

class. Only those students who are present, and on time, may participate. Participation quizzes are not eligible for make-up.

If a student is absent more than the number of hours a course meets in a two week period, (12 hours) the faculty may withdraw that student from the course with an "AF" grade any time during the semester. An "AF" grade is calculated in the GPA as an "F". There is no provision in the course calendar for repeating of lectures, labs or demonstrations due to absenteeism.

#### Make Up Policy:

Not all missed work is eligible for make-up. It is the student's responsibility to inquire about missed work at the first class meeting after returning from an absence. The instructor will determine eligibility and provide an appropriate assignment. Any approved assignment must be completed and turned in as directed. There is no provision for make-up of a midterm exam, final exam, or lab practical exam.

#### Grading:

- 5% Attendance
- 15% Quizzes and Homework
- 20% Midterm Exam
- 20% Final Exam
- 20% Lab Final Exam
- 20% Lab Performance

#### **Grades will be assigned according to the following department scale:**

**A = 100 – 94**

**A- = 93 - 90**

**B+ = 89 – 87**

**B = 86 - 84**

**B- = 83 - 80**

**C+ = 79 – 77**

**C = 76 – 74**

**C- = 73 – 70**

**D+ = 69 – 67**

**D = 66 – 64**

**D- = 63—60**

**F = 59 or Below**

**\*\*ALL Arts, Humanities, Communications & Design Department courses must use this grading scale when determining final grades.**