

### Grade Policy:

This course is graded according to the following “catalog”:

<i>A total score in the interval</i>	<i>earns a letter grade of</i>	<i>A total score in the interval</i>	<i>earns a letter grade of</i>
[0,30)	F	[60,65)	B-
[30,40)	D	[65,70)	B
[40,45)	D+	[70,75)	B+
[45,50)	C-	[75,80)	A-
[50,55)	C	[80,100]	A
[55,60)	C+		

- The total score is computed out of 100 according to the weights given in the syllabus.
- There is no rounding up.
- Students who will not get a passing grade even with a full score in the final exam get an FZ and cannot enter the final exam.
- Students who miss the final exam get an FX. If they do not apply for the “bütünleme” exam and their course total corresponds to a passing grade, the FX is corrected to that grade after the “bütünleme” exam.

### Make-up Policy:

- **Students who miss a midterm exam with a valid and documented excuse is entitled to take a make-up exam subject to the approval of the instructor.**

A single make-up exam is given during the last week of classes, covers the entire syllabus, and must be expected to be harder than the missed exam. Although the make-up exam takes place at the end of the semester, students who miss an exam must contact their instructor by phone, email or in person as soon as possible.

- **There is no make-up for quizzes and homework. The lowest quiz and homework scores of each student will be dropped at the end of the semester.**

### Attendance Policy:

*This course consists of 4 lecture hours per week. Your classroom attendance record will not directly affect your course grade. However, note that depending on your scholarship status, the attendance requirements of the University might be different from those of this course.*

- **You must decide for yourself if and when you want to attend the lectures.**

Your decision must be based on the following considerations:

- Different people learn best in different ways. You must decide for yourself how much you benefit from attending the lectures.
- If you attend the lectures you will be expected to act according to the classroom policies listed below. You must decide for yourself if you will be able to do so.

- **This notwithstanding, attendance will probably be taken during the lectures and entered to STARS.**

### Classroom Policy:

*Every student is expected to respect the instructor’s right to teach and other students’ right to learn. Any behavior that distracts or disturbs the other students or the instructor, or disrupts class in any way is unacceptable and will not be tolerated. Any student engaging in inappropriate behavior will be asked to leave. Such behavior will also earn negative points.*

- **You must be in class before the lecture starts.**

The lecture starts at xx:40. Students are expected to do their best to be in class on time. No one is allowed in after xx:45.

- **You must stay for the entire duration of the lecture.**

If you must leave due to an emergency, first raise your hand and let the instructor know.

- **You must turn off all your electronic equipment before the lecture starts.**

In particular, cell phones, laptops, media players, and game consoles must be turned off and put away or should not be brought to class at all.

- **You must avoid all activities that are better performed elsewhere.**

In particular, you must not do homework, read newspapers or sleep in class.

- **You must not talk to your classmates during the lecture.**

If you have a question or comment related to the course, raise your hand and address the entire class; otherwise, wait until the end of the lecture. If you talk to your classmates during the lecture, you will be asked to leave.