Business Department Expectations

Applies to Business Management and MOL

Revised 2/19/2015

To encourage effective learning in each Focus class, the University of Northwestern – St. Paul Business Department has adopted these expectations for all classes offered by the department through the FOCUS program. Understanding these expectations is your responsibility as a student. Please review this document carefully.

Attendance

Because of the accelerated format of FOCUS classes, all class time is extremely valuable and any absence is likely to adversely affect your grade. This applies to both excused and unexcused absences.

There are often experiences during a class session that can’t really be made up. If the class includes discussion, group participation, peer evaluation of the work of other students, etc., there’s really no way to replicate that experience outside of class. Missing that in-class work can also be expected to negatively affect a student’s grade, above and beyond the absence itself.

Requests for Exceptions

Students seeking an excused absence, alternate assignment, incomplete, or other exception from department expectations should seek their instructor’s permission in writing. Verbal discussion with an instructor before, during or after class is not a substitute for written permission.

Students who need to miss class should contact the instructor by e-mail as soon as possible with the timing and reason for their absence. Instructors may, at their discretion, treat the absence as excused or unexcused. In general, excused absences may be granted for unavoidable conflicts (emergency surgery, death in the immediate family, severe illness, etc.). Excused absences will not be granted for elective absence, such as family vacations. It is preferable to contact the professor before the first meeting of a class if you anticipate being unable to attend all class sessions.

In the case of an unexcused absence, the student’s final course grade will be lowered by one full letter grade. More than one unexcused absence will result in a failing grade for the course.

In the case of an excused absence the instructor may assign makeup work to help mitigate the negative effect of the absence on a student’s grade. The availability and nature of the makeup assignment is at the sole discretion of the instructor, as is the value of the makeup work toward the student’s final grade.

If a student misses more than 2.5 total hours of class for a 4-week course, or more than 3.75 hours for a 6-week course, or more than 5 hours for an 8-week course, the student must withdraw from the course and repeat it at a later date.
Late work

The ability to meet deadlines is a vital professional skill. To encourage development of this skill, late work will generally not be accepted. Unless otherwise noted, assignments are due at the beginning of the class period on the due date. Assignment due dates are not affected by excused or unexcused absences; you are responsible for meeting assignment deadlines regardless of your presence in class on the day the assignment is due.

Incompletes

Students who anticipate that they may not be able to complete the course assignments by the end of the course may petition the instructor in writing for an incomplete. Incompletes will be given only in exceptional circumstances, and are granted or denied at the sole discretion of the instructor.

Professionalism

Clear written and verbal communication is an important consideration in the grading of assignments. Students are expected to create professional level work that is free of spelling, grammar and punctuation errors. Writing errors will adversely affect your grade.

Permissions

A student seeking an excused absence, alternate assignment, incomplete, or other exception from department expectations should seek their instructor’s permission in writing. Verbal discussion with an instructor before, during or after class time is not a substitute for written permission.