

# **ATTENDANCE / MAKE-UP WORK POLICY**

**Ken Carpenter, Valencia Community College**

## **CLASSROOM ATTENDANCE**

All students are expected to attend all scheduled class sessions. Attendance will be taken at the beginning of every class.

Attendance will count as a significant part of the grade (points per class, and overall percentage of the grade, will vary; see syllabus).

Missing one class lowers total attendance points by 10 percent; two absences reduces total by 20 percent; three missed classes, 30 percent; and four missed classes, 40 percent.

The fifth absence results in AUTOMATIC WITHDRAWAL from the course.

There are no excused absences.

There are no exceptions.

## **ASSIGNMENT / EXAM DEADLINES**

All assignments are due by the start of class on the scheduled date. Assignments can be submitted electronically, via e-mail, but the student is responsible for making sure the assignment arrives on time. It is suggested that the student keep an electronic copy of all work with them at all times (flash drive, stored online, CD, etc.), and also a printed copy of all work on file.

Any missed assignment results in zero points.

Any missed quiz or exam results in zero points.

There are no excused absences.

There are no exceptions.

## **ASSIGNMENTS, QUIZZES AND EXAMS BEFORE DEADLINE**

The instructor will try to accommodate the student who wants to submit an assignment, take a quiz, or take an exam in advance, but remember — NO WORK WILL BE ACCEPTED AFTER DEADLINE. There is no make-up work.

\_\_\_\_ I, the undersigned, have read this policy and agree to the terms herein.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_