

## Exams

Three mid-term exams will be given during the course of the semester. They will be held on Thursday evenings from 7:00 - 9:00 PM on the following days:

**Thursday, February 19**, 7:00 - 9:00 PM, Rooms: UTC 2.112A, BUR 106 Alternate Time (for excused changes only\*): 4:00 - 6:00 PM, Room: WEL 3.502 Those of you with last names starting with the letters A-K report to UTC 2.112A, those with last names starting with L-Z report to BUR 106.

**Thursday, March 26**, 7:00 - 9:00 PM, Rooms: UTC 2.112A, BUR 106 Alternate Time (for excused changes only\*): 4:00 - 6:00 PM, Room: WEL 3.502 Those of you with last names starting with the letters A-K report to UTC 2.112A, those with last names starting with L-Z report to BUR 106.

**Thursday, April 23**, 7:00 - 9:00 PM, Rooms: WEL 2.224 (NOTE THE CHANGE IN ROOM), BUR 106 Alternate Time (for excused changes only\*): 4:00 - 6:00 PM, WEL 3.502 Those of you with last names starting with the letters A-K report to WEL 2.224, those with last names starting with L-Z report to BUR 106.

\*An excused change is one caused by a regularly scheduled (in the course schedule) class or lab class. NOT an organization meeting, music practice or a job. If you have any unexcused conflicts, it is up to you to arrange to be present at the mid term exams from 7-9 PM (That is why the dates are published in the course catalogue)

**Final Exam: Wednesday, May 13**, 9:00 AM - noon Rooms: TBA

**Policy on Exam Coverage:** You will be responsible for all material covered up to the Friday lecture the week before each midterm. That way you will be able to think about the material for almost an entire week before you are tested on it. Also, the pace of the class can vary, so do not be concerned if we are not on the same schedule as described below under "proposed exam topics". The bottom line is that you are only responsible for the material covered in the previous Friday's lecture, NO MATTER WHAT THE SCHEDULE IN THE SYLLABUS SAYS ABOUT "UNITS" COVERED ON EACH MIDTERM

Taken together, the mid-term examinations will count for 60% of the final course grade. Plan NOW to be present for these exams! During the semester, however, one exam may be missed for any reason whatsoever without penalty. If you take all three exams, we will automatically drop your lowest grade.

Failure to take two mid-term exams will result in an automatic F (or, in the case of justifiable excuse, an X) being assigned in 320N. It is particularly important that students avoid any potential conflicts between these scheduled evening exams and any other activities such as laboratory classes. If unavoidable conflicts exist, please come see me immediately. Please note, I am sorry for any inconvenience these out of class two hour exams might cause, but we do things this way for your own protection because:

- 1) We can use rooms large enough to ensure no cheating is taking place during the exam.
- 2) The two-hour format means we can administer tests that are comprehensive, yet do not have unreasonable time limits. Thus, you will have a chance to show what you know, not just how fast you can write.

Note that for the midterm exam grade that is dropped, the homework points for the weeks leading up to that exam do not count for any other exams. Also, for any exam for which you arrive after the official start time, you will only be allowed to enter the exam room if a single student has already finished and left. BE ON TIME!!

The final exam, accounting for 40% of the course grade, will be comprehensive in its coverage of the material presented in Chemistry 320N. There will be no make-up exam for the final and it may not be taken at an alternative time for any reason. Specifically, failure to take the final exam at the scheduled time and place without an approved, documented excuse will automatically result in a failing grade being assigned for 320N. A documented, excused absence at the final will result in an Incomplete being assigned for the course. An example of a documented, excused absence is a note from a doctor that states you are physically UNABLE to attend the final. Simply not feeling your best is NOT considered to be an excused absence, as we all have days in which we are not feeling well but must take care of our responsibilities anyway. If you are up and walking around campus on the day of the final, you must take it. NO EXCEPTIONS.

### **Academic Dishonesty:**

**Honor Code** "As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity."

**University Code of Conduct** "The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community."

Any violation of the above Honor Code that occurs during an exam or in the regrading process will result in a 0 being assigned for that exam and the student involved will be formally reported to the Dean of Students, where they will be subject to additional penalties or actions. The exam with the 0 will be automatically counted in the final grade calculation at the end of the semester. To guard against altered exams being submitted for a regrade, we routinely copy a large number of exams following grading but prior to handing them back.

**Regrades:** Exams can be turned in for regrades as long as they were taken in permanent ink, not pencil or erasable ink. Regrades must be submitted within 7 days after the exam is handed back. They can be submitted in the labeled class slot adjacent to WEL 2.212 or you can hand the exam to myself or one of the TA's. You must indicate what problems need to be regraded, and provide a brief explanation for your concern. The entire exam will be regraded.

**Exam rules:** No notes or books are allowed used during the exams. Because of recent incidents, you will not be allowed to interact with your cell phone in any way during exams. No exceptions. Turn them off, or leave them at home. \*\*\*Interacting with a cell phone during an exam will be considered a violation of the Honor Code and will result in a 0 being recorded for your grade on the exam, no matter what you were actually doing with the phone.\*\*\*

**Incompletes:** An incomplete (X) is a temporary delay in reporting the final course grade. An X may properly be assigned for students who must miss the final due to illness or other imperative nonacademic reasons. An X may also be given when the student has not been able to complete all the required assignments for reasons other than lack of diligence but only if the student has a passing grade on the work completed. Documentation of non-medical excuses will be required. In general it is best for students to see a counselor in their Dean's Office regarding non-medical excuses for missing the final. Just to be

clear, you will be required to have a written medical excuse stating you are physically unable to attend the final signed by the person who treated you if the reason for the request for a postponed final is illness. Simply not feeling your best is NOT considered to be an excused absence, as we all have days in which we are not feeling well but must take care of our responsibilities anyway. If you are up and walking around campus on the day of the final, you must take it. NO EXCEPTIONS. Students have one long semester to make up an X and extensions are rare. After one long semester, the X converts to an F if no other grade is reported. An X will not be assigned to allow the student an opportunity to repeat the entire course; the only assignments or exams that should be completed to resolve the X are those that were missed for legitimate reasons during the semester. In addition, the X should be assigned only if the student has been informed and the exact procedures by which the student will make up the work are agreed upon. The assignment of an X constitutes a contract between the student and the instructor. It is often helpful to have the arrangement in writing, specifying what the student is expected to do to complete the course, including due dates.