

## ATTENDANCE POLICY

1. Attendance will be taken at all classes.
2. The student is expected to attend all classes.
3. A student who has more than 4 absences may result in an average being lowered by one full grade.

## EVALUATION PROCEDURES

1. Tests are given after each unit.
2. Students are expected to take tests on the day scheduled. Should an emergency arise, the student should contact the instructor ([tpage@bcc.edu](mailto:tpage@bcc.edu)) before the scheduled test time. Graded test papers are returned promptly by the next meeting. A 20-point penalty may be charged if a make-up test is taken after graded test papers have been returned to the class.
3. No re-tests are given.
4. Unit tests are scored on a scale from 0 to 100 points.

### **Note**

*The student is responsible for all assignments and announcements made in class. If the student is absent for any reason, the student is expected to be aware of any assignments and/or announcements, and to keep up with the class work.*