School of Business & Public Policy

Dunham Hall – Room 239

1400 Marseillaise Place

Aurora, IL 60506

CSC3510 - Software Testing Verification, Validation and Quality Assurance

Spring 2021

Instructor: David Lash

Office: Stephens 200  
Phone:  630-370-9313  
Email:   [dlash@aurora.edu](mailto:dlash@aurora.edu)

Office Hours: MWF 1030-12 - <https://aurora.zoom.us/j/97811349844>

Class Meeting Times: Tuesday, Thursday 10:00AM-11:45AM

Class Location: Remotely via Zoom: <https://aurora.zoom.us/j/99423677352>

**Course Description (from AU Academic Catalog)**

This course will cover both the theory and application of software testing. Types of testing include: functional, syntax, white-box based tools, code inspections including debugging, verification of program correctness, and software safety. Students will work on projects that integrate learned testing frameworks and methods of code development to develop and test existing or new code.

**Course Learning Outcomes**

As a result of successfully completing this course students will:

1. Expand development skills needed to become a professional software developer
2. Understand and utilize tools, techniques, and processes, needed to develop quality software
3. Develop a software project that utilizes and showcases these new skills and techniques

**Required Texts & Course Materials:** None

**Recommended Text:**  Unit Testing Principles, Practices, and Patterns. Vladimir Khorikov. Manning. 2020

**Course Assignments & Evaluation**

|  |  |  |
| --- | --- | --- |
| Assignment | Course Learning Outcome | Grade Percentage |
| Quizes and In Class Assignments | 1,2,3 | 15% |
| Project, HW | 1, 2, 3 | 45% |
| Midterm Exam | 1, 2 | 15% |
| Final Exam | 1,2,3 | 25% |
| Total |  | 100 |

**Itemized Description of Assignments**

1. Quizes and In-Class Assignments

* This course has a series of quizes that reinforces the material. You may take the quizes more than once BUT ***they must be completed the week they are assigned***. If you want to use the quizes to study for exams, make a copy of the quizes while you take them.
* The class will have a series of in-class assignments that you will need to complete that week. These will be short and intended to reinforce material learned during class.

1. Project & Homework

This class has project work to gain experience with working with teams and working on a realistic Software Development Process. In addition, there will be individual homework assignments to reinforce specific material and help you expand your skills.

1. Midterm Exam

A midterm example will be be administered based on the lectures, in-class assignments,

quizzes and homework**.** If you are unable to take the midterm, you must notify me in advance of the scheduled test.

1. Final Exam

The final will be administered on Tuesday, 04/27/21. It is a comprehensive exam that will cover all material in the course.

**Weekly Schedule\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Ct** | **Week** | **Topic** | **Work/ Reading / Notes** |
| 1 | 2021-01-11 | Set up … Introduction … Testing Concepts. Verification/Validation | Test Case Design  Code Reviews |
| 2 | 2021-01-18 | Agile And EP, Unit Testing with Java. | TDD  MLK (1/18) Paired Programming |
| 3 | 2021-01-25 | Test case design | Test Case Design  Unit Testing w/ Java |
| 4 | 2021-02-01 | JS Review and Debugging | JS Problem. JS Debugging practice |
| 5 | 2021-02-08 | JavaScript and mocha | JS Mocha TDD |
| 6 | 2021-02-15 | JS and Mocha | JS Mocha TDD part 2 |
| 7 | 2021-02-22 | API Testing | Postman Work |
| 8 | 2021-03-01 |  | Midterm - Mid-semester Vacation Day - no classes (3/5) |
| 9 | 2021-03-08 | Node.js | Project Formation |
| 10 | 2021-03-15 | Node.js | Project Definitions |
| 11 | 2021-03-22 | Node.js testing | Node.js testing work |
| 12 | 2021-03-29 | Node.js testing | Project work. Node.js work |
| 13 | 2021-04-05 | Integration testing | Project work |
| 14 | 2021-04-12 | Load Testing | Project work |
| 15 | 2021-04-19 |  | Presentations |
| 16 | 2021-04-26 |  | Final Exam (04/27/21 T 11:15AM) |

\* The professor reserves the right to modify this schedule. Modifications to readings, due dates, and other course-related activities will be announced in class or through e-mail.Students are responsible for adapting to any announcements in class concerning course and schedule changes, including changes in due dates, examinations, etc.

**Part II: Aurora University Policies & Procedures**

**AURORA UNIVERSITY MISSION STATEMENT**

Aurora University is an inclusive community dedicated to the transformative power of learning. As a teaching-centered institution, we encourage undergraduate and graduate students to discover what it takes to build meaningful and examined lives. Our singular goal is to empower our students to achieve lasting personal and professional success.

In addition, during the next academic year the campus community must recognize that the COVID-19 pandemic is likely to require changes in plans and flexibility in order to help protect the health and safety of our community.  The University has reserved the right to change or alter its programs, services, methods of delivering course content, schedules, and other operations to respond to the evolving COVID-19 situation.  Changes to this schedule and syllabus may therefore be necessary; if so, I will notify you.  Please refer to the 2020-2021 Catalog Addendum for more information and please do not hesitate to contact me if you have questions.

**SPRING 2021 COURSE ATTENDANCE**

* Students who selected **Remote** learning must attend a course listed as Hybrid via Zoom.
* Students who selected **Hybrid** learning must attend a course listed as Hybrid in person. Exception: Students who selected **Hybrid** and must isolate and quarantine due to COVID.
* Fully **Face-to-Face** classes must be attended in person unless a student must isolate and quarantine due to COVID.
* Students must inform their instructors immediately if they need to temporarily attend class via Zoom for isolation and quarantine purposes.

**AURORA UNIVERSITY CORE VALUES**

* Integrity: Aurora University adheres to the highest standards of integrity in every aspect of institutional practice and operation. Through this proven dedication to honesty, fairness, and ethical conduct, we lead by example and inspire our students to do the same.
* Citizenship: Aurora University exercises the rights and responsibilities of citizenship in an inclusive educational community, founded upon the principles of mutual respect and open discourse. We live within our means and manage our resources wisely and responsibly, while sustaining an environment that fosters teamwork and promotes services to others. We serve the needs of the Fox River Valley, McHenry County (Illinois), Walworth County (Wisconsin), and online learners by offering myriad educational and cultural opportunities to our students and the community-at-large.
* Continuous Learning: Aurora University works and lives as a non-profit organization dedicated to continuous learning. We help students achieve their full potential.
* Excellence: Aurora University pursues excellence by embracing quality as a way of community life.

**AURORA UNIVERSITY LEARNING OUTCOMES**

* Effective Communication - Students will communicate clearly and offer well-supported arguments in their writing and speaking.
* Critical Thinking - Students will demonstrate skills of analysis, problem solving, and application.

**AURORA UNIVERSITY GENERAL EDUCATION LEARNING OUTCOMES**

* Creative Thinking - Students will demonstrate original or imaginative ways of thinking about, reacting to, or working in the fine, performing, or literary arts.
* Discovery and Reflection - Students will demonstrate how discovery and reflection in regard to the world have affected how they view their sense of purpose.
* Quantitative Reasoning - Students will evaluate and utilize quantitative evidence, methods, and models effectively
* Intercultural Knowledge - Students will demonstrate an understanding of cultural differences and human diversity.
* Social Scientific Inquiry and Analysis - Students will utilize scientific principles, models, or theories to promote and demonstrate understanding of social phenomena.
* Scientific Reasoning - Students will utilize scientific principles, models, or theories to promote and demonstrate understanding of natural or physical phenomena.

**ACADEMIC SUPPORT**

**Academic Support Center – Aurora Campus**

The ASC offers free professional writing support for all courses at all levels.  Math and science tutoring for specific undergraduate courses is also available.  These services are available to all registered AU students at all locations.  The instruction and support provided is intended to enhance student learning.  To schedule your appointment, go to Academic SupportNet on Okta. To access math and science tutoring for select undergraduate courses, students can access [www.Tutor.com](http://www.Tutor.com) via their Moodle course shell. Online students may access [www.Tutor.com](http://www.Tutor.com) for their academic support needs.

**Academic Support – GWC Campus**

Writing assistance and peer tutoring are available to students at no charge, at GWC.  If you would like to make an appointment, please email [scottlibrary@aurora.edu](mailto:scottlibrary@aurora.edu).  In addition, GWC students are eligible to receive tutoring and writing assistance remotely by going to Academic SupportNet on Okta. To access math tutoring for select undergraduate courses, students can access [www.Tutor.com](file:///C:\Users\mtarling\Documents\1%20DEAN%202019\Faculty\Syl%20Guidelines\www.Tutor.com) via their Moodle course shell. For questions, contact the Academic Support Center at <http://aurora.edu/asc>.

**Academic Support Center – Woodstock Campus**

Woodstock campus students can access free professional writing support for all courses at all levels via the Aurora campus ASC, or peer writing assistance at the GWC campus.  Math and science tutoring for specific undergraduate courses is also available. The instruction and support provided is intended to enhance student learning.  To schedule your appointment, go to Academic SupportNet on Okta. To access math tutoring for select undergraduate courses, students can access [www.Tutor.com](file:///C:\Users\mtarling\Documents\1%20DEAN%202019\Faculty\Syl%20Guidelines\www.Tutor.com) via their Moodle course shell, or you may email scottlibrary@aurora.edu for services via the GWC campus. For questions, contact the Academic Support Center at <http://aurora.edu/asc>.

**phillips Library**

The library is the premier destination for scholarly, credible sources. High quality sources increase the likelihood of producing a high quality paper. Scholarly and popular journals as well as ebooks can be located through the AU library website (<http://aurora.edu/library>), or the GWC Scott Library website (<https://gwc.aurora.edu/academics/library>). Librarians are a valuable resource; please do not hesitate to ask for assistance with any research questions. They are available for all students by chat at (<http://aurora.libanswers.com/>), text (630-796-7615), phone (630-844-5437), or by an online appointment with a librarian <http://libguides.aurora.edu/appointments>.  For assistance on the GWC campus, contact Dr. Julie Beyers ([jbeyers@aurora.edu](mailto:jbeyers@aurora.edu)). Services for Woodstock campus students are available through both the Aurora and GWC campuses, including courier delivery of materials.

**ACADEMIC REGULATIONS**\*

**Code of Academic Integrity**

Aurora University’s core values include integrity and ethical behavior. A community of learners, Aurora University students and faculty share responsibility for academic honesty and integrity. The University expects students to do their own academic work. In addition, it expects active participation and equitable contributions of students involved in group assignments. Aurora University’s Code of Academic Integrity (henceforth, the Code) prohibits the following dishonest and unethical behaviors, regardless of intent.

* **Cheating.** Cheating is obtaining, using or attempting to use unauthorized materials or information (for example; notes, texts, or study aids) or help from another person (for example looking at another student’s test paper, or talking with him/her during an exam), in any work submitted for evaluation for academic credit. This includes exams, quizzes, laboratory assignments, papers and/or other assignments. Other examples include altering a graded work after it has been returned, then submitting the work for re-grading; or submitting identical or highly similar papers for credit in more than one course without prior permission from the course instructors.
* **Fabrication.** Fabrication is unauthorized falsification, invention or copying of data, falsification of information, citations, or bibliographic references in any academic course work (for example, falsifying references in a paper); altering, forging, or falsifying any academic record or other University document.
* **Plagiarism.** Plagiarism is representing someone else’s work (including their words and ideas) as one’s own or providing materials for such a representation, (for example, submitting a paper or other work that is in whole or part the work of another, failing to cite references, presenting material verbatim or paraphrased that is not acknowledged and cited).
* **Obtaining an Unfair Advantage.** This is (a) stealing, reproducing, circulating or otherwise gaining access to examination materials before the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) intentionally obstructing or interfering with another student’s academic work; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.
* **Unauthorized Access to computerized records or systems.** This is unauthorized review of computerized academic or administrative records or systems; viewing or altering computer records; modifying computer programs or systems; releasing or dispensing information gained via unauthorized access; or interfering with the use or availability of computer systems of information.
* **Facilitating academic dishonesty.** This is helping or attempting to assist another commit an act of academic dishonesty in violation of this Code (for example, allowing another to copy from one’s test or allowing others to use or represent one’s work as their own).

Students are advised to consult the [University’s Code of Academic Integrity](https://aurora.edu/academics/resources/code.html#.WZTOJFGQzIU) at <https://aurora.edu/academics/resources/code.html#.WZTQelGQzIU> to review the consequences of violating these expectations, consequences which will be enforced within this course. In addition, if a student is found guilty of violating any of the above provisions, the student will receive a sanction ranging from an F on the assignment in question, to an F in the course.

**Classroom Conduct Policy**

Students enrolled in AU courses have the right to learn in an environment where all individuals are treated equitably and with respect. Behaviors at a physical campus, in a remote setting, or in an online learning classroom, or at an internship/clinical placement, that interfere with the learning experience are not permitted. Disruptive or disrespectful behaviors will be referred to the School Dean for consideration of further action, up to and including dismissal from the institution in serious instances.

**Attendance Policy**

Regular class attendance is expected of all students. Aurora University has no

permissible cut policy. Because of the wide diversity that exists among the various

courses within the university and the manner in which they are conducted, it is the

responsibility of each instructor to establish and maintain his/her own policy in each of

his/her classes. Each instructor is highly encouraged to maintain a record of attendance history. Students must comply with attendance requirements established by financial aid sources regardless of the attendance policy established by the instructor.

**Authorized Absences from Class Policy**

A student representing the university at university-sponsored events may be granted

authorized absences from class provided that the student has complied with approved

procedures. Note that it is the responsibility of the student to attempt to schedule

courses so as to minimize potential class absences. It is generally unacceptable for

authorized absences to exceed 20% of the class meetings.

**Attendance Policy Considerations for Special Circumstances (COVID-19)**

In the event that CDC endorsed community health concerns or other extraordinary circumstances cause the university to transition to remote learning in part or total, the following attendance policy will apply. Synchronous class sessions attended remotely (via Zoom or other means) are treated as in-person class sessions for the purpose of attendance. Appropriate attendance for these class sessions will require that the student’s device camera is on with the student clearly visible. The attendance policy listed in the course syllabus will remain in force. Visibility of the student shall serve as evidence of attendance during the remote instruction period.

1. Isolation/Quarantine – In the event that a student is experiencing symptoms, is awaiting test results, has been confirmed to have been exposed to someone who tested positive, or has tested positive for COVID-19, she or he must isolate/quarantine at home or in university-designated space for the duration of time prescribed by the CDC or relevant regulatory authorities. During this time, the student may attend class via Zoom and engage remotely in learning activities as she or he are able, and if the class structure allows. Should the student be too ill to attend via Zoom, or the class structure prohibit such remote attendance or engagement, the class sessions missed shall be excused. A student may return to class from isolation/quarantine when cleared by the university to do so.
2. Documentation – Should a physician’s recommended isolation/quarantine time exceed that prescribed by the CDC or other relevant regulatory authorities, documentation must be provided to the university. Once provided, the Special Circumstance Attendance Policy will honor the physician’s recommendation in the determination of excused absences.
3. Make-up Work – At minimum, a student whose absences are excused shall be able to make up all work and assignments missed during their illness. Faculty members may authorize additional time at their discretion.
4. Extended Absence for Illness – A student and faculty members may request an I (Incomplete) grade if the student was passing the course prior to the first COVID-19 related absence. Such requests are subject to customary administrative approvals. The university completion deadline for the I (Incomplete) grade stipulations shall apply.

**Disability Statement**

Aurora University is committed to providing equal access for students with documented disabilities. In order to receive consideration for reasonable accommodations in compliance with the American with Disabilities Act (ADA) students must contact the AU Disability Resource Office.  Visit their website at <http://www.aurora.edu/dro> in order to initiate a request for accommodations. More information can be obtained by emailing [disabilityresources@aurora.edu](file:///C:\Users\mtarling\Documents\1%20DEAN%202019\Faculty\Syl%20Guidelines\disabilityresources@aurora.edu).

**Electronic Devices**

Students are asked to limit use as to avoid disturbing the learning environment. The instructor reserves the right to further limit use if, in their opinion it is interfering with the orderly functioning of the class. Please refer to the specific policy mandated by your instructor.

**Final Exam**

All traditional and remote classes are required to meet during the assigned final examination period at the end of the semester as this is considered to be part of the required meeting time for the course, with the exception of online students who engage in scheduled learning activities throughout the last week of class and will not meet at a specific time for a final exam or activity. Alternative testing during finals week is provided through the Academic Support Center for students who receive such accommodations through the Disability Resource Office and for students who receive permission to take the exam after the assigned final examination period due to illness or other emergency.

*\* Please refer to the Aurora University Catalog for additional information regarding academic regulations and requirements.*

**EMERGENCY PROCEDURES**

Students are encouraged to be aware of measures that Aurora University has taken to create a safe learning environment, as well as their own role in emergency preparedness efforts. All classrooms and labs have deadbolt locks installed in entry doors, and university buildings can be placed into a lockdown status. AU has also installed evacuation maps along with emergency response guides in each classroom and building on campus. Maps include the floor plan of that particular building floor; building name and address; fire evacuation routes; and severe weather safety zones. To help prepare for emergency situations, please make sure to review these maps and guides regularly. As the university puts in place other safety procedures, the campus community will be notified.

Aurora University follows the **Run, Hide, Fight protocol** in the event of an active shooter. Run, Hide, Fight is the leading protocol followed across college campuses and is endorsed by both local and federal law enforcement agencies, including the Department of Homeland Security. Run, Hide, Fight provides the campus community with clear, actionable steps:

RUN - If there is a clear, accessible escape path, attempt to evacuate.

* Have an escape route and plan in mind.
* Evacuate regardless of whether others agree to follow.
* Leave your belongings behind.
* Help others escape, if possible.
* Follow the instructions of any police officers.

HIDE - If evacuation is not possible, find a place to hide

* Your hiding place should…
* Be out view.
* Provide protection if shots are fired in your direction (Example – an office with a closed and locked door, behind a file cabinet, or a copier).
* Not trap you, or restrict your options for movement (for a fast escape).
* You should…
* Silence your cell phone (including vibrate mode) and remain quiet.
* Lock and barricade the door.
* Turn off the lights in the room and remain calm and quiet.

FIGHT - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter.

* You should…
* Act as aggressively as possible against armed intruder. Yell and scream.
* Improvise weapons or throw items at the armed intruder
* Commit to your actions . . . your life depends on it.

At Aurora University, everyone is responsible for creating a safe environment, so it is important for students to report suspicious or threatening objects, people, or conditions to Campus Public Safety. At Aurora campus, call 630-844-5450 or 911 for an emergency; in non-emergency situations, call 630-844-6140 or x6140 (if calling from on campus).  At GWC, call 262-749-8320 or 911 for an emergency.  At Woodstock campus, call 815-338-2131 or 911 for an emergency.

In the event of campus classes or offices being closed due to inclement weather, or an emergency situation affecting the campus, AU has an emergency alert notification system that will send important messages through text, email, and the university’s social media channels. All current students are automatically enrolled to receive both text and email messages. Please make sure to keep your phone number and contact information updated in WebAdvisor, as well as allow your phone to receive short code messages.

If you do not have text messaging enabled on your cellular phone, you can check the AU website homepage and social media channels to see if there is an emergency announcement.

**SEX DISCRIMINATION AND SEXUAL MISCONDUCT PolicIES**

Aurora University does not tolerate sex discrimination against students, staff, faculty, or visitors, in any form, including but not limited to: quid pro quo sexual harassment, hostile environment sexual harassment, sexual harassment, dating violence, domestic violence, stalking, sexual assault and sexual exploitation. The University also provides assistance for community members reporting sexual misconduct. For additional information, including detailed definitions, reporting options, and support resources, please refer to AU’s policies related to sexual misconduct at <https://aurora.edu/sexual-misconduct/>.

The University has designated the following individuals to enforce the sex discrimination and sexual misconduct policies and to educate the community regarding reporting and prevention:

Aurora & Woodstock Campus Title IX Coordinator: Amy Gray, VP for Student Life, [agray@aurora.edu](mailto:agray@aurora.edu) 630-844-5467, Eckhart Hall 316B

GWC Campus Title IX Coordinator: Dr. Kate Herrick, VP for Academic & Student Life, [kherrick@aurora.edu](mailto:kherrick@aurora.edu) 262-245-8581, Meyer Hall 203

**Confidential on-campus support and resources are provided by the following offices:**

**Aurora Campus:**

Counseling services are provided to students free of charge.

To access support via Counseling and Psychological Services, please call 630-844-4932 or visit aurora.edu/counselingappointment

University Chaplain, Mark Woolfington, [mwoolfington@aurora.edu](mailto:mwoolfington@aurora.edu), 630-844-6175, 430 S. Evanslawn

**GWC Campus**:

Counseling services are provided to students free of charge.

To schedule a counseling appointment, contact Dr. Julie Beyers, [jbeyers@aurora.edu](mailto:jbeyers@aurora.edu) or Ashley Lynch, MSW, CAPSW, [alynch@aurora.edu](mailto:alynch@aurora.edu).

**Woodstock Campus:**

Counseling services are provided to students free of charge.

To schedule a counseling appointment at GWC, contact Dr. Julie Beyers, [jbeyers@aurora.edu](mailto:jbeyers@aurora.edu), or call 262-245-8531. To schedule a counseling appointment at AU, call 630-844-4932, or visit aurora.edu/counselingappointment. Alternatively, you may dial 311 to access guidance to obtain services.

**Section III.  *Dunham School***

**Policies & Procedures**

**Undergraduate Programs**

**Mission Statement**

To support AU’s mission of creating an inclusive community dedicated to the transformative power of learning.  The Dunham School of Business & Public Policy programs enact the university’s mission by educating students at the intersection of theory and practice in business and public policy along the spectrum of private to public life.

**Grading Scale**

Letter grades are assigned based on the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| Letter Grade | Course Total % Grade (out of 100% possible) | Course Points (scaled to 1000 point system) | What Does This Grade Mean? |
| A | 90 – 100% | 900-1000 | Performance that consistently exceeds expectations and demonstrates comprehensive understanding of the subject |
| B | 80 – 89% | 800-899 | Performance that meets and at times exceeds expectations and indicates good preparation in the subject |
| C | 70 – 79% | 700-799 | Performance that meets expectations and indicates good preparation in the subject |
| D | 60-69% | 600-699 | Performance that is inadequate or inconsistently meets expectations and makes it inadvisable to proceed further in the subject without additional work |
| F | Less than 60% | 0-599 | Performance that consistently fails to meet expectations |

**Guidelines for Assignment Submission & Other Noteworthy Items**

The following guidelines should be followed when completing any assignment for this course, unless specified otherwise by the professor.  Failure to comply with these guidelines may result in a lower of the grade assigned for the specific assignment:

* All **assignments** should be **submitted** via the **means** assigned by the professor.  Failure to follow directions for assignment submission may result point penalty to your grade.
* All assignments must be submitted as **professional documents** complying will all University policies and procedures governing **academic integrity**.
* All assignments must be **free of spelling, grammatical, and punctuation errors**.
* All assignments **must be** typed using 12-point Times New Roman, Arial, and/or Calibri font unless the professor indicates otherwise.
* All assignments should conform to an **appropriate style guide/manual** (MLA, APA, AP, etc.).

A few final noteworthy items regarding course assignments and grading are as follows:

* **Extra-credit** is not offered as an option in this course.
* **Make-up assignments and examinations**, Students who are absent from class will not receive credit for applicable attendance, participation, in-class assignments, quizzes, presentations, and/or exams for that class session. Students who have a university approved excused absence (for athletics or co-curricular events) or doctor's note may make up any in-class assignments, quizzes, presentations, or exams within three days of their absence. Students who test positive for COVID and unable to attend class will be permitted to turn in assignments and make up exams within two weeks of their COVID testing date.

**Attendance and Tardiness**

A college classroom is a professional environment. Consistent class attendance, punctuality and participation are expected of all students.  Successful performance in this course depends on the skills and knowledge you accumulate while both conducting your readings and attending class sessions. Poor attendance or tardiness will have a direct effect on your grade in the class. A policy of attendance is also necessary in order to make sure class time is used efficiently, to eliminate disruptions caused by students arriving late or leaving early, and to ensure fair evaluation of all students’ participation in the course.

It is understood that events in your life will sometimes cause you to miss class or arrive late, and considerations will be made in special cases at the discretion of the professor. Letting your professor know that you will be missing class is considered professional behavior, but this does not mean an absence is “excused.”

**Officially Excused Absences:**  For a student to receive an officially excused absence, the student is required to provide official documentation.  University-sponsored events, such as participation in sporting events or other University functions, will generally qualify as an officially excused absence, but it is still the responsibility of the student to notify the professor in advance of the absence. Depending on the nature of the officially excused absence, the student should consult with the professor to determine if any due date extensions will be granted (see late work policy). Proof of illness in the form of a doctor’s note may also be accepted. In the event of COVD related illness, a testing document may be used as evidence.

**Unexcused Absences:**  In the case of an unexcused absence (including attendance tardiness), all assignments are still due at the time and date announced, regardless of the student’s attendance. Students who are absent from class will not receive credit for applicable attendance, participation, in-class assignments, quizzes, presentations, and/or exams for that class session.

**Grade Penalty for Unexcused Absences:**  Students who are absent from class will not receive credit for applicable attendance, participation, in-class assignments, quizzes, presentations, and/or exams for that class session. Students who have a university approved excused absence (for athletics or co-curricular events) or doctor's note may make up any in-class assignments, quizzes, presentations, or exams within three days of their absence. Students who are ill due to COVID will have two weeks to complete assignments and exams. Any extension beyond two weeks will be considered on a case by case basis at the faculty member’s discretion and may require additional documentation from a doctor.

**Arriving Late:** Arriving late is defined as a failure to be in class when the professor takes attendance. If you arrive to class after attendance has been taken, you will be marked absent. You must discuss your late arrival with the professor at the end of that day’s class session in order to have this changed to a late arrival in the attendance record. It will not be changed after this point. If you were more than 15 minutes late to class, it may remain recorded as an absence at the discretion of the professor.

**Leaving Early:** Leaving early is defined as leaving before the professor dismisses the class. This will also be entered into the attendance record. If you left more than 15 minutes before class ends, it may be recorded as an absence at the discretion of the professor.

**Late Work Policy:** Late assignments are not accepted in this course unless a professor has granted an extension in advance of the due date.

**Remote Learning**

Students should be aware that they are being recorded when attending a remote course. Students **are expected to have their cameras on** during class unless they are granted an exception from the professor. Students must follow the guidelines set forth in the University’s remote learning guidelines document.