

Guidelines for Open-Entry Math Classes

Types of students who should and should not take an Open-Entry class:

An Open-Entry class works well with students who...

- a) are able to gain knowledge by sitting and reading a math text, including understanding the given examples.
- b) are able to schedule their time appropriately.
- c) are finding a lecture class too fast or too slow.
- d) have restrictions in their schedules and can not commit the full amount of time for a lecture class.

This type of class does **not** work well with students who...

- a) have trouble sitting down and learning from a text.
- b) have trouble committing to an appropriate schedule.
- c) have found that sitting and listening to a teacher explain the various concepts very helpful.

Policies for a student to receive an “I” grade:

- Any student that completes 75% of the course work with an average grade of 70% will be granted an “I” only if the student signs the Incomplete Grade Contract Form by the last scheduled day of class.
 - In Mat 030, students must complete Chap. 1 – 3.
 - In Mat 060, students must complete Chap. 1 – 6.
 - In Mat 090, students must complete Chap. 1 – 7, skipping 4.
 - In Mat 106, students must complete Chap. 1 – 7.
- If a student is taking a second Open-Entry class in the same semester, then it will be up to the instructor and the Department Chair to decide how much of the course must be completed to get an “I.”
- Upon getting a “I” grade:
 - The student must decide what Open-Entry class they will attend the next semester. The instructor giving the “I” must put the student’s grade folder into the mailbox of the continuing Open-Entry instructor. The original instructor should keep a photocopy of the grade sheet for reference.
 - The student must be informed that they have only 1 additional semester to complete the class. The following are all possibilities:
 - i. If the class starts in Fall then it must be completed by Spring.
 - ii. If the class starts in Spring it may be completed by Summer, but it must be completed by Fall.
 - iii. If the class starts in Summer it must be completed by Fall.

Policies for students who transfer from a lecture class into an Open-Entry class:

- Students who transfer into an Open-Entry class must follow the Open-Entry syllabus.
- The student must understand that to receive an “I”, they must complete 75% of the course material with a 70% or above by the end of the semester. If it is not possible for the student to receive 70% by the end of the semester, the student can not transfer.
- An open entry section must be available to the student (some sections may be full).
- Students who transfer into Open-Entry must retake any exam with a score less than 80%. Students with exams scores above 80% can elect to keep the scores or to take the Open-Entry Chapter Exams. Any other forms of assessment (homework, quizzes, projects, etc.) will not transfer.
- No student can move into an Open-Entry class after the withdraw date deadline.

Policies for Instructors:

- **SYLLABI** – The Math Department will create common syllabi for all Open-Entry courses. Instructors must agree to follow the Open-Entry syllabi so there is no confusion from students who are finishing an “I” grade from a previous semester.
- **TESTS** – Instructors must give Exams created for Open-Entry by the Math Department. Students must take exams during scheduled class time or arrangements can be made to take exams in the LRC (No take home exams will be given in Open-Entry). Students can choose to take an exam twice (a different form), and the maximum score will count. The student must take the exam a second time if the first exam score is below 70%. Exams will not be given back to students. After the completion of an exam the instructor will go over the exam with the student and the exam will be kept in a completed file.
- **FINAL GRADE** – The student’s final grade in an Open-Entry class will be based solely on exam scores. No attendance grade will be given in an Open-Entry class. NOTE: Instructors can require attendance, homework, and/or a pretest but these will not count toward the final grade.
- Instructors should split their time equally among all students working in the Open-Entry room.

Policies for the Open-Entry Room:

1. No children are allowed.
2. No audible electronic noises.