RULES, SUGGESTIONS AND MINIMUM STANDARD REQUIREMENTS FOR
MATHEMATICS AND STATISTICS HOMEWORK/ LAB ASSIGNMENTS

If your homework/lab assignment does not conform to the following “MINIMUM
STANDARDS,” the grader may elect to not grade your paper and to record a zero in the
gradebook.

1. Unless you are told otherwise, you should not cooperate on a given assignment. Do
your own work. What you turn in should reflect your own understanding of the
material.
2. For written assignments, start early enough to have time to ask questions of the
instructor or of a tutor if you don’t understand something.
3. Read the assignment carefully; follow all instructions. Observe any additional rules
or requirements that are given to you by your instructor.
4. At the instructor’s discretion, homework/lab assignments may be due at the
beginning of class on the due date. If this is so, all work must be completed before
coming to class, including cutting, collating, and stapling.
5. If your instructor allows you to turn in your homework outside of class, it should be
dropped off in the faculty/GTA mailboxes. Mailboxes are located in the hallway
behind the department office (not in the department office), next to the graduate
student office 154 SCC. NOTE: Homework drop off signs are posted on hallway
calls.
6. The first page of your homework/lab assignment must contain your name, course
number, section, instructor’s name, GTA’s name, assignment number, and due date at
the top of the page.
7. Do not write in red ink or red pencil. Write neatly or type.
8. The individual, assigned exercises or items must be numbered, labeled, and in
numerical order. The exercise number is usually the only thing that should appear in
the left-hand margin.
9. All pages of your homework/lab assignments must be 8.5 inches by 11 inches. Use
generous margins.
10. All pages, in the correct order, must be numbered sequentially. All pages must be
stapled together.
11. Neatness, clarity, organization and conciseness may all affect your grade.
12. Show your work. Do not just give the answer. Show how you arrived at that answer.

   It is your responsibility to convince the grader that you understand how to solve the
   problem.

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