

Assessment for final grade will be based on the following:

1.	Lab Assignments	40%
2.	Exams	60%
	Total	<u>100 %</u>

Assignment of grades will be determined by the following:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Lab assignments will be handed out at the beginning of each section of the text and are **DUE** on the first class meeting following the test for the applicable section. **Grades will be adversely affected for lab assignments turned in late or without identifying information. Disorganized lab assignments will also be penalized; lab assignments should be sequenced and labeled correctly.** A student cannot receive a grade higher than a D if lab assignments are not completed.

LAB ASSIGNMENTS WILL NOT BE GRADED UNLESS DISKETTE IS TURNED IN WITH DOCUMENTS. The diskette is considered part of the lab assignments. The assignments on the disk must be labeled accordingly to the assignment in the book or no credit will be given.

Students should study lecture notes, read the chapters, and complete the lab assignments as preparation for the exams. A large portion of the exam questions is taken directly from the reading material. Test material may come from the text, lecture, lab, and/or outside reading. The material covered in the lab WILL BE tested during written exams. Due to the nature of this course, spot tests may be given. **If you miss a test, it must be made up within one week of the scheduled test date.** If you fail to take the make-up test within one week of the scheduled test date, you will receive a grade of zero (0) for that test. You need to make arrangements with the instructor to take the make-up test.

ATTENDANCE POLICY:

Because class is considered to be essential to the accomplishment of course objectives, excessive absences are discouraged. At no time should a student miss more than 20% of the class meetings for a course; failure to adhere to the 20% policy may result in a failing grade. These absences also include any absences accrued during late registration.

WITHDRAWAL POLICY:

A student may withdraw from a course with a grade of "W" until the last withdrawal date specified in the academic calendar. The grade of "W" is not computed as part of the grade point average. For withdrawals after the final withdrawal date, the determination of "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing) will be made based on the student's grades at the time of the withdrawal.

ADDITIONAL NOTES:

The instructor adheres to the misconduct policy of the college. If any student is failing, the instructor invites that student to arrange a conference with him/her.

The time frame of the weekly layout of the “Specific Course Syllabus” may vary depending upon the academic calendar and progress.

If, under and circumstances, a student receives a grade of **I** in this class, the grading scale will be adjusted to reflect a ten (10) point deficit for the Incomplete.

If you are late or absent, it is **your responsibility** to get the course notes, handouts, and lab assignments.

AMERICANS WITH DISABILITIES ACT (ADA):

It is the policy of Northwest-Shoals Community College to comply with the Americans with Disabilities Act (ADA). Any student covered under this act needing and desiring reasonable accommodations for this class should notify the instructor at the beginning of the semester.

WAIVER:

Northwest-Shoals Community College does not promote or condone the loading and/or display of pornographic, religious, sacrilegious, satanic, or any other text or graphic that may be deemed offensive on its computer system. Individuals loading such software, text, or graphic are subject to the disciplinary rules of the college.