

**SUMMARY OF COURSE POLICY  
for  
PHYSICS 1240 and 1241**

**FAST FACTS**

- Course Structure:** Physics 1240 and 1241 are embedded into Physics 1250 and 1251, respectively, meaning that students attend the regular lectures, recitations, and labs of Physics 1250 and 1251. Physics 1240 and 1241 students take the same quizzes as the Physics 1250 and 1251 students, but a different final exam. Consult the course syllabus/assignment sheet for details.
- Time Conflicts:** By university rules, no excuses are granted to miss your regular final exam, midterm, quiz, or lab for an exam, or lab, or any other activity in another course.
- Quiz Excuse:** No Make-ups: No quizzes are dropped automatically. If you miss a quiz contact the Course Manager with documentation within two weeks of the missed lab, or by the second day of exam week, whichever is first.
- Lab Excuse:** No Make-ups: No labs are dropped automatically. If you miss a lab contact the Course Manager with documentation within two weeks of the missed lab, or by the second day of exam week, whichever is first.
- HW Excuse:** If excused, for a valid documented reason, the missed HW will be replaced by your average HW score at the end of the semester. Because a week is given to complete each homework assignment, deadline extensions are not granted for last minute illnesses or computer failures. A request for a homework excuse must be made within two weeks of the missed homework, or by or by the second day of exam week, whichever is first.
- Missed Final Exam:** Permission is required for a Make-up. A Final Exam make-up exam will be given, if missed for a valid documented reason. The final exam must be made up so that a course grade can reach the registrar prior to the seventh Friday of the following semester.
- Early Final Exam:** FINAL EXAMS ARE NEVER GIVEN EARLY.

**Only course supervisors have the authority to grant excuses.**

**COURSE MANAGER:** Dr. Michael Ziegler, ([ziegler.2@osu.edu](mailto:ziegler.2@osu.edu)), SM 1036A, 614-292-2067.

- Regrade Request:** Must be made within two weeks after the exam has been returned to the rest of the class, but the last day to submit a request is the second day of exam week. **Regrade requests are not possible for the final exam.** Request forms are available on a P124x websites, and in the rack next to room 1011V Smith Lab.

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The document "GENERAL COURSE POLICY AND INFORMATION" contains a more complete account of policies and information about the Physics 124x courses. Below is a table of contents of that document, which is available on the P124x websites:

**COURSE INFORMATION**

1. Course Description
2. Course Problems
3. Prerequisites
4. Recitation Policy
5. Wait List

**EXAMS**

1. Final Exam Schedule
2. ODS Exams
3. Missed Exams
4. Missed Final Exam
5. Pre-quarter ticket purchases
6. Other Exam Problems
7. Regrade Request

**GENERAL POLICY FOR EXCUSED ITEMS**

**QUIZZES**

1. Missed Quizzes
2. Regrade Request

**LABORATORY**

1. Diagnostic Tests
2. Lab Manuals
3. Missed Labs
4. Prior Lab Grade

**HOMEWORK**

1. Computer-Graded Homework
2. Missed Homework

**SCHEDULE CONFLICTS**

1. Schedule Conflicts with Employment
2. Schedule Conflicts with Other Schools
3. Schedule Conflicts with Other Courses and University Activities

**MISCELLANEOUS**

1. Cell Phones
2. Communications
3. Extra Help
4. Grades
5. Requests for Regrading
6. Section Changes
7. Tutoring

**LEARNING ADVICE**

1. Cognitive Dissonance
2. Problem-Solving Strategy

8/20/14