

## **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 have a conflicting class, lab or examination time.
4. 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 reason other than the four described above, you cannot take a make-up. However you won't be penalized either. The following grading procedure will be implemented for missed quizzes and exams:

- Your lowest two quiz grades are dropped, so whether you are ill or believe that Spring Break should last a solid month, 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 two quizzes 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 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.