

Ohio State

Communication and Society

Exams: There will be four exams that are worth 75% of your grade. Exam 4 is not comprehensive. Each exam contains 34 multiple-choice questions (worth 1 point each) and 2 short-answer questions (worth 3 points each). Thus, each exam is worth 40 points. At least 70% of the material on the exams will be from lecture—so come to class. **Students who miss an exam for any reason will be required to take a comprehensive exam on the regularly scheduled final exam day immediately after taking Exam 4. Your comprehensive exam will replace the exam you missed. Only students who miss an exam will take the comprehensive exam.** YOU MUST BRING A PHOTO ID AND #2 PENCIL TO EACH EXAM (NO PENCILS WILL BE PROVIDED BY THE PROFESSOR OR THE TAs). IF YOU ARRIVE LATE (AFTER THE FIRST PERSON HAS COMPLETED THE EXAM), YOU WILL NOT BE ALLOWED TO TAKE THAT EXAM.

Western Civilization

- **POLICY ON MISSED EXAMS:** Students are expected to take examinations at the assigned time. If you are unable to meet that expectation, contact Professor Lynch before the exam and obtain his consent, if you wish a make-up exam. There will be no make-ups for any unannounced quizzes.
- **Exams and Assignments:** All students are expected to take the exams and turn in all other assignments at the announced dates and times. **Students who fail to do so will be penalized ½ a letter grade for the assignment per day.** If you miss a scheduled exam, it is entirely your responsibility to contact your DSL and arrange to take a make-up exam as soon as possible.
- **The following is a brief overview of the various ways you can fulfill the requirements of the course.**

Assignment	Points
1. Discussion each week: required	20% of course grade
2. Quizzes	20% or 40% as average of all quizzes
3. Essays on ETEP readings (4 page maximum)	20% each, up to a maximum of 40%
4. Mid-Term Exam	20%
5. Final Exam	40%

Pre-Calculus

MAKE-UPS: You must have a permission slip from your lecturer to take a make-up exam. To receive a permission slip, you need to provide your lecturer with proper documentation. Students who have a time conflict with another regularly scheduled OSU course may take the make-up exam. However, students with other types of time conflicts (like work, social activities, etc.) should prearrange to take the exam at the scheduled time and date. **Make-up midterms are scheduled for the morning after each midterm between 7:30 and 8:20 am. The make-up final is scheduled for the day after the final exam, from 9:30 - 11:20 am. See your lecturer for the location of a make-up exam.**

Principles of Microeconomics

Grading:

Homework 10 %

Midterm Exam #1 25 % (Tuesday, October 17)

Midterm Exam #2 25 % (Thursday, November 9)

Final Exam 40 % (Tuesday, December 5, 1:30 - 3:18 pm)

There will be 5-7 homework assignments. Late homeworks will not be accepted without prior permission from me. Extra Credit: If you lead the discussion of one of the "In the News" segments or write a 2-3 page analysis of a newspaper or magazine article that I approve, your score will replace your lowest homework score. **If you have a valid excuse for missing a midterm exam, which usually must be cleared with me in advance, then the other midterm will count for 35% and the final will count for 55%.**

Michigan State

Introduction to Biochemistry

Absence from Examinations and Quizzes: There are no makeup quizzes or exams during the semester. If you must miss a quiz or an exam for any reason, including but not limited to, religious observance, other MSU activities, jury duty, court appearances, incarceration, illness, hospitalization, or death of a family member, the missed quiz or exam will be dropped as the lowest grade for that assessment.

Quizzes/Homework: There will be six to eight unannounced "mini-exam" quizzes, short classroom writing assignments, or homework assignments. These will be either short (5-10 question ~ 10 minute) quizzes designed to acquaint you with the style of examination questions you may be asked on an upcoming exam or writing assignments assigned by the instructor. Your two lowest scores from these will be dropped and the remaining scores will count as 8% of your grade. There will be no make-up quizzes. **If, on the day of a quiz, you are not in class for any reason, this is one of the scores that will be dropped. If you miss more than two quizzes for any reason, the additional missed quizzes will count as zeros**

Comprehensive Biochemistry

MAKEUP EXAMS: We are sure you can appreciate the difficulties of administering examinations in a large class such as this. Therefore, we will adhere strictly to the exam schedule given above. If you miss an exam due to illness or accident, notify the instructor as soon as possible and consult with the instructor to determine an acceptable alternative. Documentation (e.g., physician's certification) is required.

Calculus I

Course Grading: Your course grade will be based on the maximum of the following two decompositions:

Option 1

- 5% Gateway Exams
- 13% WeBWorK Grade
- 13% Exam 1
- 13% Exam 2
- 13% Exam 3
- 13% Exam 4
- 30% Final Exam

Option 2

- 5% Gateway Exams
- 13% WeBWorK Grade
- 39% Best 3 of 4 Exams (13% each)
- 43% Final Exam

In addition, you must take the final examination in order to pass the course. Since there are no makeup exams, if you miss an exam for any reason, your grade will be based on option 2.

Introduction to Psychology

Exam Policies: Please come early on exam days and prepared with pencils, eraser and student ID. Once the exam begins, there will be no talking, leaving the room, or other disruptions. There will be no makeup exams without a documented scheduled conflict, such as religious holiday or required participation in a university-sanctioned event. In case of scheduled conflict on an exam date, you must submit documentation at least a week in advance of exam day. Absence from an exam for any other reason – including minor illnesses, family obligations, job interviews, and other unexpected events – will result in a grade of 0 for that exam.

Chemistry 101

- Three tests will be given on the dates and times specified. There will be **no** make-up tests, however, if you miss a test with an **excused** absence, the final will count for that test grade. Note that the tests are given in the evening. You will be notified about the location nearer the test time.
- The final exam will be cumulative – it will cover all the material in the course. If it is to your advantage, **and** you make over 65% on the final, the final exam will substitute for your lowest exam grade. Students are reminded of the following University policy outlined in *Academic Programs*:
“A student absent from a final examination without a satisfactory explanation will receive a grade of 0.0 on the numerical system, NC on the CR-NC system, or N in the case of a course authorized for grading on the P-N system. Students unable to take a final examination because of illness or other reason over which they have no control should notify the associate deans of their colleges immediately.”

Indiana University

Introduction to Computers and Computing

Exam Makeup Policy

Lab and Lecture Makeup Exams

Should you notice early in the semester that you have any conflict whatsoever with a test day, please communicate that as early as possible with your instructor. If it is possible, you may be able to make an arrangement to take an exam EARLY, which is so much more preferable than taking an exam LATE. Reasons for requesting to take a test early should be justifiably intelligent and often come with a note from another professor, or a program coach in support of your request.

Lecture makeup tests are not allowed unless pre-arranged with the Lecturer and only when documentation of hospitalization, family death, or emergency is provided. **No exceptions.** Documentation of the event must be provided to Professor Pope within 48 hours of the missed exam or test. Oversleeping is not an acceptable excuse for missing an exam or test. Students will be required to make-up the exam or test the Monday following the examination date at 2:30 pm in Lindley Hall 201E. **ALL quizzes and exams must be made up one Friday plus one week after the original test date or a zero (0) will be given.***

Lab makeup exams are not allowed unless pre-arranged with the Associate Instructor and only when documentation of hospitalization, family death, or emergency is provided. **No exceptions.** Documentation of the event must be provided to your Associate Instructor within 48 hours of the missed exam or test. Oversleeping is not an acceptable excuse for missing an exam or test. Students will be required to make arrangements with their Associate Instructor to make up the missed exam. **ALL exams must be made up one Friday plus one week of the original exam date or a zero (0) will be given.***

*If you believe your circumstances are exceptional, you must contact professor Pope concerning your circumstances, and you must make a request.

Principles of Chemistry and Biochemistry

Absence Policy: An unexcused absence is an automatic zero for the exam missed. An excused absence may be granted by the instructor based on communication with the instructor and appropriate documentation. If you anticipate that you will have an excused absence on the day an exam is scheduled (university function, athletic event or religious holiday, etc.) you are required to make arrangements 1 week in advance of the exam date.

THERE ARE NO MAKE-UP EXAMS FOR ANY REASON. We recognize that illness or other unforeseen circumstances may prevent you from performing all assignments. For this reason, you are allowed to drop one exam with appropriate documentation (submitted as soon as possible, but not later than one week after the missed exam) and the final exam percentage will replace your missed exam. Please note that a missed exam without proper documentation cannot be taken as a dropped exam. You must attend the final unless you are seeking an incomplete.

Introduction to Microeconomics

Make-Up Policy: There are no make-up exams. The points from the excused, missed exam will be placed onto the final exam. No make-ups are provided for homework. The missed homework points, due to an approved absence, will be considered when calculating your final grade.

Penn State University

General Chemistry

Examinations: There will be three mid-term evening examinations during the semester (total of 51% of your grade) and a comprehensive final examination (29% of the grade) during the final exam period. The dates and times for the mid-semester exams are given in the class syllabus and listed below. These dates and times are fixed; you must work out any conflicts that arise (see the procedures, below). The final exam will be given at the time and place set by the University in its final exam schedule. Do not make plans to leave the University before you know the final exam date for CHEM 110. Locations for all exams will be announced in class and posted on the web (please do not phone for exam locations!).

Date Time

Examination 1 Monday, Sept. 19 6:30-7:45 pm

Examination 2 Monday, Oct. 10 6:30-7:45 pm

Examination 3 Monday, Nov. 7 6:30-7:45 pm

Make up (only for students who missed a midterm exam) Wednesday, Nov. 30 6:30-7:45 pm

Comprehensive Final Exam Date and time to be announced

A student having a legitimate excuse for missing any of the three scheduled tests will be provided with a single make-up opportunity near the end of the semester (see above). This make-up test will cover the material of all three exams (see the procedures below).

Make-up exam will be provided only to students with valid excuses (family emergency, illness, university-scheduled activities, etc.). In order to be permitted to take the make-up exam you must provide Mike Joyce in 210 Whitmore with a written explanation of your absence within 2 weeks of the exam date. This explanation must include your signature, but should not include any unnecessary private details. Only one comprehensive make-up exam will be given. It is your responsibility to sign up for this exam when the announcement is made in class shortly after the third exam.

Statistics 100: Statistical Concepts and Reasoning

Exams: Of the first four (4) exams only your best three (3) scores will count: therefore no makeup exams. If you miss one of the first four (4) exams the missed exam will be recorded as a zero and is eligible to count as your lowest exam score and thus be dropped. The final exam, which will be held during our final lab meeting of the semester, must be taken.

Calculus with Analytic Geometry II

EXAMINATIONS: Two 75-minute evening examinations will be given during the semester and a comprehensive final examination will be given during the final examination period. NO books, notes, or

calculators may be used on the examinations. You must bring your University ID card to all exams. The examinations will be given from 6:30 to 7:45 PM on the following dates:

Midterm Examination I Monday, September 29

Midterm Examination II Monday, November 3

Rooms for examinations will be announced by your instructor at a later date and may also be found on the Courses website when they are available. It is not permissible to take the exam in a different instructor's assigned room.

CONFLICT – MAKEUP EXAM POLICY: In addition to the two regularly scheduled midterm examinations, the math department schedules two additional options: a conflict exam for each of the midterms from 5:05 - 6:20 on the same night as the regularly scheduled exam and a makeup exam scheduled on an evening different from that of the regularly scheduled exam. Students who attend the conflict exam will not be permitted to leave before 6:25. Signup sheets for both the conflict exam and the makeup exam will be distributed by your instructor during class. If you need to schedule the conflict exam, you must sign up at least one full week ahead of the scheduled exam date. A valid conflict/makeup reason is required to sign up for either of these exams; when signing up, you must include a computer printout of your academic schedule, including your name, so your instructor can validate your request. It is the student's responsibility to sign up and to note the time and location of the makeup or conflict exam; that information is on the signup sheet. It is the student's responsibility to sign up on the appropriate sheet. **NOTE: If you miss an exam without an official excuse (such as illness or official university business), you may be allowed to take a makeup exam, but with an automatic 20% deduction from the grade.** To avoid this deduction, you must notify your instructor with your official excuse, before the date and time of the exam. This notification may be performed in person, via e-mail, or by telephone.

Who may take the Conflict Exam? If you have a valid, documented conflict with the regular examination time, such as a class or another official university activity, you may sign up for the conflict exam. If a student has not signed up for the conflict exam, he or she will not be permitted to take the exam.

Instructions on Conflict Exam night: The student is responsible for knowing the room and time of the conflict examination. Each student must bring his or her University ID to the conflict examination. The ID will be checked by the proctor. Although the conflict examination will end at 6:20 PM, no student will be permitted to turn on his/her cell phone nor leave the examination room before 6:25 PM. Any student who leaves before 6:25 PM will receive a grade of zero on the examination and will not be allowed to retake it.

Who may take the Makeup Exam? Students who have a valid, documented reason, such as a class conflict or illness, during both the conflict and regular examination times are permitted to schedule a makeup examination with no penalty. You must be prepared to verify the reason for taking the makeup. Personal business, such as travel, employment, weddings, graduations, or attendance at public events such as concerts, sporting events, and Greek Rush events, is not a valid excuse. Forgetting the date, time or room of an examination is not a valid excuse. Students who do not have a valid reason for missing the examination are permitted to schedule the makeup, but 20 points will be deducted from their score. Students who have taken either the regularly scheduled examination or conflict examination are not

permitted to take the makeup examination. The makeup examinations are given from 6:30 to 7:45 PM on the evenings listed below:

Makeup Examination I Tuesday, October 7

Makeup Examination II Tuesday, November 11

How and when to sign up for the Makeup Exam. A student who is ill on exam night must contact his or her instructor within 24 hours of the exam. Students must sign up for the Makeup Exam in class on a yellow form, as soon as possible following the regular exam date. The student is responsible for knowing the room and time of the makeup examination. This information is on the yellow form. Instructors must turn in the yellow form 3 class days prior to the examination date. If a student has not signed up with his or her instructor, the student will not be allowed to take the makeup exam.

What if a student misses both the regularly scheduled exam and the makeup exam? If a student misses both the regularly scheduled examination and the scheduled makeup due to a valid, verifiable reason, it may be possible to take a makeup examination by appointment. All such makeup examinations must be scheduled through the classroom instructor with the approval of the course coordinator and must be completed no later than one week after the scheduled makeup examination.

University of Wisconsin

Introduction to Comparative Politics

The exam days are set. Clear your schedules now. There will be no make-up examinations unless you can provide proper documentation that your absence is due to a) a genuine family emergency, b) illness or injury, or c) travel away from Madison for university-related (!) obligations. **If an exam is missed for a valid reason, you will be able to do a substitute assignment. This will be an essay of 10 pages based on the material covered in the exam and will be due two days after the date of the missed exam. In order to qualify for the make-up assignment, you must notify me by the time the exam starts.**

Zoology 101: Animal Biology

THERE ARE NO LATE MAKEUP MIDTERM EXAMS except in extreme cases such as a death in the family or severe illness. Documentation of extreme cases will be required. **If approved by the instructor, a makeup midterm will be a modified format (some combination of essay, short answer, oral exam at the instructor's discretion) and must be completed within one week of the regularly-scheduled exam.** If you have an extreme situation, please contact the instructor in advance, if possible. If not possible, you must contact the instructor within 48 hours of the regularly-scheduled exam. Failure to contact the instructor in this time period may result in no credit for the exam. Lack of preparation, not feeling well earlier in the week, travel plans for holidays or any vacations, work, job interviews, sorority/fraternity/residence hall functions, volunteer activities, intramural sports, academic club activities (including travel or competition), season athletic tickets, televised football games, plays, your band having a gig, concerts, Frisbee tournaments, birthday parties for your aunt, etc. are NOT extreme cases.

Management 300: Organizational Behavior

Exams - Important Things to Remember

- Please mark the days and times for the in-class exams on your schedules now. In order to be fair to all students in the class, it is important that everyone take examinations at the same time. We will not be able to honor requests for alternate exams at other days and times.
- Please note that since semester exams will be given during two consecutive lecture periods, students in lecture 1 (1:20 p.m.) will need to stay in the exam room until the end of the exam even if they finish an exam early.
- **Any student who has a valid, documented excuse (e.g., illness, job interview) and cannot take an exam, will have the weight of the exam in question applied to the student's final exam.** Students MUST have the approval of the instructor prior to the regular exam administration in order to do this.
- *For example, if a student received an authorization to not take exam #1 due to an illness, the weight of this exam (150 points) would be applied to the final. The final exam is worth 250 points so this student's final exam would be worth $250+150 = 400$ points (40%) of his/her final course grade.*

Rutgers

Introduction to Microeconomics

Make-up exams: Exams are to be taken only on the days they are scheduled (see schedule below). Any missed exam will earn a grade of zero points. **The only exceptions to this, and granted only with documentation to prove it and then only at my discretion, will be for critical issues such as a personal medical emergency. If this is the case, I need to be notified immediately. In the interest of fairness and to reflect the additional study time you would have had, you can expect that make-up exam to be substantially more difficult than the regularly scheduled exam. Make-up exams can only be taken during the one session per week offered by the Economics Department, without exception. Simply put, do not miss a scheduled exam.**

Introduction to Western Civilization I

Exams: There will be three exams in this course: two in-class midterm exams and one semi-cumulative final exam. The first midterm will cover material from the first unit of the course, the second midterm will cover material from the second unit, and the final exam will cover the entire course, focusing heavily on material from the third unit. There will be very short in-class reviews before the two midterm exams, and a full class period of review before the final exam (a final exam study guide will also be provided). All three of these will be essay exams, asking students to identify people and events, answer a few short essay questions and one longer essay. The final exam will be substantially longer than the in-class midterm exams.

Students are required to be present for exams. **Any student who misses an exam for any reason that does not fall under Rutgers' official excused absence policy will automatically be penalized ten points. The exam must be made up within one week of the originally-scheduled date. If you know you will miss an exam, please email me as soon as possible (ideally before the exam) to schedule your makeup. If the scheduled makeup exam is missed as well, the student will lose the opportunity to make the exam up and will receive a zero.**

General Biology I

Makeup Exams: Students who can document a legitimate reason for missing an exam can take the makeup exam scheduled 10 days later. If you have a course or a job that conflicts with the two Friday 2:30 PM lecture exam times, submit a written "conflict form" signed by your employer/professor. Your options are taking an earlier exam (at 1 PM that day) or a makeup exam (10 days later).

Earth Systems

Exams: Every effort must be made to take exams when scheduled. No unexcused make-up exams will be given without WRITTEN documentation. Those with valid excuses will be allowed to take exams in a method determined by the instructor.