Department of Physics and Astronomy  
Laboratory Makeup Policy

1. All make-up labs are to be scheduled through the Clippinger 046 office (Ruth Webb-Duffy). **Your TA cannot make these arrangements.** You may also contact Ruth at 593-1689, or by email at webbr@ohio.edu.

2. Any student who will miss a lab for a mandatory scheduled University activity (i.e.: track member in track meet) (these people should have a written excuse explaining their absence) should make up the lab in another regular section of the lab during the week the missed experiment is run. Emergency excused make-ups must be rescheduled within one week of the missed lab. Note: If your lab falls late in the week, you may have to do your makeup lab before your regularly scheduled lab time.

3. All labs will be graded so that each lab counts something towards the student’s final course grade.

4. Missed labs without a valid (University Sanctioned) excuse, shall count as zero (0) and the student will not be allowed to make up this missed lab.

5. If more than two (2) labs are missed with or without valid excuses and are not made up (University sanctioned misses only may be made up) the student shall fail the entire course (lecture and lab.)

6. **Schedule all medical appointments at times other than your lab time.** Makeup exams and labs in other courses do not take precedence, neither do advisor or RD meetings. Flight time also does not take precedence over regularly scheduled classes. University procedures require that regularly scheduled classes and laboratories take precedence over such activities.

7. Students waiting until the last weeks of the quarter to do make-ups missed during the first part of the quarter will be denied makeup privileges even if the original excuse for missing lab was valid.

8. Missed scheduled make-ups will be counted as zero and will not be rescheduled unless exceptional circumstances exist.

9. All makeup labs must be completed by the last lab of the quarter in the course in which it was missed.

10. All makeup labs must be accompanied by a blue half-sheet for both the performance part and in order for that lab to be graded by the regular instructor. If this sheet is not presented to the makeup lab instructor the student will be denied makeup. If the sheet is not attached to the makeup report, it will not be graded by the regular lab instructor. All completed lab material must be turned in to the student’s lab instructor, either in his/her mailbox in the Physics office (Room 251) or in the green 250 box in the basement within 24 hours of the makeup.

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