

## **Attendance & Assignments Policy**

### **Attendance/ Participation**

Student participation is essential. Students are responsible for all material covered in each week. Student interaction is central to the learning experience and imparts critical knowledge and skills to all concerned. If a student misses more than one week of class participation without prior faculty approval, the facilitator may assign a failing grade.

### **Late Assignments/Assignment Revisions**

Occasionally, work, health, and family obligations have priority over course work. If you experience these issues, please notify the facilitator in advance. If an assignment is due, please make every effort to submit your assignment on time. In the case of a negotiated absence or delay, assignments turned in by the agreed upon due date will receive full credit. If you have not negotiated with the facilitator, assignments turned in late will be graded, and then reduced by 25%, unless excused by Facilitator. Assignments will not be accepted later than one week after due date.