

The University of Alabama at Birmingham
Department of Foreign Languages and Literatures

FOREIGN LANGUAGE CLASS POLICIES

1. Quizzes and exams must be taken on dates and at times indicated.
2. Classes begin promptly at hours scheduled. On quiz and exam days, the oral part of the quiz or exam will not be repeated for latecomers.
3. No credit will be given for homework turned in late.
4. There is to be no eating or chewing gum. All cell phones must be turned off during class.
5. UAB has no uniform attendance policy. For semester-length classes*, the Attendance Policy of the Department of Foreign Languages and Literatures is:

Class participation, contribution and actual speaking in the target language is crucial in order to learn a language, therefore class attendance is mandatory. Any absence is going to affect students' class participation and final grade. If under special circumstances, students need to miss classes, the following attendance policy will be applied:

3-days a week classes: 2 % from the FINAL grade is deducted for EACH absence above

4. More than 9 absences will result in an AUTOMATIC "F".

2-days a week classes: 2 % from the FINAL grade is deducted for EACH absence above

3. More than 7 absences will result in an AUTOMATIC "F".

1-day a week classes (seminars): 2 % from the FINAL grade is deducted for EACH absence above 1. More than 3 absences will result in an AUTOMATIC "F".

Example for 3-day classes:

Final grade = 93

6 absences (2 above maximum permitted) = $93 - 4 = 89\%$ final grade

10 absences = F

Example for 2-day classes:

Final grade = 90

6 absences (3 above maximum permitted) = $90 - 6 = 84\%$ final grade

8 absences = F

Example for 1-day classes:

Final grade = 95

2 absences (1 above maximum permitted) = $95 - 2 = 93\%$ final grade

4 absences = F

*The Attendance Policy will be adjusted for summer classes.

Approved September 18, 2002