

Attendance, Participation, and Late Work

Attendance and Participation

Students who have not participated in at least one assignment in Canvas (discussion board, specific assignment, etc.) within the first week of the course will be reported as not having attended class. If I have not communicated with you at that point, I will recommend you drop the course.

A [_\(<https://pixabay.com/vectors/classroom-cooperative-learning-1297779/>\)_](https://pixabay.com/vectors/classroom-cooperative-learning-1297779/)dd/Drop

Policy



Information about university drop policy and dates can be found in the [course syllabus attachment](https://canvas.okstate.edu/courses/120227/files/13243307?wrap=1) (<https://canvas.okstate.edu/courses/120227/files/13243307?wrap=1>) [↓](#)
(https://canvas.okstate.edu/courses/120227/files/13243307/download?download_frd=1) or at this website:
<http://registrar.okstate.edu/> [_\(<http://registrar.okstate.edu/>\)](http://registrar.okstate.edu/)

To drop this course, contact the Registrar's office, (405) 744-6876, or drop through Banner Self Service, <http://my.okstate.edu> [_\(<http://my.okstate.edu>\)](http://my.okstate.edu)

Late/ Makeup Work

Assignments must be turned in by the due date via Canvas drop box (not email). All late assignments (**even 1-minute late**) will be *penalized* as follows:

- One late assignment (within 48-hours of due date and time) – *no penalty*
- All other late assignments will carry following penalty structure:
 - Within 1 hour of due date and time – 10% penalty
 - More than 1 hour but less than 24 hours of due date and time – 25% penalty
 - More than 24 hours but less than 48 hours of due date and time – 50% penalty
 - More than 48 of due date and time – will not be graded (no credit)

I enforce this rule because I believe that part of effective functioning in business is the ability to complete projects on time. **Please do not email/call/contact me or my TA with excuses (however valid they may be) about making exceptions to my late submission policy.**

Students are expected to take each exam on the date given and submit each assignment in a timely manner. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination.

Additional University Policies

For more student resources, go to: <https://academicaffairs.okstate.edu/site-files/documents/spring-2022-syllabus12-6-21.docx> [\(https://academicaffairs.okstate.edu/site-files/documents/spring-2022-syllabus12-6-21.docx\)](https://academicaffairs.okstate.edu/site-files/documents/spring-2022-syllabus12-6-21.docx)