

105-001 Fall 2004 Make-up Policy

(i) To qualify for a make-up you need **solid** documentation. A letter, receipt, note, proof .. that the absence was justified.

(ii) If you know ahead of time that you cannot make it to a particular quiz, you should present this documentation (e.g. letter for athletes) **ahead** of the test date.

(iii) to avoid cheating and having to set numerous make-ups, we want to set **ONE** proctored make-up test, at a time that is convenient for all those who qualify.

In total we set 1 test for e-reserve, 1 test for in-class use, 1 test for Disability Services, and 1 make-up test.

(iv) a make up date will be set at the end of the **next** class-period (following the test).

If you qualify please come at this time to my office, where we will pick a mutually agreeable time period.

If you do not show up, you cannot influence/help select this make-up time.

(v) If you cannot make it to this make-up time allocation, because you are still ill, please email me your schedule **in advance**, so we can incorporate your preference. If you forget, the time will be determined by others.

R. Hartwig