

ACKNOWLEDGEMENT OF COURSE POLICY:

Course & Section # _____

Name: _____

(Please Print & Circle Name you prefer to be called.)

Student Number: _____

Local Phone Number: _____

Email: _____

(These are “courtesy contact numbers” and will be kept confidential. I have found that “things” often come up during a semester when it would be to the student’s advantage if I could contact them outside of class. For example: problems from the registrar, or if, you are missing a lot of class, I can try to contact you to determine the problem.)

I, (Sign) _____, have read the Course Policy Agreement, and agree to abide by the stated policies for Attendance, Homework, Makeups, Grading, Skills Tests and Academic Honesty & Conduct. I understand the responsibilities that I have in these respects. I agree to bring the proper equipment (PENCILS NOT PENS on tests) to class and to have a calculator with the capabilities mentioned in the Course Policy. I also understand that this calculator may ONLY be used on specified parts of certain tests. I further understand that it is MY RESPONSIBILITY to obtain the assignments (including TEST DATES) if I am absent for any reason.

I understand that materials that are needed for this course outside of the book can be obtained from Mrs. White’s webpage.

If I am having difficulty in this course, I understand that I can talk with Mrs. White to try to get help. I have Mrs. White’s office number, office phone number, email address and webpage address in the Course Policy Agreement. I also understand that free tutoring is available in AH 101A and that a schedule of its hours will be posted in classrooms and on Mrs. White’s webpage.

I agree to keep all tests and daily grade assignments that are returned to me until a grade has been assigned for this course and there is no question as to the correctness of this grade.

If I have special needs for testing as designated through DSS, I understand that it is my responsibility to make *specific* arrangements with Mrs. White at least one class period before each major test.