

Missed Class Policy*

Try to avoid missing class for any reason. Class assignments draw heavily on material covered in class. In addition, course content is sometimes cumulative: what we discuss earlier in the quarter is relevant to what we discuss later in the quarter. If you cannot avoid missing a class, please do the following.

- (1) **Check the course website.** The website contains copies of instructor slides, reading assignments, and a calendar highlighting key dates.
- (2) **Check the course syllabus.** The syllabus identifies the course specific policy for late assignments. You are responsible for completing assignments on time.
- (3) **Keep current on all reading assignments.** Reading assignments are listed on the course syllabus. Readings should be done prior to the class meeting for which they are assigned.
- (4) **Obtain notes from a classmate for the day you missed.**
- (5) **After doing 1-4 above, contact the instructor if you still have questions or concerns about course material.**
- (6) **Contact the instructor in advance if you must miss class on a day when an in-class exam is scheduled.**