



SEAS CLASSROOM RULES

Homework Policy

All homework is to be completed prior to attending class. All assigned homework will be checked at the beginning of class. Deductions will be recorded for incomplete homework.

The first-time homework is turned in one-week overdue your grade will receive an automatic 10 points deduction. The second time or second week overdue homework is turned in late it will receive a 20-point deduction. When homework is turned three weeks late or late a third time it will be recorded as a "0". (When a class is missed, homework for missed class(s) must be turned in on first day of returning to class otherwise the previously written deductions come into affect.)

Class Absences/Make-up Policy

No show Students. Students that have registered for a class and have not attended class by the second week of class will be dismissed from the current semester. If they are paid in full at registration, they will be allowed only to apply that payment towards the following semester. If a paid student drops out during the semester, the student will be allowed to re-take only the same class using the text book he was issued the following semester after the student pays \$68.50 to cover re-registration at HCC.

No Absences will be Excused

A student must not be absent for more than (3) three classes per semester. All absences must be made up by attending a (3) three- hour make-up class in one of the other SEAS classes on a night other than their regular scheduled class night. All absences must be made up within thirty (30) days or before the end of the semester, whichever comes first. Any absences not made up will result in an incomplete grade for the course, and the course will have to be retaken to graduate. On the fourth (4) absences, the student will be dropped from the class automatically. Tuition will not be refunded. No make-up classes can be made on the last three weeks of the semester. Chapter tests for a make-up class will be issued after class the same night that the student turns in their make-up slip. (Be sure to study for this test prior to returning to class.)

Grading Policy: (Optional per Instructor)

- ✓ Homework counts towards 30% of your total grade.
- ✓ Chapter quiz count towards 30% of your total grade.
- ✓ Chapters 1-6 test, Chapters 7-12 test and Chapter 1-12 SEAS final divided by 3 counts towards 40% of your total grade.
- ✓ Midterm grades will be passed out to students at the beginning of Chapter 7.
- ✓ You must pass the BOMI final exam to receive credit towards your SMA certification. A grade of 70 or above is required to pass the SEAS course and/or the BOMI final.



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Cell Phone Usage

Cell phones must be placed on vibrate during class. Any calls that you must accept must be taken outside the classroom so as not to disturb the balance of the class. No text messaging is allowed in the classroom.

By signing this you agree that you have read, understand and have been given a copy of the Stationary Engineer's Apprenticeship School Classroom Rules Dated 1/23/2018.

Student Signature

Date