

**Lecture attendance and participation policy:** Each student is expected to attend every class in order to learn the content, actively engage with the material, and participate in class discussions and labs. Penalties apply to unexcused absences and excessive late arrivals. Final course grades will be reduced 1% for each unexcused absence or excessive late arrival. If you miss class due to an unexcused absence (e.g. attending a wedding, travel, etc), please let your instructor know ahead of time. Get notes from another student in the class and let the instructor know if you have any questions about the material. Only religious holidays, deaths and illnesses will be excused. If a student misses more than three classes due to illness, they will be required to provide a doctor's note for each additional absence due to illness. Professors may also choose to require a doctor's note for specific classes, such as those that contain labs where students practice administering assessments (this will be conveyed by each professor at the start of the semester). Fraudulent use of excused absences will result in a decrease of the student's final grade by one letter grade. More than one fraudulent use of excused absences will result in dismissal from the program. For every excused absence, the student will turn in a 300-400 word reflection integrating the content of the lecture and readings for the missed lecture. This is due one week after the missed class. Arriving to class late is disruptive to the learning environment and is unprofessional. **Consult with the course instructor if you have extenuating circumstances** (vacations, car trouble, picking up people from the airport are not considered extenuating circumstances).