

## MAKE-UP EXAM AND QUIZ PROCEDURE

I will offer make-up exams and quizzes only under the following circumstances:

1. You are away from UT as part of a UT-sponsored activity including athletics and UT-sponsored organizations. Check with me if you are uncertain whether your absence qualifies.
2. The quiz or exam is in conflict with a religious observance—notify me by the 12<sup>th</sup> class day of the conflict.
3. You suffer from a chronic, documented non-academic illness or emergency that results in your missing multiple exams and quizzes. Under these circumstances you should contact me as soon as possible to discuss a course of action.

If you do miss an exam or quiz for any other reason, the following grading procedure will be implemented:

- Your lowest quiz grade is dropped, so if you are ill or simply can't make it back from OU weekend on time, I will only count your highest four scores. Bad scores and missed quizzes for good excuses all mean the same to me, they all count toward the quiz you can drop.
- If you miss an exam during the semester, it will be replaced by the equivalent percentage of your score on the final exam applied to the 180-point exam scale. For example, if you miss exam two and get a 66% on the final exam, then you will have a score of 120 points (out of 180) inserted for the your exam 2 grade. Note: this substitution will only be allowed for a single exam. There is no need to inform me of your absence. This will happen automatically.