

# University of Wisconsin

## CHEMISTRY 329: Fundamentals of Analytical Science (Spring 2015)

**ATTENDANCE POLICY:** Your attendance at all scheduled classes (lecture, discussion and lab) is mandatory and essential for success in the course. However, circumstances occasionally occur where you may need to miss a class.

**Planned Absences:** If you need to miss class for a religious observance, a UW athletic commitment, graduate school interview or some other legitimate reason, you must make arrangements to make up the missed work a minimum of one week before the absence occurs, otherwise, the absence will be unexcused and you will receive a zero on the missed work. Homework must be turned in early (before the deadline) if you will be absent on the day it is due.

**Serious Illness/ Family Emergency:** If you are seriously ill or experiencing a family emergency and are unable to attend lab, inform your TA via email and copy Dr. Zelewski. If you need an extension on your homework due to a serious illness or family emergency, arrangements must be made with Dr. Zelewski BEFORE the homework due date. Late homework cannot be accepted for any reason once the answer key is posted.

## Chemistry 104 (Spring 2015)

**What To Do If You Are Sick, Or Otherwise Unable To Attend An Exam or Lab:** If you are unable to attend a specific lab session because of an unavoidable and excusable schedule conflict, for example a religious observance, contact your TA as soon as possible to reschedule. Make up lab times are only during the week when the entire class is doing a lab exercise, so planning ahead is important. (There is no guarantee that you will be able to reschedule a lab). If you find that you are unable to attend lab because you are ill, contact your TA before the lab session you will miss. He or she will discuss your situation with Prof. Choi and decide what to do. If unavoidable circumstances preclude you taking an exam, please contact your professor as soon as possible before the scheduled exam time.

## Sociology 170: Population Problems (Spring 2011)

**Missing Class:** If you miss class, for whatever reason, you are responsible for getting notes from a classmate. If you have questions about the reading assigned for the day or the discussion that you missed, please feel free to come to office hours or make an appointment to meet at an alternative time. I do not have notes in a form that can be emailed to you but would be happy to discuss the material with you in person.

**Test Policy:** If you must miss an exam because of illness or a family emergency I need to know as soon as possible, which means before the exam takes place. I will give you a make-up exam at a later date. This exam may be different from the one given to the rest of the class.

## Sociology 225: Contemporary Chinese Society (Fall 2014)

**REQUIREMENTS:** The course is designed as a combination of lectures and section meetings. Careful reading before lectures and active participation in section meetings are both important. The teaching assistant is responsible for organizing discussions in section meetings and giving you participation grade based on your performance. Reading and class participation account for 10% of the final grade. The exams of the course consist of an in-class mid-term exam, a take-home mid-term exam, and a take-home final exam. The in-class mid-term exam is scheduled on September 25, 2014 (Thursday) and it accounts for 20% of your final grade. The take-home mid-term exam is scheduled in Week 9 (October 23-30, 2014) and it accounts for 30% of your final grade. The take-home final exam is scheduled in the exam week (December 11-18, 2014) and it accounts for 40% of your final grade. **Out of a concern for fairness to all students, there will be no makeup exam except in the case of documented extreme illness.** Please mark your calendar now with the exam times so that you can ensure your participation.

**LECTURES:** For your convenience in taking notes and reviewing course materials, PowerPoint will be used in the lectures. The instructor will upload each week's PowerPoint slides to Learn@UW after the Thursday lecture. Please note that the PowerPoint slides are only brief outlines of the lectures, so note taking is still very important for you to do well in the exams.

**Attendance of lectures is crucial in the sense that exams will be based on both lectures and assigned reading materials. You are responsible for all lecture materials and for any announcements made in class, whether or not you are present. Please communicate with the instructor and/or the teaching assistant if you become ill or emergencies arise so that we will be aware of your circumstances. If you miss a class, you should ask a classmate to review their notes from that day. Similarly, you are required to attend section meetings. If you have to miss classes for a prolonged period due to serious illness, you should speak to the teaching assistant and/or the instructor as soon as possible.**

Please do not arrive late to class as it is disruptive both to the instructor and to your classmates. Repeated tardiness will result in a lower final grade. Meanwhile, if you must leave early in a class, please speak to the instructor before the lecture to ask for permission. Otherwise please do NOT pack your things or leave the classroom until the lecture is over. If any emergency arises during the lecture, please raise your hand and inform the instructor.

## Political Science 103: Introduction to International Relations (Spring 2014)

**Attendance:** If you know that you will be absent from class for religious or other reasons that can be known in advance, please let me know. If you have to miss class due to sickness or family emergencies, please let your section TA know as soon as possible. Remember that attendance/participation is fully 20% of your grade, and unexcused/unexplained absences will be noted accordingly.

**Exams:** The exam schedule is 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, I will give you a substitute assignment. This will be an essay of 8-10

pages based on the material covered in the exam and will be due four days after the date of the missed exam.

## Math 112: College Algebra      *(Spring 2015)*

### **Absences/Assignment/Exam Extensions**

Excused absences, deadline extensions, and make-up exams will only be granted for the following reasons:

1. Athletic commitments (a letter from the Athletics Department is required)
2. ROTC or military active duty (with appropriate approvals)
3. Illness, with a doctor's note

If you find yourself in any of the above circumstances, bring the appropriate documentation in a timely manner to your instructor. He or she will take it to the WisCEL Math Director for approval. In the event of a makeup due to medical reasons, it is your responsibility to keep your instructor aware of your progress and schedule your makeup exams. Without sufficient communication, the instructor may at their discretion decline to give the student a makeup. Makeup exams will only be given up until the next exam date.

## Biochemistry 575: Biology of Viruses      *(Spring 2015)*

**LECTURE NOTES:** A set of lecture notes will be provided each day in class. These notes will also be posted on the 575 website at Learn@UW for color printing. Although the handouts will contain the lecture material, taking careful notes during class will be essential. The lecture notes are not intended to substitute for the lecture presentation itself nor will they include every detail discussed in class. **Thus, student attendance during each class is important. Regular attendance is required and is a prerequisite for success.**

**EXAMS:** All examinations must be taken in this course. Make-up exams are discouraged and will be given **ONLY** under extraordinary circumstances. Missed exams will be allowed only if written notice of a conflict or illness is given to the instructor 24 hours prior to the exam. There will be **NO** early final exams given in this course.

# University of Michigan

## Sample Syllabus (English 125): Provided by the Center for Research on Learning and Teaching (2014)

**Attendance and Participation:** I take attendance. The success of workshops and discussions depends upon your active participation, so your contributions are important to me. Please note, then, that your attendance isn't enough to make this course successful; I expect that you will also participate regularly in class by sharing your own observations and ideas. You can miss up to 3 classes without penalty. After that, your grade will be lowered one-third of a grade for each additional absence (A- becomes B+; B becomes B-, etc.).

## "Creating Your Syllabus" provided by the Center for Research on Learning and Teaching (2014)

**Attendance:** Make sure to include your attendance policy as well as your tardy policy (if you choose to have one or both). Let students know how you will be keeping attendance (e.g., passing a sheet around, calling role) and the specific penalty for accumulating absences or tardies. Be clear and make sure to call students' attention to this section.

**Late/Missing Assignments and Exams:** Most instructors choose to have a late/missing assignment policy. Some refuse to accept late assignments. Others create a sliding grade scale for each day the assignment is late. You should also include information about your make-up policy for missed exams, if applicable. Indicate and HIGHLIGHT these important policies and be fair to your students by upholding them.

**Accommodations:** You should also include a section or a statement on accommodations for students. It can address multiple learning needs or individual needs. An example would be: Please see me or email me if you require special accommodations due to learning disabilities, religious practices, physical requirements, medical needs, or any other reasons.

## NRE 501.114: Landscape Ecology (Fall 2014)

**Attendance:** Attendance in class is expected. Students are responsible for material covered and information given in class. Missed classes will be counted against class participation and the class exercises from that day.

## Astronomy 127 (Fall 2014)

**Attendance:** We will use the unique projection capabilities of this planetarium on a daily basis, and your participation in class discussions and activities provides an opportunity to engage with the material that cannot be duplicated out of class time. That said, class attendance is not mandatory. You are adults capable of making your own decisions. Short reading-comprehension quizzes and group lab exercises will be given during most class sessions. These do not count for grades and will be used to spark discussion. In principle it is possible to earn an A in this course without attending class (except for the days with exams), though I do not recommend trying.

I will follow the established LSA attendance policy (<http://www.lsa.umich.edu/facstaff/saa/studentclassattendance>) regarding religious holidays, illnesses, off-campus representation of the University, etc. Other personal reasons not covered explicitly by this policy should be discussed with me well in advance (one week or more) of the absence. Please note that documentation (e.g., doctor's note from U.H.S.) may be requested in accordance with this policy to count as an excused absence.

**Exams:** Two in-class exams will be given. The goal of these exams is to reinforce material covered during the lectures and observations of the night sky and to provide an opportunity for you to demonstrate your understanding of this material. No collaboration is allowed on these exams. Both exams are closed-book, closed-note, closed-devices, and do not require use of a calculator. **If you anticipate being absent on either of those days, please let me know at least \*two\* weeks in advance (in accordance with LSA policy) to make alternate arrangements.** Our final exam will be held during the last class session on Wednesday, December 10. There will be no exam during the scheduled exam period on Friday, December 19.

## ENGR 408: Patent Law and Strategy (Spring 2010)

**Participation:** Please carefully read the required material (and at least skim the recommended material) posted each week on the course website. Using both the Socratic Method (used in law school) and the pop quiz method, students will be randomly asked to answer and discuss questions based on the required material. **Every student must attend every lecture and workshop. In the event of an unplanned absence, please contact the instructor as soon as possible.**

## Economics 406: Introduction to Econometrics (Fall 2012)

**EXAMS:** The course includes a midterm and a final exam. Both are cumulative in the sense that they cover all of the material in the course up to the lecture preceding the exam.

The dates and times for the exams appear on the schedule below. You can also find the university's final exam schedule here: <http://www.ro.umich.edu/exams/fall.php>.

**If you miss the midterm due to a *documented* illness or family emergency, then your grade will be calculated without the midterm (i.e. there will be no make-up midterm) with the weights on the other components scaled up that they sum to one.**

If you miss the final due to a *documented* illness or family emergency, we will sort out some arrangement that may or may not include a make-up final. If a make-up final is offered, it may be an oral one, rather than a written one. Travel plans, no matter how far in advance you made them, how far you are travelling or how much the ticket cost, do not constitute a valid reason for missing the final.

**ATTENDANCE:** Attendance is encouraged but not required. Please attend only if you plan to devote your full attention to the class.

# The Ohio State University

## History 112: Western Civilization (Winter 2010)

**Attendance:** You are expected to attend each lecture on time and take notes to prepare for your discussion sections and exams. I will take **attendance three times during the quarter**, and I will reduce your participation and discussion grade by one letter grade if you miss more than two lectures. Repeated late arrivals and departures from lecture will be noted by your DSLs and will also reflect on your participation and discussion grade.

**Your attendance in discussion section is mandatory**, and your DSLs will be taking attendance at the beginning of each class. To accommodate emergencies and particularly the flu season, please note that you are allowed **1 (one) unexcused absence** at discussion section during the quarter. In the case of a legitimate, University-excused absence or prolonged absence, please provide your DSL with proper documentation. After your one-absence limit, I will reduce your final grade by 3 (three) points for each absence incurred without a legitimate reason.

In the case of an absence, please note that it is your responsibility to acquire a copy of the lecture and discussion section notes. I do not give my lectures or PowerPoints to students for any reason, and your DSLs are also unable to provide you with copies of the lectures.

**Make-ups and late assignments:** You need to have a legitimate reason to take a make-up exam and you should provide me with the necessary documentation that verifies the University-excused reason for your absence as soon as possible. In case that you do not provide documentation, I will allow you to take the make-up but I will reduce your exam grade by 10 points. Make-ups should be taken within two weeks, except in very grave circumstances.

All assignments are due during the designated class period, and each student should bring a paper copy to hand in during class. Your DSLs **will not accept emailed assignments** for any reason. You can submit a late paper only if you provide proper documentation that confirms the University-excused reason for the late submission.

## Accounting 3400: Tax Accounting (Fall 2013)

**Exams:** Two exams will be given on the dates indicated on the assignment schedule. The exams may consist of multiple choice, essay questions, and problems. The exams will test the application of knowledge acquired from class lectures, reading assignments, homework assignments and class discussions. You may bring one 8 1/2" x 11" sheet with notes to each exam, and this sheet must be turned in with your exam. Your note sheet may include notes that are typed, handwritten or photocopied, and notes may be on the front and back of the page.

**If you miss an exam for a university-excused absence (e.g., sickness, death in immediate family) and provide sufficient documentation to support your situation for every missed exam, you will receive an excused absence (Vacations do not constitute a valid reason for missing an exam, and you must take the exam on the date/time noted on the syllabus.) Those students receiving an excused absence will**

**be given a make-up exam. The make-up exam will be scheduled within one week of the original exam date. Make-up exams are often different than the exams given during the normally scheduled time and may be more difficult than the original exam. If you receive an excused absence from the final examination, you will receive an incomplete grade until you complete a make-up exam. Unexcused absences from exams will result in a grade of zero.**

### Accounting 3400: Tax Accounting (another instructor) (Spring 2014)

**Professionalism/Participation:** Attendance and being actively engaged in class is expected in the business world and it is expected in this course. This objective of this course is not merely to instill tax knowledge, but, help prepare you to communicate and engage in the real business world. Given this objective, you are expected to respond to and ask questions. I will routinely ask questions of the class. Responding with the “right” answer is not the objective, but rather engaging and learning together. Overcoming inhibitions relative to speaking in a group will help you in this class, and in life.

I reserve the right to cold-call students in class. Be prepared, on task, and listen.

Behaving as a professional is expected in this course. Cell phones must be silent during lectures. The laptop policy of the class will be determined by the way in which I see laptops being used in class. Initially, you may use them to take notes, etc. If they are creating a distraction, they will be banned.<sup>3</sup> Students creating a distraction for others will be asked to leave the classroom.

**You can expect that I will, at random, take attendance throughout the quarter. If you are late or absent on an attendance day, you will lose those points. If you are unable to attend a particular class, you should notify me in advance via e-mail to minimize the chance you will lose points due to this policy. Depending on the reason for the absence, advance notice will not always result in an excused absence.**

Lack of professionalism and lack of preparedness will be considered on a student-by-student basis. Failure to attend class and interruptions of class by arriving late and/or leaving early, talking, or other disruptive/unprofessional behavior will result in a reduction of the total possible points in determining your final grade. All point reductions are at my sole discretion and are final.

**Exams:** Three exams will be given on the dates indicated on the assignment schedule. The exams will test the application of knowledge acquired from class lectures, reading assignments, homework assignments and class discussions. You may bring your printed textbook and class notes to the test (no electronic devices allowed). However, the test will be designed so that you will simply not have enough time to look up the answers to every question. **If you miss an exam for a university-excused absence (e.g., sickness, death in immediate family) and provide sufficient documentation to support your situation, preferably beforehand, you will receive an excused absence. Absences for any reason not listed above must be approved by me at in advance, in writing, in order to be treated as an excused absence. Vacations do not constitute a valid reason for missing an exam, and you must take the final exam on the date/time noted on the syllabus. Those very few (if any) students receiving an excused absence will be given a make-up exam.** The make-up exam will be scheduled within one week of the original exam date. Make-up exams are often different than the exams given during the normally scheduled time and may be more difficult than the original exam. If you receive an excused absence



from the final examination, you will receive an incomplete grade until you complete a make-up exam. Unexcused absences from exams will result in a grade of zero.

## Engineering 1181: Fundamentals of Engineering *(Spring 2015)*

**Participation:** Individual and team-based evaluations will be conducted throughout the semester. Electronic journal entries are required and factored into the course grade. The final team evaluation results will also be a factor in assigning a final team grade. **Attendance is mandatory for both components (Class and Labs). Students are subject to losing points for absences unless prior approval is obtained from the Instructor or Teaching Associate.**

### **Missed Labs:**

- If a student misses a lab without a valid, documented excuse, he/she should immediately meet with their instructor and GTA to discuss options.
- Any valid and documented absences must be approved by the instructor or GTA one week prior to the missed lab. Students are expected to make arrangements with the instructor or GTA to make up the missed lab.
- If the student has a valid excuse, the student will need to meet with their instructor and GTA to determine how their situation will be handled with a best attempt to make up the lab during another lab section.

### **Late Homework:**

- “On-Time Policy”: The GTAs (with the help of UTAs) will collect the homework within the first five minutes of class. Homework due at the beginning of class should not be worked on or printed during presentation or lectures.
- Late homework (without a valid, documented excuse) should be turned in by the next meeting time (lab or class) after they were originally due. For special situations, students should meet with his/her GTA to plan a later due date. Otherwise their assignment(s) will be considered late.
- **Undocumented or invalid excuses for late homework should be graded as normal, but with a 30% penalty (e.g. if the student gets 80/100 before the penalty, the final grade will be  $(80-30) = 50/100$ )**

**Makeup Exam and Quiz Policy and Guidelines:** All students are expected to take each exam at the regularly scheduled time.

### **Allowed Accommodations:**

- **ILLNESS OR EMERGENCY ON EXAM DAY:** Students who are ill or have a family emergency (death or serious illness of a close family member) on the day of an exam will be allowed to take a makeup exam. Written documentation is required for illness or medical emergencies. Students must contact their instructor and GTA as soon as possible and WITHIN 24 HOURS after the exam. The makeup exam is usually scheduled with an open section in the same course.

• **UNAVOIDABLE CONFLICTS WITH EXAM TIME:** Such conflicts include another class scheduled to meet at the exam time, or participation in University sponsored events. Documentation of a conflict with the regularly scheduled exam time must be provided in writing one week prior to the day of the regularly scheduled exam.

If students miss an exam without a legitimate, documented excuse, students will receive a score of zero for that exam. Exceptions will be made only under unusual circumstances approved by the section's instructor and the College Office for Academic Affairs. These policies are strictly enforced so that all students are treated equally and fairly.

**WRITTEN DOCUMENTATION** supporting the need for a makeup examination must be SIGNED by an appropriate person (e.g., physician, employer) with their NAME and TELEPHONE NUMBER or other contact details clearly printed on the document. Such documentation must be submitted to the course instructor for approval.

**No Show, Lateness, or Illness:**

1. A student who misses a scheduled exam without a written excuse may reschedule the exam through his/her GTA or instructor, provided the following conditions are met: a. The student contacts his/her GTA or instructor on the same day as the scheduled exam, and b. The student takes the exam within 24 hours of the original exam time. Note: An automatic 20% penalty will be applied to the exam score.

2. A student who is late for his/her scheduled exam has two options:

a. Take a seat quietly and begin the exam regardless of how much time remains; no additional time will be granted; no penalty will be applied to the exam score.

b. Reschedule the exam for the full allotment of time according to conditions in #1 above, including a 20% penalty applied to the exam score

Italian 1102      (Spring 2015)

**Attendance and performance:** Regular attendance and participation in class activities are essential for learning a foreign language. In order to make progress in understanding and speaking Italian, students must hear and speak it on a daily basis. Therefore, prepare carefully for class by completing all assignments, and be ready to participate in class. **If you have to be absent or are ill, contact a classmate to find out the assignments that you missed. If you bring a valid excuse to your instructor, s/he will give you access to the online assignments that you missed and give you a new deadline. You will be permitted three unexcused absences during the semester** (Note: SUMMER has only one unexcused absence). **Other absences are only excused with a valid, written excuse.** Repeated and/or lengthy absences, as well as lack of quality participation and interaction will affect your course grade. Attendance and participation grades are assigned weekly. Each day is worth 3 points. If you attend all four days and participate and interact in class, you will receive 12 points for the week. For each day that you attend but do not participate and/or are disruptive or disengaged, you will lose up to 2 points. After your 3 "grace days" (Note: SUMMER has only one grace day) if you have 2 more unexcused absences,

you will lose your participation points for those 2 days. After this total of 5 unexcused absences (3 “grace days” plus 2 more unexcused absences), EACH additional unexcused absence will result in the loss of your participation points for those days and a deduction of 1% from your overall final grade. For example, if you miss a total of 8 classes without a medical excuse (including your 3 “grace days” and 2 more unexcused absences), you will lose the participation points and your overall final grade will be reduced by 3 percentage points (i.e. if your overall final grade is 93%, it will be lowered to 90%.) NOTE: For SUMMER, after the 1 “grace day” plus 1 more unexcused absence, for a total of 2 unexcused absences, each additional unexcused absence will result in the loss of your participation points for those days and a deduction of 1% from your overall final grade. Absences are counted from the second week of the semester. Repeated unexcused absences will result in the filing of a “Student Absence Form” with your college office. Attention: The Absence Excuse Form downloaded from the “Advice Nurse” page is not accepted as a medical excuse. Minute Clinic is also not accepted as a medical excuse. Medical certificates must show the exact dates you are excused for. If you have a chronic illness that may cause recurrent absences or tardiness, it must be certified by a medical doctor or the Office of Disability Services.

## French 1101 (Fall 2014)

**Absences:** Makeup work will be permitted only when the instructor is presented with acceptable documentation for acceptable absences. It is your responsibility to notify your instructor of any excused absence as far in advance as possible. Legitimate excused absences must be accompanied by dated written documentation in the form of: an official letter or note from a doctor with contact phone number, letter on letterhead from the company/establishment of the career interview, death notice/obituary, program from funeral, official note from OSU coach/advisor, and so on. When in doubt of the kind of documentation needed, please ask your instructor. You must provide legitimate documentation to your instructor upon your return to class. If you cannot provide documentation upon your return to class, you must negotiate a reasonable time frame with your instructor to provide this documentation. This reasonable time frame should not exceed 1 week. If you do not let your instructor know that you have documentation when you return to class, your absence will not be excused. No documentation will be accepted after the last day of class.

Some examples of ACCEPTABLE excuses include:

- Emergency/extreme situations such as illness, family medical emergency, or death in the family
- A career interview that cannot be rescheduled outside of class time
- Governmental duties such as subpoenas, jury duty, and military service

Some examples of UNACCEPTABLE excuses include:

- Family vacations
- Conflicts with work schedule (You are a student first at OSU. Instructors expect students' class schedule/performance to take precedence over work schedules.)
- Athletic/recreational activities that are not affiliated with OSU

- Note from Student Health Services that indicates "The patient was not seen here during this condition..."

**Excessive Absences:** Because participation is a vital component of language classes, students with excessive absences (even when the absences may be legitimate) may not be able to complete or receive credit for the course. In such situations, the student is advised to consult with the instructor, his/her academic advisor, student advocacy and/or the office of disability services (if applicable) to explore options.

## Sample Syllabus provided by the Department of Computer Science and Engineering      *(Summer 2014)*

**Missing Work:** If you are going to miss any graded item (assignment, quiz, or exam) due to extraordinary circumstances, then you must inform your instructor in person **at least one week prior to the due date of the assignment or exam with your valid excuse. A valid excuse is one that is accompanied by verifiable documentation in hard copy form on official letterhead with a telephone number to an authorized person that is responsible for verification of the documentation. Scanned documentation attached to an email is not accepted. It is your responsibility to ensure that the documentation clearly states which days you are excused from school. For example, the doctor must state on the documentation specifically which days you are out of school.** A travel itinerary or airplane ticket alone will not be accepted as valid documentation. Just leaving a voice mail or e-mail is not enough. You must receive confirmation from your instructor to be considered for a make-up. If you are unable to make the request in person, then you must provide an acceptable reason as to why you are making the request via email, phone, or other indirect form of communication. Only extreme extraordinary circumstances are accepted for these forms of communication.

If you make a request that is within a week prior to the due date, then the excuse must be an emergency. Even in this case you must inform the instructor as soon as possible about the situation and provide your verifiable documentation without delay. Any request made after the due date, including emergencies, will not be honored.

Note: You must complete all make-up work within a week after your return date to school as stated on your documentation. Any make-up work still not completed within this time will be assigned a zero. It is your responsibility to contact your instructor on your return to school in order to arrange submission of your make-up work within one week after your return. I highly suggest that you keep in close contact with your instructor, e.g. via email, when you are away to keep your instructor fully informed of any changes.

# Indiana University

## Introduction to MIDI and Computer Music - Jacobs School of Music *(Spring 2015)*

### Attendance Policy

Because much of the material in this class can only be mastered from hands-on experience and in-class observation, **more than two unexcused absences** will result in a lowered grade.

Absences will be considered excused only in the following cases:

1. Illness, verified by a note from a Bloomington health care provider who is **not a relative**
2. Family emergency
3. **Religious holiday**
4. School-sanctioned event, for which excuse letters are written
5. Travel for a reasonable number of job interviews, cleared in advance with the instructor

In all these cases, please notify the instructor by email **before** the missed class begins, unless there is a good reason why that is not possible.

The same goes for being consistently late to class. **Five late arrivals equals one unexcused absence.** If you arrive after the instructor takes roll, you are late. In that case, **it is your responsibility to see that the instructor has recorded your attendance by asking right after the class is over.**

**Leaving class early without having a very good reason and notifying the instructor in advance is equivalent to a late arrival.**

Texting, checking email, using Facebook, or visiting web pages not relevant to the course material — doing these things during class may result in an unexcused absence.

Please make a habit of directing your attention away from the computer and toward the front of the room when the instructor is speaking.

**Each unexcused absence after the second reduces your final grade by 1 point.** For example, if you have 4 unexcused absences, and your final grade would otherwise be 91 (A-), then factoring in your unexcused absences would give you 89 (B+). If you have more than 6 unexcused absences, then **each absence over 6 costs you 2 points.**

There is no way to make up for unexcused absences. I do not offer extra credit assignments, nor do I let people take quizzes over.

## Chemistry 118: Principles of Chemistry & Biochemistry (Fall 2009)

**Absence Policy:** An unexcused absence is an automatic zero for the exam or quiz or assignment missed. An excused absence may be granted by the instructor. If you anticipate that you will have an excused absence on the day an exam or quiz is scheduled (university function or religious holiday, etc.) you are required to make arrangements 1 week in advance of the exam, quiz or assignment date. There are no make-up exams, quizzes, or laboratories for any reason. You will not be able to switch lab sections in order to make up labs.

## T351: Video Field and Post Production (Spring 2015)

Attendance is mandatory. Promptness at the start of lab is required. Missing a class or repeated tardiness will result in a drop in your final grade by 6/100 points, or a half letter. More points will be deducted if your absence creates a hardship for fellow lab partners. Indiana University has a Religious Holy Days/Holidays policy stating that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. It is the student's responsibility to inform instructors of conflicts no later than the second week of the semester so that reasonable accommodations may be provided.

## Computer Science 110: Introduction to Computers and Computing (Spring 2015)

### ***Attendance Policy***

Attendance in lab and lecture is the student's responsibility. You cannot expect to receive the results promised in this Syllabus if you do not attend all lectures and labs.

### ***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.

#### *Religious Observance Accommodation policy*

Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such observances. For a complete policy on religious holidays and accommodations for such, go to <http://www.indiana.edu/~deanfac/holidays.html>.

#### *Deadline for requesting accommodations for observance of a religious holiday*

If you plan on requesting reasonable accommodations to observe a religious holiday, you must submit your request to Professor Pope by the end of the second week of the course. You may locate the form at <http://www.indiana.edu/~deanfac/download/holidayreq.pdf>.

# Penn State University

From the Undergraduate Advising Handbook *(as of October 2014)*

Students are responsible for attending classes for which they are registered and are responsible for work covered. At the discretion of the instructor, the student's grade may be lowered because of class absence. Expectations for attendance should be established in course [syllabi](#).

- [Absence for Illness or Emergency](#)
- [Absence for University-Approved Religious Holidays, Curricular and Extracurricular Activities](#)
- [Making Up Missed Work](#)

## Absence for Illness or Emergency

Students should inform instructors when missing classes for reasons beyond their control (e.g., illness, family emergency, etc.). If circumstances prevent a student from contacting instructors, Student and Family Services, 814-863-2020, will notify the appropriate departments. Students should make contact with instructors as soon as circumstances permit and provide documentation if requested.

University Health Services offers [guidelines for verification of a student's illness\(link is external\)](#).

## Absence for University-Approved Religious Holidays, Curricular and Extracurricular Activities

Instructors should provide make-up work for students who miss classes for regularly scheduled activities such as choir, debate, and field trips as well as athletic events. However, if this absence is considered by the instructor to be detrimental to the student's performance, evidence of this should be presented to the head of the department in which the course is offered and to the student's [appropriate college dean](#). Within reason, instructors should provide make-up work for students who miss class for other legitimate reasons (e.g.,[religious observance\(link is external\)](#)). See [Examinations](#) for information on missed examinations.

## Student Action

1. Complete a [class absence form\(link is external\)](#) (or obtain a comparable letter).
2. Present the form letter to the course instructor at least one week prior to the first absence. (The instructor should be notified of unanticipated absence(s) as soon as you are aware that a conflict exists.)
3. Make arrangements with the course instructor to make up missed work (including examinations).



## Making up Missed Work

At the discretion of an instructor, a student's grade may be lowered because of class absence. However, instructors should provide, within reason, opportunities to make up missed work as well as quizzes or exams.

If there is a disagreement about opportunities for making up missed work, a student should try to resolve the problem with the course instructor. If the disagreement is not resolved in this manner, the student may seek resolution by contacting the head of the [department\(link is external\)](#) offering the course. If the situation is still unresolved, the student may follow the additional steps described in *Academic Administrative Policies and Procedures Manual*, [E-11\(link is external\)](#).

False claims by a student may be considered a violation of the [Academic Integrity](#) policy.

A student whose class performance is unsatisfactory due to missing classes or being too far behind in course work might consider [late course drop](#), [deferred grade](#), or [withdrawal](#).

## HDFS 129: Introduction to Human Development and Family Studies (Spring 2015)

**MAKE-UP WORK AND ABSENCES:** Make-up exams, attendance papers, and notes will be given only if students have a documented, university-approved excused absence. If you have a documented medical excuse or family emergency, you must contact your assigned Graduate TA (not the professor) prior to the missed class (i.e., before 9:45 am). Your TA will contact you via email within 24 hours. The make-up will be scheduled in the following 5 days or lecture notes will be provided within the following 3 days. Class notes will not be emailed. Your TA will set a time with you to pick up the notes. **NO EXCEPTIONS WILL BE ALLOWED.** You have **ONE WEEK** to contact your TA to make up an attendance paper or an exam; if you do not contact your TA within a week of missing an attendance paper, you will not be allowed to make it up.

## Nursing 115: Medications and the Elderly Client (Fall 2008)

### **STUDENT RESPONSIBILITIES AND CONDUCT:**

1. Students are responsible for attending all classes, taking notes, and obtaining other materials provided by the instructor, taking tests, and completing assignments as scheduled by the instructor.

a. Requests for taking exams or submitting assignments after the due dates require documentation of events such as illness, family emergency or a university sanctioned activity.

b. Conflicts with dates on which examinations or assignments are scheduled must be discussed with the instructor or TA prior to the date of the examination or assignment.

2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
3. Students are responsible for monitoring their grades.
4. Students must contact the instructor as soon as possible if they anticipate missing multiple classes due to events such as chronic illnesses, travel related to team sports, or other university activities. The instructor will determine the minimal attendance and participation required in order to meet course responsibilities

## Biology 127: Introductory Plant Biology *(Fall 2014)*

### **Examinations:**

Exams will be based on material from required reading, Interactive Classes, Written Assignments, and Labs.

Challenge Module Exams will be administered through the e-testing center and will consist of multiple choice and short answer questions. They are designed to test your knowledge of the information and concepts presented in each Challenge Module and your ability to combine that knowledge with information from previous Challenge Modules.

The Final Exam will consist of multiple-choice questions and will test your ability to understand and integrate key facts and concepts from throughout the semester. The last Challenge Module Exam and Final Exam will both be held during the Final Exam period (check "Final Exam Schedule" on eLion).

**Makeup exams will be available to students with a legitimate excuse such as illness, University sponsored event (including religious holidays recognized by the University), a death in the family, and, during finals week, 3 or more final exams on one day. You should check the final exam schedule as soon as it is posted to help you anticipate any conflicts with exam time. If you need to miss an exam for any reason, you must meet with Dr. Anderson in person during Office Hours or by appointment, ideally well in advance of the exam, to discuss your situation.**

## Biology 412: The Ecology of Infectious Diseases *(Fall 2013)*

### **Exams and Assignment of Grades**

There are **4 exams** during this course. The first 3 will address issues related to macro- and micro-parasite lectures, the last one will be the FINAL exam and will include questions on the ENTIRE course. Every question is one point, there are ~40 questions in the first 3 exams and ~80 questions in the final exam, since is comprehensive of the entire course. All exams are weighed in the same way. The final grade is

based on the average of the 4 exam percentages (for example:  $(87\%+95\%+91\%+84\%)/4= 89.25$ ).

**Attendance at exams is mandatory.**

The following are the only legitimate excuses accepted:

- Verifiable illness (e.g., a receipt from your doctor is sufficient)
- A University sponsored event (with a note from the sponsor)
- A religious holiday recognized by PSU
- Verifiable death in the family (e.g., obituary, funeral card - with a date)

## Chemistry 101 (Spring 2013)

### III) POLICIES

#### 1) Examinations

There will be four examinations during the semester, which will be held during your regular lab time. The dates for the examinations are given in the attached class schedule.

**Make-up examinations will be considered only in special cases if there is just cause. If you miss an examination for a non-trivial reason (documented illness or death of a close relative), notify your instructor as soon as possible. After review of the circumstances, you may be allowed to take one make-up exam.**

You should bring a nonprogrammable calculator, some #2 pencils, an eraser, and your student I.D. card to each examination. You may not use the calculator on your cell phone for exams. Borrowing calculators is not allowed during quizzes and examinations. A periodic table will be provided with exams as needed. Copies of exams from earlier years are placed on the class web site and practice on these exams is highly recommended.

For missing grades, or wrong form results (A/B mix up), see Ms. Lacey Rigg in the chemistry undergraduate office (210 Whitmore Lab).

#### 2) Assignments

READINGS are assigned for each lecture (a tentative schedule is included). Some topics that you will be responsible for exams may not be deeply explored in lectures. It will be assumed that you are keeping up with the material.

HOMEWORK will be turned in on a regular basis. Homework assignments are due at the start of lab. The homework assignments and due dates will be announced in lecture and posted on the website. These

assignments are designed to help you keep up with your reading in the text and will aid in your understanding of the material. By doing these before coming to lecture you should be able to get more out of the lecture. **Homework cannot be turned in at a later time.** However, homework may be turned in early.

Homework must be turned in before the class period starts. There will be no exceptions. Homework should include your name, name of your TA, the assignment number and the date. If you have to use more than one page, staple the pages and label each page.

Please do not use sheets from spiral notebooks unless you remove the ragged edges. In your answers you must show enough work to clearly demonstrate how you solved each problem. Many of the homework problems will be used as models for exam questions.

### **3) Attendance**

**Lecture:** Attendance to the lectures will not be monitored. However, there will be occasional problem sets worked out in small groups during lecture. Thus, you should attend every lecture. You are also responsible for all course material and administrative announcements made in class, including problem assignments, syllabus changes, and exam locations.

**Lab:** In the event that you must miss a laboratory session with a valid excuse, you must submit a copy of the Excused Absence and Make-up Lab Request form to your instructor within one week of missing the lab. The Excused Absence and Make-up Lab Request form exists in the laboratory manual. Submission of a request does not guarantee approval. You will receive notification from the instructor as soon as possible regarding the status of your request. If your request is granted, you will be able to attend a make-up lab session near the end of the semester. Failure to file a request, or unacceptable requests, will result in a grade of zero for the missed laboratory session.

If you are able to attend an earlier or later lab during the same week of your absence, fill out the makeup request form and bring it to the cubicle at the beginning of the lab period you would like to attend. If there is space in one of the lab rooms, you will be allowed to do a same week makeup lab.

The laboratory is an essential component of the course. Two or more unexcused laboratory absences may result in an "incomplete" grade for the course.

### **From the Faculty Handbook's "The Syllabus: What to Include" (2014)**

**Class Attendance** (Senate Policy 42-27 and AAPP E-11). Students who will miss a class in accordance with Senate Policy 42-27, should, where appropriate, present a class absence form to the faculty member as soon as possible and, except in unavoidable situations, at least one week in advance of a planned absence. In the case of illness, students are not required to secure the signature of medical personnel.

Students should be provided with a reasonable opportunity to make up missed work. Ordinarily, it is inappropriate to substitute for the missed assignment the weighting of a semester's work that does not include the missed assignment. Completion of all assignments assures the greatest chance for students to develop heightened understanding and content mastery that is unavailable through the weighting process. The opportunity to complete all assignments supports the University's desire to enable students to make responsible situational decisions without endangering their academic work.