

Syllabus Disclosure

Term: SCE Continuing Ed Summer 2014.
Subject/Course: MS/165.
Title: MS Excel - Power-User Skills.
CRN: 40114.
Instructor: Fiske, Robert.

This course is classified as a Career Development Certificate Program (CDCP) class by the School of Continuing Education. Students are advised that they will be issued a grade that will appear on their School of Continuing Education transcript and permanent academic history. If a student does not wish to be graded, they must drop the course prior to the 8th hour of instruction. While an instructor may drop a student for excessive absences, it is the student's responsibility to officially withdraw from a class. If a student withdraws after the 8th hour of instruction, but prior to the last quarter of instruction, the student will receive a "W" grade on their transcript, regardless of whether the drop was initiated by the student or instructor. Students may not drop a course after the final quarter of the course. An informational guide is provided below for your reference.

Based on the class meeting schedule for this class:

- The deadline to drop the class without penalty is Sunday, July 06, 2014. A "NG" grade (Not Graded) will appear on your transcript.
- The deadline to withdraw from the class is Sunday, July 27, 2014. A "W" grade will appear on your transcript indicating your withdrawal from the class.
- After Sunday, July 27, 2014, you will be issued a Pass or No Pass grade by the instructor.