

1 Excused Absences

Besides the policies described in the course syllabus, various University policies may apply to students during the semester. Policies that may be relevant appear in the Undergraduate Catalog, which may be reached online at:

<http://www.umd.edu/catalog>

Any student who needs to be excused for an absence from a single quiz or lab exercise due to a medically necessitated absence shall:

- Make a reasonable attempt to inform the instructor of his/her illness prior to the class.
- Upon returning to the class, present their instructor with a self-signed note attesting to the date of their illness. Each note must contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9(h) of the Code of Student Conduct (V-1.00(B) University of Maryland Code of Student Conduct) and may result in disciplinary action.
- This self-documentation may not be used for the Major Scheduled Grading Events, defined below, and it may only be used for only 1 quiz and for 1 lab exercise during the entire semester.

Any student who needs to be excused for a prolonged absence (2 or more consecutive class meetings), for additional quizzes or lab exercises, or for a Major Scheduled Grading Event, must provide written documentation of the illness from the Health Center or from an outside health care provider. This documentation must verify dates of treatment and indicate the timeframe that the student was unable to meet academic responsibilities. In addition, it must contain the name and phone number of the medical service provider to be used if verification is needed. No diagnostic information will ever be requested. The Major Scheduled Grading Events for this course include:

1. Exam #1 - Thursday, March 8 during your lecture period
2. Exam #2 - Thursday, April 12 during your lecture section
3. Final Exam - Thursday, May 15 4:00-6:00pm (location TBA)

It is the **student's responsibility** to inform the instructor of any expected excused absences ahead of time. For exams, students are expected to inform the instructor of a conflict **in writing** (email is acceptable) as soon the exam is announced or the conflict is known, whichever occurs first.

There will be no makeups for missed quizzes– with an excused absence the score for a missed quiz will be counted by averaging the student's scores for the other quizzes at the end of the semester. When a student has an excused

absence for an exam the score will be determined either by averaging their scores for the other exams (possibly a weighted average), or by giving a makeup exam.

An excused absence does **not** relieve the student of the obligation to turn in programming projects on time, as projects are assigned well in advance of their due dates. In cases of a lengthy illness, or other protracted emergency situations, the instructor **may** consider extensions on project assignments, depending on the specific circumstances.