LANGUAGE PROGRAM MAKE-UP POLICY, FALL 2007

General university policy states that students who can verify that they were prevented from completing assignments due to illness or religious holidays are permitted to make up the work they missed. Students who miss class because of their performance in university-sponsored events, such as athletic competitions, fine-arts performances, ROTC activities, etc. are also allowed to make up the work they missed. The other valid reason for making up work is a death in the immediate family.

Personal reasons for missing class cannot be excused. These include personal trips to attend university-sponsored events as a spectator, to visit family, to attend weddings, to attend court (except for jury duty), other personal reasons, even when plane tickets have been purchased.

Students must provide original documentation for all valid absences. For illness, a medical excuse from a doctor or other appropriate health-care provider is required and is subject to confirmation. Students using the University Park Health Center should have a valid release on file at the UPHC with their instructor's name on it. For university-sponsored events, an original memo from the appropriate advisor must be provided. Documentation from a newspaper, funeral, memorial service, etc., must be provided in the event of absence due a death in the immediate family.

Participation

Participation requires presence in the classroom and is quantified based on your preparation, contributions to the class, participation in small groups, attentiveness, and overall use of Spanish. Participation grades are assigned for every class hour. Participation **CANNOT** be made up, even when the absence is excused.

Class Work

To make up missed class work, consult your instructor. Give your instructor the original of your excuse, who will verify it and attach it (or a copy of it) to the grade sheet.

Midterm (Machine-scored exam and Composition I)

To make up the midterm machine-scored exam and/or composition exam I on the last Monday of the semester, fill out this form, attach the original of your excuse, and turn in to Dr. Vierma in THH 156S or put it under her office door by 3:00pm, Weds., 24 October 2007. Keep copies of this sheet and your valid excuse.

Midterm oral interview, final oral interview

Students with valid excuses for missing the midterm oral interview or the final oral interview make arrangements with their instructors to make up their exams.

NAME _____ **EMAIL** _____

PHONE_____ **STUDENT NO.**_____

SPAN **120** **150** **220** **240** **PORT** **120** **150** **220**

INSTRUCTOR_____ **SECTION #**_____

We will email you by Friday, 26 October 2007 regarding your make up request.

Make-ups are on Friday, 02 November:	8-10 am	SPAN 240, PORT 120 and 220
	2-4pm	SPAN 120, 150, and 220

If you require a non-Friday afternoon test date or have questions, contact Dr. Vierma at 740-1267 or vierma@usc.edu.