Policy and Procedures on Missing Phys 23 Recitation Section Assignments (HW or BW)

There may be situations in which you have to miss a recitation section (e.g., for a job interview). Our policy of dropping one score of each type of assignment has usually encompassed all situations that usually arise, but there may be some instances in which you must miss TWO recitation sections due to circumstances that are completely out of your control because other authority demands (e.g., an away varsity game or hospitalization). There are no demanded assignments collected in lecture, so you need not (and should not) inform anyone of missing a lecture.

**If you know you are going to miss a recitation section for any reason (including illness), make sure you inform your recitation instructor by university email as to the reason and turn it in your homework to your recitation instructor before the due time,** or make it is delivered before due time to the physics administrative staff in room 102 Physics Building with your recitation instructor’s name on it next to your recitation section letter. Procedures for taking a regular test at a different place and time (but on the scheduled date) due to an unavoidable necessity of being at a major university event (e.g., an intercollegiate competition) are discussed elsewhere (http://campus.mst.edu/physics/courses/23/handouts/Sponsor.doc).

The course policy to drop one boardwork covers the first occurrence of a missed boardwork in recitation section. However, after you have missed an assignment, then you need to do the following BEFORE you miss another recitation section due to a conflict with a major event. Send an email to your recitation section instructor at least 24-hours before your to-be-missed RSD. The faculty sponsor of the event (e.g., a varsity coach) must also email your recitation instructor to verify your participation in the event – or series of events. Ask that you NOT be called to the board. Your recitation instructor will try to accommodate you if he/she believes it to be best for your academic development.

If you miss class to a university-sponsored event and are called to the board (and get a zero for BW), then you can ask to volunteer for boardwork in the future – not to get rid of the zero you received, but to increase your percentage of points because you have more high scores.

**Appeals.** In extremely rare cases, you may believe an exception to a course rule or decision is warranted. In this case, you may email a written appeal to Professor-in-Charge Bieniek using the Appeal Form at http://campus.mst.edu/physics/courses/23/handouts/AppealForm.pdf. Appeals must be filed within one week of the occurrence of the circumstance that causes your appeal, or by the end of your last recitation of the semester, whichever comes first. Your appeal will be carefully considered by the entire Physics 23 faculty group. This appeals policy applies to course rules given in this handbook, but does not apply to laboratories. Minor illness, lack of preparation, “I did poorly on one exam and had a family emergency at the time of another,” oversleeping, “I forgot about it,” etc., are NOT reasons for filing an appeal.