

General Chemistry Exam Absence Policy

Revised 5/5/2017

The General Chemistry program at UF manages all conflicts with scheduled assessments and examinations in accordance with University policy. Unavoidable absences by students from examinations are allowed if properly documented and disclosed to the instructor at least one week prior to the anticipated conflict. Permitted absences may 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 students for a grade after the established and scheduled exam time. Exams given to excused students after the rest of the class is given their exam are herein defined as makeup exams; again, makeup exams are not 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 at 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. If needed, please consult the Dean of Student's Office for policy and procedural advice on medical withdrawal.

If a medical condition resulting in the student's absence during a scheduled exam is unexpected, relatively minor, and can be recovered from relatively soon, we request that the student -- as soon as he or she is healthy, which is our first concern -- provide verifiable documentation of the medical condition to the course instructor within a timely fashion of the scheduled exam.

Incomplete grades are highly restricted by UF policy: students considering this option should read the policy carefully before requesting an incomplete grade in a General Chemistry course.

Furthermore, the student is expected to makeup all work associated with the examination. This typically means completing the exam under the instructions given with the exam, honestly and without unauthorized assistance, and then self-assessing the performance using the published exam solution. If proper medical documentation and the worked, self-graded exam are presented and 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 upon by the student and instructor.
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 or "average/replace" policies exist in most, but not all, courses in the General Chemistry program for the benefit of the student. This policy allows one or more of a given assessment type within a course to be automatically omitted or minimized without any documentation or justification needed by the student. These policies are usually referred to as "the best 2 out of 3 exams are counted" or are similarly worded, and are normal practice in most general chemistry classes. This generous policy allows a student to be absent for one or more scheduled assessments, depending on the details of the course syllabus, without having to provide the detailed documentation or prior notification required for the excused absences outlined above. The dropped exam (or average/replace) policy is not meant to replace UF exam absence policy for conflicts with sanctioned events, but merely to extend it for the benefit of the student.

Director, UF General Chemistry