

College Algebra Class Information
MATH 1314.5Z1, 5Z2, 5Z4, 5Z5
Fall 2025

Instructor: Roberta Collinsworth

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Office Hours: [See this link](#)

Meeting Time: Online from August 18, 2025 to December 8, 2025

Classroom: Via Zoom

Grading Policy

- **Daily (25%):** Daily work includes Canvas assignments, lecture videos, homework assignments, and quizzes. Homework is important for the student's understanding of the concepts taught. Homework will be assigned for each section. There will be 5 attempts on each answer in the homework before a student can try a new version of the question. Students should contact the instructor after three attempts for assistance. A student has an opportunity to reach 100 points with as many attempts as they need until the due date. Quizzes will be given each week over the sections that are covered. Quizzes will be timed with one attempt per answer blank and three attempts for retake. Quizzes will count 200 points. **No late work will be accepted.**

Extension Policy: You will have 10 Late Passes for daily grades. You must request each Late Pass within the Online Homework System. Once you have requested the Late Pass, you will have 5 days to complete the assignment. If the assignment is not completed within the 5 days, you will receive a 0 for that assignment. Please see the #12 on the [FAQ](#) page located on the Canvas home page for instructions on how to do use the latepasses.

- **Examinations (50%):** There will be an exam at the conclusion of each unit. There will be no make-up exams. You will have to attend an approved testing facility to take the exams or using a WebCam/Microphone using the online proctoring system. You must show a picture ID when reporting for all exams.
 - If you miss an exam, your Final Exam score will be used as a substitute for the missing grade.
 - If you do not miss any exams, your Final Exam grade will replace your lowest exam score if it is higher.
 - See the planning calendar on the homepage for exam due dates.
- **Final Exam (25%):** The final will be a comprehensive exam over all material covered in the course. Your final exam grade will replace your lowest or missed exam score, if it is higher.
- **Calculator:** The Online Desmos Calculator will provided during all assignments and will be the ONLY calculator that is permitted during exams. **Absolutely NO handheld calculators are allowed.**
- **Online Proctoring:** Students will be required to follow all rules and procedures as defined by the instructor for testing online. Students will be required to take a practice exam that will be reviewed by the instructor before any exams can be taken. When using the online proctoring system, video of student will be reviewed by the instructor. If any rules or procedures are not followed or suspicious activity is detected, the student will receive a zero for the exam and will NOT be replaced by the final exam grade. All future exams will be required to be taken at a testing center. Additionally, the student will be reported as an academic irregularity and submitted to the Online Learning Department.

Accommodations and Disability Support

If any student in this class has special classroom or testing needs because of a physical learning or emotional condition, please contact the ADA Student Coordinator in Support Services located in the Charles C. Matthews Student Center or go to <https://www.panola.edu/student-services/student-support/disability-support-services> for more information.

Student Absence

It is the student's responsibility to watch lecture videos, fill in notes, and learn course content if they are absent from class for any reason.

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Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

(i) "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution or computer program;
- taking, keeping, misplacing, or damaging the property of Panola College, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and,
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

(ii) "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

(iii) "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.