

February 11, 2008

Dear Students,

Due to the merciful nature of your instructors, they have routinely made exceptions for many of you. These exceptions will stop effectively immediately. The following policies are a restatement and clarification of current policies:

## **Assignments**

1. All assignments must be typed, printed and stamped. Email will no longer be accepted. If your paper is not typed, printed, and stamped, it will not be graded.
2. Your assignment must be submitted to your instructor. Do NOT submit assignments to other staff, faculty or students. It is your responsibility to submit your paper to your instructor.
3. Proofread your papers! Use a spell checker. Check grammar and punctuation. Many of you are simply not doing it and it will begin to affect your grade.
4. Assignments received after the final exam will NOT be accepted. Once the final exam is taken, the grading for the course is closed.
5. All late assignments are automatically reduced by two letter grades. Some exceptions were made last term, but this policy will be enforced.
6. Remember late assignments are better than no assignments because you receive 0 points for no assignment whereas an excellent paper that is late receives 75 points.

## **Exams**

7. Exams can only be made-up for medical reasons. A written letter of medical necessity must be signed by your physician.
8. Take-home exams will be treated as assignments. See policies above.

## **Student ID Numbers**

9. Submit your student ID# on all assignments, exams and correspondence.

## **Payments**

10. Half of the total of tuition and fees for the current term is due on or before the first day of classes. The remainder of your balance is due at the midterm (5<sup>th</sup> week of class). Students will not be permitted to attend class should they fail to meet this requirement.