

Student Name: _____

Instructor Name: _____

Course:	Attendance Policy:
Professor:	
Office Rm/Bldg:	
Office Hrs:	
Office Phone:	
Email:	
	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

Date	Assessment	Worth	My score	Points earned	Date	Assessment	Worth	My score	Points earned
Example Sept 10	Test	33%	85%	28	Example Nov 20	Quiz	2%	90%	1.8

***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?