

Note: In what follows, the words “test” and “quiz” are to be considered interchangeable. All policies hold for both.

1. Dishonesty Policy: Any “cheating” (use of crib sheets, looking on another student’s paper, talking, etc.) will result in an “F” for the course.
2. Calculator Policy: Unless otherwise instructed on a specific quiz, test or problem, you may use a calculator when taking quizzes and tests in this course. The calculator may be a standard scientific calculator or a standard graphing calculator, or a graphing calculator with no extra programs or notes written on it or downloaded to it. The memory should be cleared before each test or quiz.
3. You must show your work on every problem in order to get full credit. A correct “answer” unsupported by appropriate work will almost never receive full credit. When in doubt, say more not less.
4. Notation “counts”. A solution which is right in spirit and incorrect in notation will not receive full credit.
5. Always write in full English sentences, when appropriate.
6. Never give an approximate answer when an exact answer is just as easy to give. For example, if a problem has an answer of  $\sqrt{2}$ , you should give that as the answer, not 1.414...
7. If you want to give an approximate answer instead of an exact answer, you must indicate this with the  $\approx$  symbol. For example, if a problem has the answer  $x = \sqrt{2}$ , but you intend to violate the previous guideline and give 1.414 as an approximate solution, you should say  $x \approx 1.414$  **not**  $x = 1.414$ . Hopefully the reason for this is clear.
8. You may not use techniques, ideas and theorems to solve a problem if those things have not been introduced in class. For example, if you were to use a derivative when asked to compute an instantaneous velocity, if we have not talked about derivatives in class yet, you will receive either very little or (more likely) no credit.
9. If a question is a yes/no question or a true/false question, you must clearly state your response to get full credit. Always be sure to answer the question that is asked.
10. You may ask Dr. Woodard to clarify a question during a test or quiz, but be forewarned that he will almost never do anything other than reread the question, usually in a somewhat condescending tone of voice. On a rare occasion, he may admit the question requires clarification, in which case he will clarify for the whole class. It is never appropriate to ask “am I on the right track here?” or, “is this right?”.
11. Any work which you don’t want to be graded must be crossed out or erased. If there is work you want to be considered on a different page, please indicate that fact clearly.
12. Quibbling over the partial credit given on a particular problem is discouraged. I try to be consistent and fair when allotting partial credit, and almost always have a good reason for the number of points given.

13. I will generally give until 5 minutes before the next hour until I call for tests. When time is called, you must turn your exam in immediately. You may not request extra time to “finish”. If you don’t turn your quiz or exam in promptly when time is called, your test will not be graded and you will receive an “F” on that test.