ExCeLL Attendance & Grade Report

INSTRUCTOR:	SEMESTER: ☐ Fall ☐ Spring ☐ Summer YEAR: _____
COURSE:	START AND END DATES:

Students (Last Name, First)	Attendance (P = Present, A = Absent)											Assignments										Assign Avg 25%	Participation 25%	Mid-Term 25%	Final Exam 25%	**Final Grade**

Grade & Attendance Reporting Procedures

*Eleven class periods must be held. If one is cancelled, it must be added at the end.

*When the course is completed, this report is to be sent to the ExCeLL office via US mail or email no later than two weeks after the class end date. This sheet must show a complete attendance record and all assignment and test scores before official grade reports can be posted on INOW. Keep a copy.

*The student must attend at least nine of the eleven classes in order to receive a grade.

final exam grade should be averaged together to arrive at one grade. Each category is weighted as 25% of the class grade.

*If you have any questions about grading or attendance, please email (excell.secretary@tbcnow.com) or call 936.634.5454 during business hours.