MEMORANDUM

To:    Dr. C. Baum
       Chair, Curriculum Committee
From: Dr. P. Jennings
       Head, CHE
Re:    New course approval
Date:  April 26, 2005

The descriptions for the courses submitted earlier for approval did not contain a basis for
assigning letter grades. The following is a summary of projected grading bases.

CHE 3103, 4104 (lecture courses) - Dr. Tomadakis
   Homework   -    20%
   Exams       -    80%

CHE 3105, 3106, 4106 (laboratory courses) - Dr. Tomadakis
   Laboratory Report - 20%
   Design Project    - 80%

CHE 4240 (lecture course) - Dr. Whitlow
   Homework   -    25%
   Term Project-    25%
   Exams       -    50%

CHE 4285 (lecture / lab course) - Dr. Jennings
   Homework   -    20%
   Term Projects (2) - 40%
   Exams       -    40%

I apologize for the omission.