General Chemistry Exam Absence Policy
revised 12/28/2012

The General Chemistry program at UF administers all conflicts with scheduled assessments and examinations in accord with University policy. As such, certain unavoidable absences by students from examinations are allowed, if properly documented and disclosed to the instructor in charge one week before the anticipated conflict. Such allowed absences include, but are not limited to, religious observances, sanctioned sporting events, and other UF exams if the other course has a higher course number than the General Chemistry course. In all such cases, students will be given the opportunity to take a conflict exam, which takes place shortly before the scheduled assessment for the class. No exams will be administered to absent or otherwise compromised students for a grade after the established and scheduled assessment time. Exams given to excused students after the rest of the class is given their exam are herein defined as makeup exams; no makeup exams are given in General Chemistry at UF. If you have any questions about requesting a conflict exam, please contact your instructor or the Director of General Chemistry «genchem@chem.ufl.edu».

Unpredicted absences due to medical illness are not covered under the above conflict exam policy. If the time and severity of the illness is severe enough to make continuation in scholastic activity impossible for the rest of the term, a medical withdrawal is strongly advised. Note that the availability of an incomplete grade is severely restricted by UF policy, and students seeking such a remedy should read that policy carefully before requesting and incomplete in a General Chemistry course. If the medical condition warranting the absence at a scheduled exam is unexpected, relatively minor, and can be recovered from in short order, we request that the student, as soon as he/she is healthy (our first concern) provide verifiable documentation of the medical condition to the course instructor within a timely fashion of the scheduled assessment date. Furthermore the student is expected to makeup all work associated with the examination. This typically means completing the exam honestly under the instructions given with the exam without unauthorized assistance, and then self assessing the performance using the published exam solution. If proper medical documentation and the worked and self-graded exam are presented and prove acceptable to the instructor at the time the student is ready to restart their academic pursuits, the instructor and student together decide on one of the following options: 1) The exam score is omitted from the student's course grade computation by renormalizing the remaining assessment scores using a formula agreed to by the student and instructor, or 2) begin the process for the request of a medical withdrawal from the course by the student. No makeup exams (as defined above) are ever given.

Dropped exam policies exist in most, but not all, courses in the General Chemistry program for the convenience and benefit of the student. When this policy is in effect, one or more of a given assessment type within a course is automatically omitted without any documentation or justification needed by the student. These policies are usually referred to as a “best 2 out of 3 exams are counted” or equivalent, and are in effect in all CHM2045 classes, and many others. Such a policy allows a student to be absent for one (or more depending on the details of the course syllabus) scheduled assessment without having to provide the detailed documentation or prior notification required for the excused absences detailed above. The dropped exam policy is not meant to replace UF exam absence policy for conflicts with sanctioned events, merely extend these for the benefit of the student.

Director, UF General Chemistry