

Missed Assignment/Exam Policy

It has come to my attention that I spend a great deal of time chasing after students who do not meet deadlines. This is even with my draconian late work policy. In order to be fair to all, myself included, I need to make clear what exactly my policy is.

All assignments, exams, tasks, (see why I now use the word “challenge”) have a deadline. There are really only two legitimate excuses for missing a deadline. 1. Illness. 2. A documentable “project” whose date and attendance is out of your control. Let me speak to each of these in turn. Concerning illness: I would rather that you remain home if you are ill. What I mean by this is, if you are contagious, get well and send me some notification about what is happening to you. I don’t mean the sniffles, but a virus infection or some graver illness. You are doing yourself and others no service by coming to class. However, that does not excuse you from sending me an email alerting me to the cause of your absence. Concerning the documentable “projects”: I am aware that you have other commitments than my classes. Some of these require you to miss class. However, all of the ISU programs will and do prepare letters for these events. Others send out emails to the professors. For military events, et al., those institutions prepare orders or other documents that can be copied and produced to me for my file. Any and all of these are legitimate reasons for missing class.

However, my policy is, in the event of #2, you should contact me *prior* to the event in question, and satisfy the challenge requirement before the deadline. This obligation is on your shoulders. I should not have to make several inquiries about a missed assignment.

In the event of #1 (illness), you should be in contact with me alerting me about your progress back to health. You should be prepared to show me some sort of documentation that you were ill (doctor’s note, medical bill, hospital papers, etc.). Only by having continuing contact from you to negotiate deadlines can I possibly manage resetting a challenge.

For all other occasions for missing any deadline, I need to make my position perfectly clear. If you miss a deadline, you will receive a zero. I asked you at the beginning of the semester to contact me by email or by phone (email preferred) *prior to the deadline* about an extension. I do these only in writing (usually by email). What I want is a paper trail to document these things. This is not a matter of being mean on my part, but a matter of being fair to everyone concerned. Others are negatively affected by a changes in deadlines, especially when those changes benefit a small number of others.

So, let me make something perfectly clear. Barring #1 and #2, and given the conditions outlined above, *without prior notification, no extensions will be granted ex post facto. Any assignment et al that is not completed by the stated deadline will receive a zero. PERIOD.* I take this extremely seriously.

I also need to say that I, generally, receive about 10 to 15 grade complaints per semester. Statistically, this is well within the 8% range of the usual 200+ students I teach per semester. Missing a deadline and receiving the justified zero *is not grounds for disputing anything.* I will

not entertain any grade complaint whose only justification is that someone missed a deadline and did not ask for special consideration, and simply failed to turn anything in. Sorry. You have been informed since day one of this class what my policies are. By remaining enrolled in the class, you have consented to living by the policies set forth in the syllabus and all amendments thereto (*including those posted online, like this one*).

Again, I am not saying that there may not be legitimate reasons for either missing a class session, or missing a deadline. I have made it perfectly clear what I consider those legitimate reasons to be in this document. But, there are further obligations and actions you must perform in order for me to take these into consideration. These decisions have wide ranging consequences that affect more than just one person. I said this on day one as well.