



2. The lowest grade of the four exams will be dropped if a written report on a criminal justice topic is submitted prior to Finals Week. The report will represent 25% of the final grade. The report will be at least twelve double-spaced pages in length and will be written in a scholarly manner using either the APA or MLA format. The paper will have a bibliography, or reference page, and the references will be noted within the body of the paper.

Deductions will be made for each error: not following directions, proofreading, formatting, typographical problems including incorrect text, etc. A percentage grade will be assigned by dividing the total points earned by the total points possible.

3. Other in-class work may also be given at the instructor's prerogative.
4. The instructor may assign extra credit assignments. Extra credit points will be added in to the overall assignment score and will carry a point value of no more than 5 points for each assignment.

**B. Grading Scale**

The grading scale is shown below:

<u>Points</u>	<u>Percentages</u>	<u>Letter Grade</u>
360 – 400	90 – 100	A
320 – 359	80 – 89	B
280 – 319	70 – 79	C
240 – 279	60 – 69	D
0 – 239	59 or below	F

**V. Disability Statement (American with/Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.