

Rules of the Class

1. **Late Work:**

- a. Late assignments and makeup tests will be accepted only with prior instructor approval. Lower grades will be assigned for late assignments.
- b. Schedule can and will be changed at the discretion of the instructor if required course material is not completed as scheduled.
- c. Unscheduled guest speakers might force changes in the schedule.

2. **Class Activities:**

- a. Class participation is important.
- b. All lab work is to be done individually unless otherwise indicated.
- c. Points will be assigned according to individual accomplishment, innovation and final output of the project.
- d. All students scores for the documentation when required. Each document will be evaluated based on 1) content completeness, 2) content quality, 3) document appearance, 4) document readability and 5) document continuity.

3. **Attendance:**

Attendance is mandatory. The instructor may, at her discretion, drop a student for poor attendance. If you fail to attend class you may be given a failing grade.

4. **Cell Phones:**

Please turn these off during the class. This is a basic polite consideration for your classmates. Since a ringing phone is as disruptive as students coming in late, instances of a ringing phone will be penalized in the same way as tardiness, i.e. three instances count as one absence.

5. **Credit/No Credit, Withdrawal/Drops etc.**

It is YOUR responsibility to withdraw from class. See the class schedule for details of student withdrawal and grade responsibility, prerequisites, grading and class attendance. See the class schedule also for details of drop and withdrawal, dates and procedures. See the appropriate office for detailed, accurate information. Students are responsible for attending to these matters. It is not the policy of this instructor to assign Incomplete grades.

6. **Last date to drop class:**

See class Schedule for last day to drop this class or and "F" grade will be issued. A "W" will appear on your transcripts if you withdraw from this class prior to the drop date.