
HW 5.4 | SLO1, SLO2  
SLO3, SLO4, SLO6, SLO7 |
|      | Chapter 5: Systems of Equations and Inequalities continued | Section 5.5 Systems of Inequalities  
Section 5.6 Linear Programming | Chapter 5 Mid Chapter Checkpoint Quiz  
HW 5.5  
HW 5.6 | SLO1, SLO2  
SLO3, SLO4, SLO5, SLO6, SLO7 |
|      |                                               |                                                                                              | Proctored Test Chapter 5 Blog Question 6 |                     |
| 7    | Chapter 8: Sequences, Induction and Probability | Section 8.1 Sequences and Summation Notation  
Section 8.2 Arithmetic Sequences  
Section 8.3 Geometric Sequences and Series | HW 8.1  
HW 8.2  
HW 8.3  
Chapter 8 Mid Chapter Checkpoint Quiz | SLO1, SLO2  
SLO3, SLO4, SLO6, SLO7 |
|      | Chapter 8: Sequences, Induction and Probability continued | Section 8.4 Mathematical Induction  
Section 8.5 The Binomial Theorem  
Section 8.6 Counting Principles, Permutations, and Combinations  
Section 8.7 Probability | HW 8.4  
HW 8.5  
HW 8.6  
HW 8.7  
Blog Question 7 | SLO1, SLO2  
SLO3, SLO4, SLO5, SLO6, SLO7 |
| 8    | Practice Final |                                                                         | Practice Final Exam |                     |

**PROCTORED FINAL EXAM**  
Chapters: 1,2,3,4,5,8
## Suggested schedule for completion in 16 weeks:

<table>
<thead>
<tr>
<th>Week</th>
<th>Lessons</th>
<th>Readings</th>
<th>Assignments</th>
<th>Outcomes Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro</td>
<td>These items will need to be completed before you will have access to the rest of the course</td>
<td>Orientation, Course Overview, Introductions, Academic Integrity</td>
<td>Student Introductions, Academic Integrity Quiz, Academic Integrity Statement</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Chapter P: Prerequisites and Review</td>
<td>P1: Algebraic Expressions etc., P2: Exponents and Scientific Notation, P3: Radicals and Rational Exponents</td>
<td>HW P1, HW P2, HW P3, P Mid Chapter Checkpoint Quiz</td>
<td>SLO1, SLO2, SLO3, SLO6, SLO7</td>
</tr>
<tr>
<td>2</td>
<td>Chapter P: Prerequisites and Review continued</td>
<td>P4: Polynomials, P5: Factoring Polynomials, P6: Rational Expressions</td>
<td>HW P4, HW P5, HW P6</td>
<td>SLO1, SLO2, SLO3, SLO5, SLO6, SLO7</td>
</tr>
<tr>
<td>3</td>
<td>Chapter 1: Equations and Inequalities</td>
<td>Section 1.1: Graphs and Graphing Utilities, Section 1.2 Linear Equations and Rational Equations, Section 1.3 Models and Applications, Section 1.4 Complex Numbers</td>
<td>HW 1.1, HW 1.2, HW 1.3, HW 1.4</td>
<td>SLO1, SLO2, SLO3, SLO4, SLO6, SLO7</td>
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<tr>
<td>4</td>
<td>Chapter 1: Equations and Inequalities continued</td>
<td>Section 1.5 Quadratic Equations, Section 1.6 Other Types of Equations, Section 1.7 Linear Inequalities and Absolute Value Inequalities</td>
<td>HW 1.5, Chapter 1 Mid Chapter Checkpoint Quiz, HW 1.6, HW 1.7</td>
<td>SLO1, SLO2, SLO3, SLO5, SLO6, SLO7</td>
</tr>
<tr>
<td>5</td>
<td>Chapter 2: Functions and Graphs</td>
<td>Section 2.1 Basics of Functions and Their Graphs, Section 2.2 More on Functions and Their Graphs, Section 2.3 Linear Functions and Slope, Section 2.4 More on Slope</td>
<td>HW 2.1, HW 2.2, HW 2.3, HW 2.4, Chapter 2 Mid Chapter Checkpoint Quiz</td>
<td>SLO1, SLO2, SLO3, SLO4, SLO6, SLO7</td>
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<td>6</td>
<td>Chapter 2: Functions and Graphs continued</td>
<td>Section 2.5 Transformations of Functions, Section 2.6 Combinations of Functions; Composite Functions, Section 2.7 Inverse Functions, Section 2.8 Distance and Midpoint Formulas; Circles</td>
<td>HW 2.5, HW 2.6, HW 2.7, HW 2.8</td>
<td>SLO1, SLO2, SLO3, SLO4, SLO5, SLO6, SLO7</td>
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<td>7</td>
<td>Chapter 3: Polynomials and Rational Functions</td>
<td>Section 3.1 Quadratic Functions, Section 3.2 Polynomial Functions and their graphs, Section 3.3 Dividing Polynomials, Section 3.4 Zeros of Polynomial Functions</td>
<td>HW 3.1, HW 3.2, HW 3.3, HW 3.4</td>
<td>SLO1, SLO2, SLO3, SLO4, SLO6, SLO7</td>
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<tr>
<td>Week</td>
<td>Lessons</td>
<td>Readings</td>
<td>Assignments</td>
<td>Outcomes Met</td>
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<tr>
<td>8</td>
<td>Chapter 3: Polynomials and Rational Functions continued</td>
<td>Section 3.5 Rational Functions and their graphs  &lt;br&gt;Section 3.6 Polynomial and Rational Inequalities  &lt;br&gt;Section 3.7 Modeling Using Variation</td>
<td>Chapter 3 Mid Chapter Checkpoint Quiz  &lt;br&gt;HW 3.5  &lt;br&gt;HW 3.6  &lt;br&gt;HW 3.7</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO5, SLO6, SLO7</td>
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<tr>
<td>9</td>
<td>Chapter 4: Exponential and Logarithmic Functions</td>
<td>Section 4.1 Exponential Functions  &lt;br&gt;Section 4.2 Logarithmic Functions  &lt;br&gt;Section 4.3 Properties of Logarithms</td>
<td>HW 4.1  &lt;br&gt;HW 4.2  &lt;br&gt;HW 4.3</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO6, SLO7</td>
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<td>10</td>
<td>Chapter 4: Exponential and Logarithmic Functions continued</td>
<td>Section 4.4 Exponential and Equations  &lt;br&gt;Section 4.5 Exponential Growth and Decay</td>
<td>Chapter 4 Mid Chapter Checkpoint Quiz  &lt;br&gt;HW 4.4  &lt;br&gt;HW 4.5</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO5, SLO6, SLO7</td>
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<td>11</td>
<td>Chapter 5: Systems of Equations and Inequalities</td>
<td>Section 5.1 Systems of Linear Equations in Two Variables  &lt;br&gt;Section 5.2 Systems of Linear Equations in Three Variables  &lt;br&gt;Section 5.3 Partial Fractions  &lt;br&gt;Section 5.4 Systems of Nonlinear Equations in Two Variables</td>
<td>HW 5.1  &lt;br&gt;HW 5.2  &lt;br&gt;HW 5.3  &lt;br&gt;HW 5.4</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO6, SLO7</td>
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<tr>
<td>12</td>
<td>Chapter 5: Systems of Equations and Inequalities continued</td>
<td>Section 5.5 Systems of Inequalities  &lt;br&gt;Section 5.6 Linear Programming</td>
<td>Chapter 5 Mid Chapter Checkpoint Quiz  &lt;br&gt;HW 5.5  &lt;br&gt;HW 5.6</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO5, SLO6, SLO7</td>
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<tr>
<td>13</td>
<td>Chapter 8: Sequences, Induction and Probability</td>
<td>Section 8.1 Sequences and Summation Notation  &lt;br&gt;Section 8.2 Arithmetic Sequences and Series  &lt;br&gt;Section 8.3 Geometric Sequences and Series</td>
<td>HW 8.1  &lt;br&gt;HW 8.2  &lt;br&gt;HW 8.3  &lt;br&gt;Chapter 8 Mid Chapter Checkpoint Quiz</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO6, SLO7</td>
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<tr>
<td>14</td>
<td>Chapter 8: Sequences, Induction and Probability continued</td>
<td>Section 8.4 Mathematical Induction  &lt;br&gt;Section 8.5 The Binomial Theorem  &lt;br&gt;Section 8.6 Counting Principles, Permutations, and Combinations  &lt;br&gt;Section 8.7 Probability</td>
<td>HW 8.4  &lt;br&gt;HW 8.5  &lt;br&gt;HW 8.6  &lt;br&gt;HW 8.7  &lt;br&gt;Blog Question 7</td>
<td>SLO1, SLO2  &lt;br&gt;SLO3, SLO4, SLO5, SLO6, SLO7</td>
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<tr>
<td>15</td>
<td>Practice Final</td>
<td></td>
<td>Practice Final Exam</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>PROCTORED FINAL EXAM  &lt;br&gt;Chapters: 1,2,3,4,5,8</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>28</td>
<td>MyMathLab Homework</td>
</tr>
<tr>
<td>10</td>
<td>MyMathLab Quizzes</td>
</tr>
<tr>
<td>2</td>
<td>Discussions</td>
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<tr>
<td>30</td>
<td>MyMathLab Chapter Tests</td>
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<tr>
<td>30</td>
<td>Final Exam</td>
</tr>
<tr>
<td>100</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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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
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<td>C</td>
<td>73-77%</td>
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<td>C-</td>
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<td>D</td>
<td>60-69%</td>
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<tr>
<td>F</td>
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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/](https://www.andrews.edu/services/sscenter/disability/)
   - 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](mailto:success@andrews.edu) or fax it to (269) 471-8407.
3. Email [sdestudents@andrews.edu](mailto: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.