

**Affidavit sheet for Attendance and Pre-Reqs**

*Return by next class EML 3035 – Fall 2012*

1. I understand that attendance as well as coming to class on time and not leaving early is compulsory. Missing or coming late to or leaving early from class affects your final transcript grade (based on 100 point scale) as follows
  - i. Late to class with invalid excuse & memo – 1 point
  - ii. Late to class with invalid excuse & no memo - 2 points
  - iii. Leaving class early with invalid excuse & with memo - 1 point
  - iv. Leaving class early with invalid excuse & without memo – 2 points
  - v. Missing class with invalid excuse & memo – 2 points
  - vi. Missing class with invalid excuse & no memo – 3 points
2. I understand that valid excuses for attendance policy only include death in family, illness with written doctor’s excuse, jury duty, any religious observance (written memo needed in first week of classes), and sports events for athletes in USF competition. These excuses are valid only with a legal document. For valid excuses, you need to give me a memo and attach any pertaining documents within 5 *working days* of returning to class. For invalid excuses, to get less points counted off as given in Item 1, you need to give me a memo and attach any pertaining documents on the *day you return to class*. You need to type a professional memo about your absence, etc addressed to me as soon as possible. Attach any documentation with it.
3. I understand that any other exception not mentioned in Item 2 should be discussed *in advance* with the instructor and will be evaluated on a case-by-case basis.
4. I understand that class time and the time it takes you to come to class, should not conflict with work, commuting time and other responsibilities.
5. I have passed (C- or higher) the following pre-requisite courses or equivalent. Our department will verify these grades. Any false information will result in you being dropped from the course at any time.

Course	Course Number	Grade	Semester & Year	School
Calculus I				
Physics I				

6. I fully understand that, outside of the classroom, I should be studying at least 3 *hours/week* for this course.

Signature \_\_\_\_\_

My name \_\_\_\_\_

My student number \_\_\_\_\_

My USF e-mail address \_\_\_\_\_