

## Absence and Make-up policy

### PHYS 213: Engineering Physics 1

#### Spring 2010

#### Regular Exams:

Students are expected to take the regular exams at the times and dates stated in the syllabus. I will make rare exceptions on a case-by-case basis for the following:

- If you are on a KSU athletic team or other University-sanctioned group, and KSU- sponsored off-campus travel prevents you from taking an exam at the normal time and place, then you must contact your academic advisor to arrange for a proctored quiz to be given to you on your trip. You must e-mail me at least two weeks before the exam to arrange this.
- An event sponsored by an academic department that is crucial for your professional development. You must notify me one week before the exam by e-mail and arrange for the faculty member sanctioning this event to contact me.
- You have a personal emergency (funeral, significant illness, ...). In this case e-mail me the reason you must miss the quiz.
- You are called for jury duty.

#### Final exam:

You may take the final exam at a time other than scheduled only if there is a conflict between your final exams in accordance with the University policy explained at <http://courses.k-state.edu/fall2009/information/xam.htm> (see IV. General Information, Part A. Student Exam Conflicts). All requests must be made two weeks prior to the Final Exam by e-mail to me.

#### Studio:

Missed studio assignments and quizzes cannot be made up. Nor can homework assignments since they are accessible anywhere in the world with computer access. Studios require too much setup to be made up.

#### H1N1 Exceptions:

We may experience very large numbers of absences this semester from the H1N1 influenza pandemic. Studios or exams that are missed due to the flu will not be made up. Instead, affected students will be given scores on their missed assignments equal to their average score in that assignment category calculated over the entire semester. I do expect that students with the flu can still manage online homework assignments. I will grant WebAssign extensions as necessary to facilitate this.

I hope that this procedure will allow sick students to recover quickly and get back into the flow of the class without incurring a penalty or acquiring an advantage from their illness. If you do come down with flu-like symptoms:

- Stay home.
- Call Lafene to get advice on treatment or to make an appointment (532-6544).
- On-campus students should call their RA or other housing assistant to let them know you are ill. Off-campus students should call the Office of Student Life at 785-532-6432.
- Notify me ([esry@phys.ksu.edu](mailto:esry@phys.ksu.edu)), Dr. David Van Domelen ([dvandome@ksu.edu](mailto:dvandome@ksu.edu)), and your primary studio instructor of your illness and the assignments that you miss. Do not return to class until you are completely well. Read the documentation available on K-State's web page for their recommendations on this time period.

You do not need to provide a doctors note to document your illness.