

## Attendance, Make-ups, and Active-Duty Military

Attendance: To be successful in math, you must come and pay attention every class.

- You have one extra credit attendance bonus which corresponds to the number of absences SWC attendance policy allows before you will be dropped.
- All absences incur deductions. Whatever your reason, you were not in class.
- I will take roll at the start of each lesson. (Classes on two days per week have roll taken twice.)
- You will have points deducted from your extra credit bonus if you do the following:

	<b>Math 72-16</b> (3 days per week) (drop after 6 absences)	<b>Math 72-10</b> (4 days per week) (drop after 8 absences)	<b>Math 121-3</b> (2 days per week) (drop after 4 absences)
Bonus	48 points	48 points	48 points
Absent	4 points 1 <sup>st</sup> half + 4 points 2 <sup>nd</sup> half = 8 points per day	6 points per day	12 points per day
Tardy (arrive late), or leave early	2 points per half	3 points	6 points
Leave after PQ	3 points per half	4 points	9 points
Not on task (including sleeping, texting, leaving the room)	1-7 points, depending on amount of time	1-5 points, depending on amount of time	1-11 points, depending on amount of time

- Leaving the classroom during the lesson is distracting to your classmates and to me. Please plan your time so that you can use the restroom before class.
- Attendance deductions continue after the last drop deadline, even if your bonus is zero or negative.
- Attendance is usually taken by returning graded papers or reading roll silently or aloud. After taking roll, I announce only the names of absent students.
- If you are not present when I announce the absent students, you have been marked absent. It is your responsibility to talk to me *before you leave class* (for that class or half-class) to have your “absent” changed to “tardy”.
- After the first two weeks of class, but before the last drop deadline, you will be dropped if:
  - your extra credit attendance bonus becomes zero or negative
- During the first two weeks of class, you will be dropped if:
  - you do not attend class the first day
  - you do not purchase a MathXL/MyMathLab/WebAssign code and enroll with MathXL/MyMathLab/WebAssign before the refund deadline
  - you do not return a signed Syllabus Search before the refund deadline
- Add codes will be given one week after classes start and must be used immediately. There will be no late adds after the add deadline.

### Make-up Quizzes and Exams

- No make-up exams or PQs are allowed after they are done in class in which you are registered.
- You may take the PQ(s) or exam early or with a different section of the class if you ask in person at least one school day in advance.
- I will not honor requests made after the exam begins for the section in which you're registered.
- Requests made by phone or email or less than one school day in advance may not be honored, as I choose.

### Attendance Accommodation for Active-Duty Military Service

- To use any use of these provisions you must show me your military ID and provide an official letter from your commanding officer listing affected dates, at least one week prior to the absences.
- No special accommodation will be provided for absences of one or two days, except that extra credit attendance bonus points will not be deducted if you provide the official letter and complete all quizzes and exams prior to the absences.
- If you anticipate being absent 3 or more days due to military assignment (reserve or active duty), bring the letter from your commanding officer to office hours (or make an appointment). Depending upon the number of absences, we'll make a plan for you to either do the work before or after your absence or split the work before and after. We'll make a written plan with appointment dates and times.
- If you anticipate being absent for two or more weeks, you should file an official Leave of Absence. Missing two weeks of class is academically challenging for all students. Please attempt to avoid this.
- If you notify me after the absences, or with insufficient notice, or if you do not provide me with an official letter from your commanding officer, then all absences will be treated like regular absences, with no special accommodation and the usual deductions from your attendance bonus.
- The Veterans' Resource Center (345) can be a source of support, information, and tutoring.
- There is a dedicated counselor in the Cesar Chavez Counseling center, Erik Moberly.