



IV. ATTENDANCE POLICY

Include attendance policy.

V. FINAL EXAM

Students will be taking a COMPREHENSIVE final exam. This exam will be worth *a minimum of 20% of your overall grade*. The exam is scheduled for *include date* from *include time*. Make necessary arrangements now to attend as NO exceptions will be made.

VI. GRADING SCALE

Grades will be assigned according to the following scale:

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

VII. GRADING PLAN

Include information on the number and type of evaluation methods (exams, quizzes, labs, homework, papers, etc.) with point or percentage values for each.

VIII. GENERAL COMMENTS BY INSTRUCTOR

UNA Mission Statement: As a regional, state-assisted institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

Include other relevant class information and policies.

**Revised Fall 2019