

**University of Massachusetts  
Department of Mathematics and Statistics**

**Math 132, Calculus II  
Fall 2011, Make-Up Policy**

**Exam make-up policy:** If another officially scheduled exam conflicts with a Math 132 exam, or in certain other circumstances, you may qualify to take a make-up exam soon *after* the scheduled exam. No make-ups will be given just to accommodate travel plans.

If you have a mid-semester exam in another course at the same time as the Math 132 exam, and if the final digit(s) of the 5-digit class number for your Math 132 section is higher than the final digit(s) of the 5-digit class number for the other course, you are entitled to a make-up exam in Math 132. You are also entitled to one if you are away on an official off-campus trip. In either case, *no later than two weeks before the exam* give your instructor a written request that includes: your name and ID number; your section number and instructor's name; and the reason for requesting the make-up exam.

In the case of a conflicting exam, attach written confirmation from the instructor of the other course; in the case of an official off-campus trip, attach written explanation by the relevant campus official for the necessity of your absence. In the case of absence due to religious observance (see below), ask your instructor to add confirmation that you provided the specified notification at the beginning of the semester.

If this documentation is in order and submitted in time, your instructor will (after coordinating with the course chair) notify you directly of the scheduled make-up exam arrangements.

If you have a class scheduled during the time of a Math 132 exam, you are not entitled to a make-up exam in 132. Rather, the instructor of the other course is supposed to excuse you from class and to make provision for make-up work there, if necessary.

In case of an emergency, medical problem, or other unusual circumstances that prevent you from taking a scheduled exam, contact your instructor, who will evaluate the reasons and determine whether and how to allow you to compensate for the absence.

In case of a medical emergency, submit a statement from a medical professional. While it is your right not to disclose any details, the medical professional's statement must indicate that you were medically incapable of taking the scheduled exam.

If an emergency forces you to leave campus, it is best to notify the Dean of Students (545-2684), who will verify the details and notify the instructors of all affected courses.

If an emergency or medical problem prevents you from taking the final exam, contact your instructor and request an Incomplete. Otherwise, you may receive a course grade of F.

Contact your instructor about unexpected absence: to give prior notice of an unexpected absence from an exam or other class activity, you may:

- see your instructor at a class meeting; or
- go to your instructor's office hours; or
- phone or e-mail your instructor (contact information is available on the Office Hours page at the Mathematics and Statistics Department web site [www.math.umass.edu](http://www.math.umass.edu)); or
- leave a message in your instructor's mailbox in LGRT 1623D; or
- use one of the methods above to contact your TA.

If due to the nature of the emergency you yourself are unable to make contact by one of these methods, ask a friend or family member to do it for you.

Your instructor will make the final determination regarding the validity of the reason for missing work, as well as how you should make up the work.

**Religious observance:** In accordance with University regulations, if you will be absent from an exam or other Math 132 class activity because of religious observance, you must notify your instructor in writing, in advance of the absence, and at the beginning of the semester within one full week of your enrollment in the course.