

Educational Technology (EDUC 1220)

Attendance Policy

Attendance is mandatory. It is the candidate's responsibility to get the course notes, handouts, and laboratory assignments. Two (2) instances of tardiness will equal one absence. Three (3) absences are allowed during the semester without affecting the final course grade. However, the fourth absence will drop the final grade one letter. The fifth absence will drop the final grade again one letter. A sixth absence will lower the grade yet again by one letter. If a seventh absence is obtained, the student will receive a failing grade for the semester.

Interession, Summer School, and Classes That Meet Once Each Week: Failure to attend a session of a night class and/or a class that only meets once each week will count as two absences. Therefore, the second absence will drop the final grade one letter. The third absence will drop the final grade again one letter. If a fourth absence is obtained, the student will receive a failing grade for the semester. Interession and summer school classes will follow the same guidelines as the classes that meet once each week. (Please see the grading scale in section K.)

Grading

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
59 or less	F

Late assignments receive half credit

Absence does not excuse any student from turning in assignments that are due. However, assignments will be accepted one (1) class meeting after the initial due date for fifty (50) percent credit. If an assignment is not turned in on the due date or at the next class meeting, the assignment will not be accepted.

Examination Policy: There will be a mid-term and final in addition to quizzes and tests as required by the instructor. No make-up exams will be allowed without **prior** arrangements being made.