

Attendance Policy

(fall/spring policy only)

You may miss three days without penalty or excuse. On day 4 your final grade is lowered by one letter. On day 5 your final grade is lowered by two letters. On day 6 you fail the course. Missing 6 days is missing three weeks of class. This is unacceptable. I do not accept excuses. Do not bring them to me nor email me about absences. If you miss class please check the web site and/or check with a friend to find out what you missed.

Late Policy

Coming to class late is also unacceptable. When I am ready to begin class you should be in class and in your seat. Once I close and lock the door, anyone coming to class after that is considered late. Every 2 times you are late counts as an absence. If you are late 3 times, you have an absence and 1 late day. If you are late 4 days then you simply have two absences. When you come to class late please knock gently on the door and I'll allow you to enter.

In summary, you may be late once without penalty. You may be absent three times without penalty.

Sign –in Procedure

When you arrive there will be a sign-in sheet close by. You should sign the sheet immediately upon walking in the door. I will not sign a sheet for you nor go back at a later date and allow you to sign it.

If you need to know how many you've missed, etc. Please ask. Again, allow me to stress that you should not schedule other appointments during our class time. Visiting with advisors, financial aid, doctors, lawyers, etc. are not excuses to miss class.