

Dr. Koch's Sociology 1301 Missed Exam Policy

Any student, for any reason, may miss one exam; it simply becomes the one that gets dropped. Students who take all six exams have their lowest score dropped. But occasionally, students miss more than one. In that event, the terms of the syllabus, and university policy leave me with virtually no discretion. Fortunately, the university has a workable policy that prevents students from absorbing an irretrievable loss. Here's how it works:

1. The syllabus states, "No make up exams – exception made for missing an exam while on university business."
2. The university (and I) regard the syllabus as a contract. Its terms stand firm.

Missing more than one exam then means one of two things happen.

1. The student's grade reflects a score that is based on four (or less) rather than five exams. In real terms, this is about a two grade penalty for each test missed beyond the first one. This affects students who oversleep, or otherwise lose track of the scheduled exam. In other words, circumstances within the student's control create this outcome.
2. Under specific circumstances, and at the instructor's discretion, a student missing more than one exam MAY have their course grade reported as Incomplete (I). This second scenario kicks in when circumstances beyond the student's control prevent him or her from taking two or more exams. Illness, bereavement, or other family related situation or emergency makes this second option possible. Such situations also involve the student contacting, and getting help from, the Dean of Students Office.

An "Incomplete" works like this: Students who qualify, and desire this grade, see me and we both sign a simple form that states the reason for missing the work and the terms for making it up. I submit the form and the student's grade shows up as an "I." In our class, this means the student has one calendar year to take any exams he or she has missed. When all exams have been taken, I submit a Change of Grade form to the Registrar's office and the "I" changes to whatever grade the student earned. The student's transcript automatically changes and the "I" disappears.

Two important notes:

1. Students must be PASSING the course at the time they miss work of consequence. An "I" cannot cover a failing grade.
2. The reason for seeking this grade must be documented, and again, be such that it is beyond the student's control. Contact the Dean of Students Office for more information about how to document these situations.

Please understand – I have no discretion about these matters. And I will do all I can to assist any student who finds him or herself in this situation. Let me know if you have any questions or concerns. Thanks -