



HERGUAN UNIVERSITY

Make up Class Form

Three hours of work in a practical setting has the credit equivalency of one hour of classroom lecture. Under the supervision of a faculty or staff member, an agreement shall be developed that outlines the arrangement between the institution and the practicum site, including specific learning objectives, course requirements, and evaluation criteria. All HGU classes are based on 15 weeks per semester. **It takes 15 hrs of classroom work to earn one unit of credit. Therefore no classroom time can be missed for any reason. If someone enrolls late, no matter how late, they must make up the lost class time in order to earn enough credit/units or they must retake the class. Students can miss class for good reason. The students must make prior arrangements with the professor if possible to set-up make-up learning assignments.**

One Hour of Classroom = 2 hrs of laboratory work OR 3 hrs of research/library work

Examples:

If a student misses a 2 hr class they have to do 4 hrs of project work.

If a student misses a 2 hr class they have to do 6 hrs of library work.

If a student misses a 3 hr class they have to do 6 hrs of project work.

If a student misses a 3 hr class they have to do 9 hrs of library work.

If a student misses 6 hrs of class they have to do 12 hrs of project work.

If a student misses 6 hrs of class they have to do 18 hrs of library work.

If a student misses 12 hrs of class they have to do 24 hrs of project work.

If a student misses 12 hrs of class they have to do 36 hrs of library work.

If a student misses 18 hrs of class they have to do 36 hrs of project work.

If a student misses 18 hrs of class they have to do 54 hrs of library work.

LAST NAME: _____ FIRST NAME: _____

MAJOR: _____ TERM: _____ STUDENT ID: _____

COURSE NUMBER: _____ PROFESSOR NAME: _____

Date	Hours	Professor Signature	<u>Explanation of Assignment</u> Describe work to be done here. Use all the room needed to clearly describe what is expected. If there are questions, please contact your professor before proceeding.

FOR PROFESSOR USE ONLY	
Topic of this assignment	_____
How many hours student should study	Student Grade

Comment: _____

Scan this form & email to: Hgu@herguanuniversity.org and CC to your professor as well.