

## Attendance / Policy for Missing a Required Assignment

---

Students are expected to attend all class meetings and are responsible for all of the material covered in class and in the homework. Any changes in this syllabus or in the scheduling of exams, quizzes, etc. will be announced during class meetings (usually at the beginning of class so please don't be tardy).

### **POLICY FOR OBTAINING AN EXCUSED ABSENSE**

- Excused absences will be given only with documentation and only for valid medical reasons, university business, or appearances in court.
- Any student with a valid reason to be excused from an quiz/exam must (whenever possible) contact the instructor **prior** to the quiz/exam and **present documentation** in the next class session attended.

### **POLICY FOR MISSING A REQUIRED ASSIGNMENT:**

- **WeBWorK**
  - No make-ups can be given for any WeBWorK assignments.
  - No excused misses can be given for any WeBWorK assignments.
  - It is your responsibility to complete assignments as early as possible to avoid potential incidents.
- **Quizzes**
  - Any unexcused quiz will be counted as a 0.
  - No make-ups can be given for quizzes.
  - In the case of an excused absence your quiz will be dropped and the quiz grade will be determined by the remaining quizzes.
- **Exams**
  - Any unexcused exams will be counted as a 0, including the final exam.
  - In the case of an excused absence a make-up Exam is available the following day (Tuesday).