**Course:**

**Professor:**

**Office Rm/Bldg:**

**Office Hrs:**

**Email:**

**Attendance Policy:**

**Participation Requirement:**

*Does the instructor make the distinction between *excused* and *unexcused* absences? What is needed to verify an *excused* absence? How much is the final grade reduced once the absence limit is reached?*

**This course satisfies the following degree requirement(s):**

- □ Major
- □ Minor
- □ Elective
- □ Gen Ed
- □ Engl Composition
- □ Fine Arts
- □ Lab Science
- □ History/Humanities
- □ Math
- □ Social Science

**GRADE COMPONENTS:** How your final grade will be calculated

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment</th>
<th>Worth</th>
<th>My score</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Sept 10</td>
<td>33%</td>
<td>85%</td>
<td>28</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment</th>
<th>Worth</th>
<th>My score</th>
<th>Points earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Nov 20</td>
<td>2%</td>
<td>90%</td>
<td>1.8</td>
</tr>
</tbody>
</table>

*Assessment:* Note whether this is a Test, Quiz, Homework, Paper, Project, etc.

*Worth:* Note how much that component is worth in the final grade, regardless of your score.

*My Score:* Add this number once you are told what you made on the assessment.

*Points earned:* Multiply “Worth” by “My Score” and list as a decimal.

Grading Scale: Indicate # points or % for each letter grade; is +/- scale used?