

**SUMMARY OF COURSE POLICY  
for  
PHYSICS 1250 – 1251**

**FAST FACTS**

- Quiz Excuse:** Contact the P125x Course manager within two weeks from the date of the missed quiz.  
No Make-ups: Two lowest quizzes are dropped automatically, *regardless of the reason or circumstance.*  
Multiple missed quizzes are excused only with valid documentation.
- Lab Excuse:** Contact the P125x Course manager within two weeks from the date of the missed lab.  
No excuses are granted to miss your regular lab time for an exam or lab in another course.  
No Make-ups: Some lecturers allow one lowest lab to be dropped; if this is the case for your course, the first missed lab is dropped automatically.  
Multiple missed labs excused only with valid documentation.
- Lab Make-Up:** No lab make-ups are allowed under any conditions.

**What if I exceed the Limit of the Number of Quizzes or Labs dropped Automatically, and Then Missed Another One for a Valid Reason?**

**The total number of quizzes, or labs, dropped shall not exceed, without good reason, the number dropped automatically.** The cases of ALL missed quizzes, or labs, will have to be considered by the Course Manager if you exceed the limit.

- Missed Midterm:** No Make-ups. If a student is absent when a midterm is given, the midterm grade will be 0. If the student's absence is excused, a grade for the missed midterm is replaced by a prorated final exam grade. The absence must be excused within two weeks of the midterm.
- Missed Final Exam:** If a student is absent when a final exam is given, the student must seek permission to take a make-up final exam; otherwise, the final exam grade will be 0. Permission to take a make-up final exam will be granted if the student has a valid reason for the absence and is passing the course. The final exam must be made up so that a course grade can reach the registrar prior to the sixth Friday of the succeeding quarter.
- Other Exam Problems:** Must be reported to the P125x Course Manager within 24 hours of the exam.
- Early Final Exam:** **FINAL EXAMS ARE NEVER GIVEN EARLY.**
- Homework:** 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 in within one week of the missed homework.

**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 one week of return of a quiz or midterm, and no more than two weeks after the exam has been returned to the rest of the class. Request forms are available on the P125x 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 125x courses. Below is a table of contents of that document, which is available on the P125x 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

**QUIZZES**

1. Missed Quizzes
2. Regrade Request

**LABORATORY**

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

What if I exceed the Limit on the Number of Quizzes or Labs dropped, and Then Missed Another One for a Valid Reason?
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**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