



Make-up Policy

- All assignments should be completed within one (1) week of the original assignment but no later than the end of the month.
- Make-up assignments will be graded for full points.
- After one (1) week, a grade of zero (0) will be given for the missed assignment.
- Not all assignments may be made up; i.e., listening or presentations.
- Thursday tests and the final exam may be made up on the following Friday only. A grade of zero (0) will be given for the missed test.