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FILLER IMAGE DEFAULT

Cannot Initialize course data Grading Scheme/Policy

Grade	Grade Points Per Unit
A	
A-	
B+	
B	
B-	
C+	
C	
C-	
D+	
D	
F	

Attendance/Absence Policy

Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussions or internships. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade. Faculty who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student's work.

1. It is the policy of the university to excuse the absences of students for the following reasons:
2. illness or injury when the student is unable to attend class
3. death of a family member (see the Student Bereavement Procedure (<https://www.towson.edu/studentaffairs/policies/documents/bereavement.pdf>) on the website)
4. religious observance where the nature of the observance prevents the student from attending class

5. participation in university activities at the request of university authorities (e.g., Intercollegiate Athletics, Forensics Team, Dance Company, etc.)
6. compelling verifiable circumstances beyond the control of the student

Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance. Absences that do not fall into any of the above categories are unexcused. Faculty may set a limit on the number of unexcused absences.

1. Students who will be representing TU at events, conferences, or other official activities should obtain a Notification of Absence from Class Form from the Office of Campus Life, University Union 232, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class.
2. Students who are absent from class are responsible for any missed work, assignments or assessments (e.g., quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty members should attempt to make a reasonable adjustment of the assignment.
3. Students who fail to appear for the first two class sessions, or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules. Students who lose their spaces must officially withdraw from the course through the Registrar's Office to avoid earning an FX grade for non-attendance. See the sections on Changing a Schedule (<https://catalog.towson.edu/undergraduate/academic-policies/changing-schedule/>) and Grades/Grading (<https://catalog.towson.edu/undergraduate/academic-policies/grades-grading/>) for further information.

Students may not attend a class until they are registered for the class, and they must satisfy all financial obligations to the institution before they register. Family members, including children, of students are not permitted to attend classes. On rare occasions, this might be permitted if related to a course activity such as a presentation.

Academic Integrity Policy

The academic integrity policy for this course is consistent with the TU Academic Integrity Policy. The policy can be reviewed here: <https://www.towson.edu/about/administration/policies/documents/policies/03-01-00-student-academic-integrity-policy.pdf>. (<https://www.towson.edu/about/administration/policies/documents/policies/03-01-00-student-academic-integrity-policy.pdf>)

Course Repeat Policy

When a course is repeated, students will receive credit for the course only once. The higher of the two grades earned will be calculated in the GPA. The lower grade will remain on the record with a *repeat excluded* message. For repeats involving transfer or test credit, please see bullets below.

Note that repeating a course in which a grade of D or higher was earned will not raise the number of earned units once the lower grade has been excluded from calculation.

Students may not make a third attempt of a course except with prior approval. Students must complete a Third Attempt of a Course Petition Form (<http://www.towson.edu/registrar/forms.html>) and submit it to the Registrar's Service Center, Enrollment Services 223, before registering for the course. Grades of W are administrative and are not considered part of the repeated course procedure. However, some Departments restrict the number of times a course may be attempted and in these cases, the W grade will count as a completed attempt. See: BIOL 221 (<https://catalog.towson.edu/search/?P=BIOL%20221>), BIOL 221L (<https://catalog.towson.edu/search/?P=BIOL%20221L>), BIOL 222 (<https://catalog.towson.edu/search/?P=BIOL%20222>), and BIOL 222L (<https://catalog.towson.edu/search/?P=BIOL%20222L>).

- Courses taken for credit at TU may not be repeated at another institution and transferred back to TU.
- Conversely, if a course is transferred to TU and subsequently taken at TU, the transfer credit will be excluded automatically, regardless of the grade earned at TU.
- If test credit is granted for a course that is subsequently taken at TU, the test credit will be excluded automatically, regardless of the grade earned at TU.

Students with Disabilities Policy

This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Accessibility & Disability Services (ADS), 7720 York Road, Suite 232, 410-704-2638 (Voice) or 410-704- 4423 (TDD). Students who suspect that they have a disability but do not have documentation are encouraged to contact ADS for advice on how to obtain appropriate evaluation. A memo from ADS authorizing your accommodation is needed before any accommodation can be made.

<https://www.towson.edu/accessibility-disability-services/>

Cannot Initialize course data Cannot Initialize course data Additional Educational Resources

Additional Educational Resources (required for upper level undergraduate and all graduate courses) may include additional books, articles, online resources to supplement the required resources for the course.