

NOTE: A grade of **INCOMPLETE** will be issued if a student earning a passing grade before the FINAL examination fails to take the FINAL EXAM. A final semester grade will not be issued until the FINAL EXAM is taken within the time allotted by the administrative policy.

- ✧ Tests are announced well in advance and **MUST BE MADE UP** if missed with an excused absence. Make-ups are given by appointment.
 - Be aware that each unit will be tested by a multiple choice test after you have completed the assigned reading but before the topics and concepts have been discussed in class; then followed by an AP-style exam, including free-response questions. Multiple choice tests will be scheduled every 2 to 3 weeks and sets your reading schedule. Normally the multiple choice sections of your unit exams must be taken before or after school while the essay section will be taken during the class period.
- ✧ Announced quizzes may have only one day's notice and **MUST BE MADE UP** if missed with an excused absence.
- ✧ Unannounced quizzes are considered to be part of required classwork and if missed for any reason cannot be made up.
- ✧ There will be some mandatory laboratory exercises that will run into lunch or that need to be completed after school, before school, or on Saturdays. If you are involved in sports, please keep the obligations of this class in mind.
- ✧ Understand that in addition to the regular reading and schedule of multiple choice tests on the reading material, there will be assignments due on a regular basis. These will include **practice essay writings, corrections of incorrect responses on the multiple choice tests, laboratory write-ups or question responses and writing of standard responses**. These assignments are not a choice...they are requirements of the course.
- ✧ There are **research term paper and spring research** requirements in addition to regular class assignments. Failure to complete the term paper/longitudinal study will result in the student earning no higher than a D in the course for the semester.
- ✧ Absences are not considered an excuse for missing work. It is the student's responsibility to turn in homework that has been submitted during absence.
- ✧ Absence on a lab day means forfeiture of Lab Participation points. Make-up of missed labs depends on the lab. If a make-up is possible, it must be done by appointment.
- ✧ Credit for graded assignments will be forfeited if turned late.
- ✧ Homework is checked regularly and contributes to the academic grade and determines the WORK HABITS grade. Homework missed during an absence will be accepted upon returning to class.
- ✧ You have homework every night. In addition to specific written assignments, you have studying to do each night. Most of your textbook reading is to be done at home and the material covered in class each day should be studied at home that night.