

## MATH 12003 Homework Guidelines

1. Place all of your work on a separate sheet(s) of paper.
2. Be sure to show all of your work. Answers alone will **NOT** receive credit.
3. Be sure to circle your final answer.
4. If necessary, please staple your homework assignment.
5. Be sure your work is **neat**, **well-organized**, and **readable**. The instructor has the right to refuse any disorganized or unreadable work.
6. If you are going to be absent from a class on which a homework assignment is due, it is your responsibility to get that assignment to me. Either submit it to me early, or have a friend give it to me.
7. In some cases, late homework will be accepted. Any homework turned in after the specified due date will be considered late and 5 points will be deducted from your score. Please note that homework turned in on the due date but **AFTER** it has been collected in class is considered late.
8. No late homework will be accepted after the key to the assignment has been provided to the class.