# Online Math 2202 Student Contract

*You have registered for a course that is delivered entirely on the web. To enable you to meet expectations in this environment and succeed in this course, I require that you* ***read (and follow) this contract****, sign and submit this form as instructed.*

***I agree to:***

* Make my academic work and, therefore, this online course, as well, my very first priority.
* Spend considerable time during the first week becoming very familiar with the syllabus and student contract and the use of D2L and Achieve (including all the deadlines, class requirements, etc.).
* Follow the class policies as detailed on the syllabus. **I will not contact my instructor with questions that have an answer on the syllabus**. However, I will contact my instructor within the first week of classes if I need special accommodations that go beyond the syllabus; I will provide my instructor the written documentation that justifies the need for special accommodations when the request is first sent in.
* Send in written documentation for any special accommodations that are requested during the semester due to unexpected, unfortunate events (illness, death in the family, etc.). However, avoidable situations do not grant special accommodations or deadline extensions.
* Set up my computer as specified on the syllabus during the first week of the course.
* Logon to the course on a regular basis (**at least once every day**). This means, “attend class” on a regular basis. In a course taught by the traditional face-to-face method, I would normally spend four hours each week (eight hours each week in a summer semester) in class and an additional eight hours (sixteen hours during the summer semester) outside of class working on assignments and studying the course material. For this web-based course, I agree to spend an equivalent amount of time working effectively on course material. That is, **at least twelve hours per week during the regular term or twenty-four hours per week during the summer semester**.
* Keep up with the material, assignments and tests. I understand that I should not be overwhelmed if I work through these topics as they are assigned.
* Read announcements, news, and messages on the discussion boards **immediately**. I understand that all important due dates are found in the syllabus, but changes can occur unexpectedly.
* Understand that computer/technology problems are **no excuse** for lateness. No extensions will be granted for avoidable computer/technical difficulties.
* Stay **actively involved in the class**. Complete all weekly assignments without delay, including both Midterm Exams.
* Submit all assignments **well before the deadline to avoid unexpected technology problems**. In particular, I **will not begin taking a test less than 3 hours before the due date**, as it is too close to the deadline and unexpected events can occur without notice.
* Contact the instructor immediately if I experience problems with the course material and contact the corresponding **customer service department if I experience technical difficulties**.
* Have a backup plan (KSU campus/library, bookstore, coffee shop, family members, etc.) in case that unexpected technical/computer difficulties arise.
* Only use a TI-30XIIS calculator during tests/exams.

***I will not:***

* **Procrastinate** and let myself fall behind the class pacing schedule.
* Wait until the last minute to prepare assignments and take tests/exams.
* Use unauthorized materials on a test/exam (particularly, I will **not use a TI-83/84/89 or TI-Nspire calculator**).
* Contact my instructor if I experience technical difficulties.
* Ask my instructor for special accommodations due to other obligations, my poor planning or due to computer/technical difficulties that could have been avoided.

NAME: Write your name here.

DATE: Enter today’s date here.