Permission to Hand Back Graded Papers/Course Policies Checklist

When I hand back graded exams, quizzes, or homework in class, I will either pass them down the rows in the classroom by seat number, put them in organized stacks in the front of the room for you to pick up, or hand them back individually. I will do my best to conceal exam grades by not writing them on the front page of the exam, but it is possible that other students may see your grades. If you would not like to receive graded papers back in class, you will have to come and get them from me during my office hours.

Please check one and return to me:

______ Yes, I will allow you to hand back graded papers in class, even though I understand it is possible for other students to see my grade.

______ No, I do not want my graded papers handed back during class. I understand that I must pick up my papers from you during your office hours.

Additionally, please check or initial each of the following statements. Then, print and sign your name at the bottom.

______ I understand that I can only make up assignments for which I have a University-approved reason in writing for missing class.

______ I understand that if I do miss class for a University-approved reason, I must notify my instructor BEFORE I miss class if possible. If not possible, I must notify my instructor within two working days of the absence in order to be allowed a makeup. [Note: In cases where no graded quiz, HW, or exam is missed, notification is not necessary.]

______ I understand that if I miss a quiz/HW/exam due to illness, I must bring a doctor's note to be verified in order to be allowed a makeup.

______ I understand that if I do miss class for whatever reason, I am responsible for getting the notes and learning the material.

______ I understand that if I have a dispute about my grade, I must bring this to the attention of my instructor by the next class period after the assignment has been handed back.

______ I understand and agree to abide by the Aggie Honor Code.

Printed Name:__________________________________________

Signature:__________________________________________