

University of Louisiana at Monroe
College of Arts and Sciences
School of Visual and Performing Arts

Office: Stubbs 139A
Phone: 342-1378

Division of Art

Art Office: Stubbs 141
Phone: 342-1375

Course calendar, info, and
gradebook are available on the web at:
www.ulm.edu/~fassett.

Each student must invent a password (eight characters or less, case sensitive) for the gradebook. The name will be entered (Last, First) as it is listed on the class roster. You may send info via e-mail to: fassett@ulm.edu

GRADE BASED UPON A FOUR EXAM AVERAGE

Three exams - (two plus the final) from lectures or assigned reading.
A pop-quiz/exercise average will be used as the **fourth exam** grade.
No makeup on quizzes.

However, the three lowest quiz scores will not be averaged.

No makeup on exams without documented proof of a reasonable excuse. Time and type of makeup exam will be determined by the professor.

DETERMINING THE FINAL LETTERGRADE

The highest exam average of the class will be averaged with the highest possible average to obtain a benchmark score. Grades will be calculated against that benchmark.

FOR EXAMPLE:

Highest average of 92, highest possible 100. $(92+100)/2 = 96$ (benchmark grade)
This benchmark will be used to compute lettergrades.

at or above the benchmark of $96 \times .9 = 86.4$ **A**
 $96 \times .8 = 76.8$ **B**
 $96 \times .7 = 67.2$ **C**
 $96 \times .6 = 57.6$ **D**
BELOW = **F**

CLASS ATTENDANCE is regarded as an obligation as well as a privilege, and all students are expected to attend regularly and punctually. Failure to do so may jeopardize scholastic standing and may lead to suspension from the college or university as described in the university catalog.

Note on Attendance:

Attendance means on time, full time.

A record of unexcused absences exceeding 10%, or excused absences exceeding 20%, of the semester class days is unacceptable. A student should make every effort to attend regularly or drop the course and repeat it at a later date.

A semester grade of incomplete cannot be granted unless 75% of the course work has been satisfactorily completed.