

TARDINESS LENIENCY COMMUNICATION TOOL

Name of Student: _____

Course Name: _____

- 1) Based on the essential elements of this course, how many tardiness's may be permitted this semester without it negatively affecting the student's grade? _____
- 2) Assignments, quizzes, or exams must be made up within _____ days of being tardy to class.
- 3) List any expectations for make-up work:

- 4) Other Comments or Expectations:

Student's Signature

Date

Instructor's Signature

Date