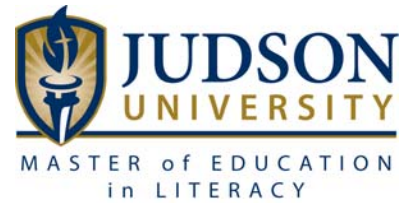


# Attendance, Grading, & Communication Policies



## ATTENDANCE POLICY

Attendance is an important component which influences the quality of education at any level of study; however, in an accelerated degree program it is paramount. One of the key benefits of the Master of Education in Literacy Program is degree completion in only one year; one of the drawbacks is that this benefit necessitates a strict attendance policy that is adhered to by each professor. Late arrival to class is not acceptable with obvious exceptions being made for unavoidable circumstances. An evident pattern of late arrival will be addressed by the Program Director.

To graduate from this degree program, students must have attended 95% of their classes. This allows for only four absences throughout the entire program, and even those absences must fall within specific parameters:

- No absences are allowed from a two-hour course because these courses only meet on four/five occasions.
- One absence is permitted from a three-hour course. Two absences from the same three-hour course will result in the final grade being lowered by one letter grade.
- Arriving late for class twice within the same course will equal an absence.

A student who misses more than four class sessions throughout the entire program will, under most circumstances, be automatically withdrawn from the program.

*Appeals may be made to the Program Director with regard to unusual or extenuating circumstances which impact attendance.*

## GRADING POLICY

Final grades for the Master of Education in Literacy Program will not contain (+) or (-) signs.

## GRADING SCALE

92 – 100	A
84 – 91	B
76 – 83	C
75 and below	F

A grade point average of 3.0 is required to graduate from this program. A graduate student may receive a grade of C as the final grade in one course and remain in the program. Upon receiving a second C as a final course grade, however, the graduate student will be required to withdraw from the program. Students receiving a grade of C will need to earn a grade of A in a course (or courses) of equal credit value in order to maintain the G.P.A. needed to graduate.

## COMMUNICATION POLICY

The primary method of communication between graduate students and the university will be through electronic mail.

While enrolled in the Master of Education in Literacy program, students have the responsibility to check their Judson University e-mail accounts daily for timely and important communication that may be sent from the program director, professors teaching in the program, or offices of the university.

Students admitted to and entering the Master of Education in Literacy program must accept full responsibility for consequences resulting from a failure to regularly read and respond to e-mails related to coursework or university obligations. Graduate students experiencing difficulty in using a Judson University e-mail account should notify both the Tech Services department (847) 628-2547 and the program director (847) 628-1093.

---

*My signature here indicates that I have read and been fully informed of the policies related to attendance, grading, and communication prior to enrolling in the Master of Education in Literacy Program at Judson University.*

---

Prospective Graduate Student Signature

---

Date