

*Absence from Quiz*

*Policy Statement*

If you fail to attend a session in which a quiz is given, then you can take that quiz on Take Over Day (during final exam period -- date will be announced late in the semester). You don't have to tell us that you missed the quiz. You don't have to ask permission to take it over on Take Over Day. You may take at most one quiz on Take Over Day.

If you are unable to attend class on a day when a quiz is given, and you have a legitimate excuse, and *you make arrangements prior to the day of the quiz* then you may be permitted to take that quiz at some agreed time prior to Take Over Day. (This option permits you in addition to take over some other quiz on Take Over Day.)

Legitimate excuses include:

- documented severe illness making it impossible to take quiz;
- conflict with non-reschedulable high priority academic activity;
- travel off campus with UMass varsity athletic team;
- bona fide, documented family emergency;
- documented, non-reschedulable employment interview.

If your excuse does not fit into any of these categories, but you think it might be legitimate anyway, please ask prior to quiz day.

If we determine that you have a legitimate excuse, you will be given a ticket permitting you to take a special version ("non-standard scheduling") of the quiz you missed. Instructions for taking the quiz are on the ticket. For further information about absence from quizzes, see your TA.

If you are going to miss a quiz, and will want to reschedule, *you must make your request at least one day prior to the quiz*. Except for the most serious emergencies, late requests for tickets will be denied.