

### **Departmental Policy for Mid-term Exams in General Chemistry**

Unless otherwise stipulated by OSU rules and regulations, no make up exam is provided for a missed midterm.

For excused absences, the student's performance on the final exam is used to replace the missed midterm.

For students participating at an OSU-sanctioned event, a good faith effort to accommodate students will be made to have the exam proctored at the OSU-sanctioned event during the same date and time as the exam is occurring at OSU. The student is expected to notify the instructor of the event via email during the 1st week of the term. For unexpected events, the student should notify the instructor within 3 days of announcement of the OSU-sanctioned event.

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### **Departmental Policy for Final Exams in General Chemistry**

Unless otherwise stipulated by OSU rules and regulations, no make up exam is provided for a missed final exam.

For excused absences, the student will be given a grade of I/F and be allowed to take the final exam at the next time the exam is offered at OSU. The grade from this final exam be used in place of excused absence to calculate the final grade in the course.

For students participating at an OSU-sanctioned event, a good faith effort to accommodate students will be made to have the exam proctored at the OSU-sanctioned event during the same date and time as the exam is occurring at OSU. The student is expected to notify the instructor of the event via email no later than two weeks prior to the final exam. For unexpected events, the student should notify the instructor within 3 days of announcement of the OSU-sanctioned event.