

**Quizzes/Tests/Assignments Make-up Policy:** Quiz due dates are listed on the calendar found in CONNECT. If they are not completed in **BY noon** on the due date, they will be considered late. Quizzes not turned in by the due date will lose 10% per day that it is late. Don't throw points away by not doing the quizzes.

Pre-quiz is a quiz on the material that is to be presented that week. They are due at 10:00 AM on the day of the class that we start the material (the first class of the week) unless otherwise listed. You may attempt these pre-quizzes up to three times. Your highest grade will be recorded. Post quizzes are due the following week (see calendar in CONNECT for due dates). You will have two attempts for these quizzes. Again, I will accept your highest grade.

Lecture tests will be available online for up to two days. You should have no problem taking the test during the assigned times. If you fail to take the test online at the assigned time, you will either take the test (less extra credit points if available) in the Academic Support Center within a specified time frame (set by me) or have a zero recorded for that assessment. You will not be able to use your text for make-up tests. ALL tests must be completed by 6:00 pm on the due date listed on the calendar. Access to the test will be turned off at that time.

Lab assignments can be emailed on their due date. Labs turned in after their due date will lose a point a day they are late. Labs received more than ten days late receive no points. Therefore, there is no reason why the assignment should be late even if you are unable to attend class since due dates are known prior to the start of the semester.

Lab assignments can be sent via email if you are absent. Therefore, there is no reason why the assignment should be late even if you are unable to attend class since due dates are known prior to the start of the semester. I will notify you within 24 hours of receipt of online material. It is your responsibility to check this reply.

LearnSmart assignments are due the day prior to a unit test. Since they usually take ½ hour or more for each chapter, it is not wise to let them go to the last minute. I will not reopen any LearnSmart assignments since they are all accessible from the beginning of the semester.

Due the difficulty in developing and presenting lab tests, there are no make-up lab tests. Special arrangements must be made in advance if you foresee a conflict.