

Fall 2009 Tuition Refund Policy

Amount of Refund

| | |
|----------------------------------|------|
| Through September 11..... | 100% |
| September 14 – September 18..... | 75% |
| September 21 – September 25..... | 50% |
| September 28 – October 2..... | 25% |
| October 5 and beyond..... | 0% |

All refunds are given according to this schedule and only for tuition. No refunds are given for any type of fees (including Audit fee).

All schedule changes must be turned in to the Registrar's Office by Friday at 4:30 pm to receive that week's refund.

This policy does not apply for weekend classes or to students who completely withdraw from school.

The last day to add a class is September 11, 2009.

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 in non-punitive, whereas a "WF" negatively affects the grade point average.

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, December 14th | 1st Hour | 3rd Hour | 5th Hour | 7th Hour |
| Tuesday, December 15th | Block A | Block B | Block C | Block D |
| Wednesday, December 16th | 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.