CLASS AND GRADING POLICY
Engineering Electromagnetics EE-271 - FS-2012)

Instructor: Prof. Marina Koledintseva, Ph.D.
(Research Associate Professor of EE Department, EMC Lab)
Office hours: 1:00-2:30 pm Wednesday, 2:00-3:30 pm Thursday, by prior appointment
Office: Room EECH-115, tel. 573-341-6659 (or 6693), e-mail: marinak@mst.edu
Grading: Four in-class tests/exams (T)
Comprehensive final exam (FE)
Weekly homeworks (HW)
Class project (P)
Quizzes (Q)
Attendance (A)

Your final grade will be calculated as follows:

\[ FG = MS1 \times 0.25 + MS2 \times 0.25 + FE \times 0.4 + P \times 0.1 \]

1-st part (till midsemester) \( MS1 = HW \times 0.4 + T \times 0.35 + Q \times 0.2 + A \times 0.05 \);
2-nd part (till final) \( MS2 = HW \times 0.4 + T \times 0.35 + Q \times 0.2 + A \times 0.05 \);
FE – final exam grade;
T – average test grade (during the current half of the semester);
Q – average test grade (during the current half of the semester);
P – course project;
A – attendance and class related activity (during the current half of the semester).

- Class attendance and participation in discussions are extremely important for this course.
- Exam grades (in-class) will not be curved. Overall course grades may be adjusted at the instructor’s discretion. Attendance & participation may be considered for borderline overall course grades.
- Lecture notes and assignments will be posted on the Blackboard after each current class.
- Homework is due in my mailbox (in EECH) or my e-mail inbox by 4:30 pm on the day it is due. All students are welcome to submit their homeworks/assignments electronically, but any work should
be time-stamped as sent before 4:30 pm on the due date to be considered on-time.

- **No late homework or assignment will be ever accepted!** Homework/assignment due dates may occasionally be extended as the instructor decides. Optional homework problems may occasionally be assigned and counted as “extra credit”. The extra-credit points may be used to bring up your grades.

- **No make-up quizzes** will be given unless arrangements have been made before the quiz is given. If you know that you will be missing a class, let the instructor know in advance in case a quiz is planned.

- **No homeworks or quizzes may be dropped.**
- Exams/tests will be given only on Tuesdays or Thursdays.
- You are strongly encouraged to start your homeworks as early as possible in case you have questions to the instructor. Take advantage of office hours.
- In general, a make-up exam will not be given. However, the grade for the final exam may be used in place of one in-class exam, missed, or otherwise. For special circumstances, make-up exams may be given on a per-case basis and special prearrangement.

- **Additional information:** Disability Support Service: [http://dss.mst.edu](http://dss.mst.edu)
- Academic Dishonesty: [http://sccen.mst.edu/gta/survivaltips/academicdishonesty/](http://sccen.mst.edu/gta/survivaltips/academicdishonesty/)
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