CHIPOLA
GRADING SCALE:
A – 100 – 93
B – 92 – 83
C – 82 – 70
D – 69 – 60
F – 59 or less

Class Policies:

• Turn off your cell phones, beepers, and ringing watches
• No side conversations
• No sleeping
• No doing homework in class
• No disrespectful behavior
• No getting up and leaving the room during class
• No packing up before class is dismissed

Attendance: Attendance is crucial to being successful in this course.

_Students are responsible_ for all material covered in their absence. The student must make arrangements with the instructor to make up missed class work. This should be done during the instructor’s office hours or in between classes, not during class. For unexpected absences, you should ask for missed assignments the day you return to class. On occasions when you know beforehand that you will be absent, you should inquire about the assignment the class meeting before the absence.

Make-Up Tests

I drop your two lowest test grades, so if you miss a test that will be one or two of your dropped grades. If you should miss 3 tests your final will count as that test grade. If you miss more than three tests you must see me ASAP.