## Instructions Week 3

* Click on Weekly Modules, and then click on “Week 3 Exam 1 Instructions for Students”
* Study for your first exam, EXAM 1. The exams will emphasize not how well you have memorized solutions to the problems you have seen, but rather how well you understand and apply general principles to new situations. Keep this in mind as you study
* This exam covers chapters 1, 2 and 3. This exam will have 40 multiple choice questions and you will have ONLY 1 attempt and 60 minutes to finish as you READ your syllabus. You will be able to see your grade once you submit the exam.
* To study, use all the materials you have been given in the week 1 and week 2 modules for chapters 1-3.
* Take Exam #1 by the due date.

**The following applies to all students and NO EXCEPTIONS will be made:**

* No makeup exams or extension will be given for any exams. For the exams additional time or days **will not be allowed**.
* However**, If you have an unavoidable “Official Documented Legitimate Excuse” for not taking an exam**(e.g., active military duty, jury duty, participation in a KSU sponsored event such as athletics, serious medical emergency requiring a hospital admit or emergency room visit, or the funeral of an immediate family member), at my discretion I may choose to compute your semester EXAMS’ average by equally weighting the three exams that you do take. If possible, contact me in advance of an exam for which you will be unavoidably absent. Unexcused missed exams will receive a grade of 0%.
* You cannot use more than one exempt throughout the semester. You will be only exempt from one exam with an unavoidably legitimate excuse for not taking an exam throughout the semester.
* All work-related issues, car troubles, traffic, childcare, travel, summer vacations, time zones, weddings, family reunions etc. are personal in nature, and are NOT legitimate excuses according to the university policy
* Do NOT wait until the last minute to take your exams. “D2L would not let me in” is NOT an excuse for missing the deadline even if the technical staff is working on the website since you will have had several days to take it. Once again, avoid taking the online examinations prior to any D2L scheduled maintenance which is announced on D2L website. Not having an internet connection is NOT a valid excuse as after all you signed up for a fully ONLINE course.
* Once any grade has been posted in D2L, you have 2 days to make me aware of any questions or concerns you have about the accuracy of the recorded grade.
* The answers for the quizzes/exams will not be posted for student review. If you would like to see what you have missed, please contact me via email after the deadline of the quiz/exam is over. I will be more than happy to email you with the correct answer with a short explanation.