

Class Attendance Policy

Class attendance is necessary for the ongoing process of education in the student's life. There are no excused absences for any purpose. Absences will not be questioned nor will they affect the earned grade as long as they are not excessive.

Attendance policies for all 300 and 400 level courses are left to the discretion of the individual professors as long as it is not more stringent than allowing one classroom hour of absence for each credit, and will be stated in the course syllabus. For all 100 and 200 level courses the following policy will be in effect:

<u>Class Meets</u>	<u>Credit Value</u>	<u>Absences Allowed</u>
Monday - Friday	4	15
Monday, Wednesday, Friday	3	9
Monday, Wednesday, Friday	2	6
Monday, Wednesday, Friday	1	2
Tuesday, Thursday	3	6
Tuesday, Thursday	2	4
Evening/Slot	3	3
Weekend	3	1

If the allowed number of absences has been exceeded, the professor will notify the Registrar's Office. Excessive absences will result in a grade of "W" placed on the transcript during the first ten weeks of the semester; a grade of "WF" will be assigned after the tenth week of the semester. A "W" grade is non-punitive, whereas a "WF" negatively affects the grade point average.

Spring 2010 Final Exam Schedule

	7:30 AM - 9:30 AM	10:00 AM - 12:00 PM	1:00 PM - 3:00 PM	3:15 PM - 5:15 PM
Monday, May 3rd	1st Hour	3rd Hour	5th Hour	7th Hour
Tuesday, May 4th	Block A	Block B	Block C	Block D
Wednesday, May 5th	2nd Hour	4th Hour	6th Hour	Block E

Final examinations for noon hour, slot, evening, weekend, and irregular classes will be taken during the last class meeting time of the semester.

Final examinations must be taken at the designated times, except in the case of a life-threatening family emergency with documentation or a personal medical problem documented by a physician or health care professional.