

DEPARTMENT OF CHEMISTRY AND  
PHYSICS  
TEST AND ATTENDANCE POLICY

Revised 4 2005

1. The student is responsible for everything that is announced, discussed or lectured upon in class as well as for mastering all assignments whether present or not.
2. All tests and laboratories are to be taken at the scheduled time and place. During tests students will sit in alternate rows and alternate seats as space permits.
3. Make-up tests and laboratories shall be the prerogative of the individual instructor. Any request for a make-up test or laboratory must be submitted to the instructor in the form of a written explanation of the absence.
4. Any make-up test that is given will be different from the scheduled test.
5. The instructor may choose to count the grade made on a comprehensive final (or the average of all other exams if the final is not comprehensive) as the grade for one regular exam missed for an excused reason.
6. Any student registered for a course who fails to show up during the first week of class to claim his seat may be assigned a W by the instructor by submitting a Non-Attendance Form to the Registrar's Office.
7. A student may be dropped from any class with a grade of W, WF or U as appropriate if it is deemed by the instructor that excessive absences or inappropriate behavior prevents the student from reasonably and satisfactorily fulfilling his/her responsibilities.
8. The lecture final examination will be given according to the College Final Examination Schedule. Every student must take a final exam according to Regent's Policy.

