



Western Michigan University

**Speech 2001      The Major Forms of Oral Discourse**

**\*Attendance and Missed/Late Assignment Policies:**

Because of the workshop nature of the course, attendance is very important. Attendance is  
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**other grounds** for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (**for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period**) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

**Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:**

- i. A Self-Reported Absence, or**
- ii. Academic consideration supported by the Academic Counselling Office.**

**Exception:** in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** *may* first consult directly with her or his instructor, who will in his or her discretion instruct the student to follow the procedures set out in **Writing c Policy**.