MCB 110 EXAMINATION POLICIES: PLEASE READ THE FOLLOWING CAREFULLY

We understand that grades are important for pre-professional students. The policies described below are designed to ensure that grades are awarded fairly and consistently.

(1) Examination format. All examinations in this course are “closed-book” tests. You must put away all textbooks and any other written materials, and keep them out of sight during the entire examination. Any violation of this rule will be considered a *prima facie* case of cheating (see item 9 below).

(2) Rescheduled examinations. There will be no make-up examinations for any of the midterms or the final. Instructors may schedule an examination for an alternative time to accommodate a student’s religious creed, or if there is a direct and unavoidable conflict with another examination or with a critical career-related interview. Requests for rescheduling must be submitted with documentation to the faculty member responsible for administering the examination at least one week in advance of the test.

(3) Disabled student accommodations. Special accommodations may be needed by disabled students during exams, such as a separate room or extra time. Such special accommodations must be requested in advance through the Disabled Students Program, 230 Cesar Chavez Student Center. The process should be started by the student going to the Center as early as possible in the semester. That office can also provide special rooms and monitors for exams, with sufficient advance notice. Instructors should be notified that a request for a special accommodation will be made. Students are advised that instructors cannot provide such accommodations without sufficient lead time.

(4) Prorating of missed midterm examinations. A student will not be penalized for a missed midterm examination if:
(a) the student provides the relevant instructor with an acceptable written excuse (see below, item 5) no later than 2 days after the date on which the test was given; and
(b) the test that was missed is completed satisfactorily as a take-home problem set, which can be completed with the aid of notes and texts. This will be due in the hands of the relevant instructor, no later than 5 p.m. of the third day after the examination was given. To be completed satisfactorily, the student’s score on the take-home test must be at or above the class median for the examination. If the exam is completed satisfactorily and the excuse was acceptable, the missed exam will not count against the student’s final grade, i.e., the student’s final grade in the course will be based on his/her performance on the other midterm and the final examination. If the missed exam is not completed satisfactorily as a problem set, or if the excuse was not acceptable, a score of zero will be assigned, and this zero score will be averaged with the student’s scores on the other examinations when the final grade is determined.

(5) Excuses for missed examinations: Examples of acceptable excuses for a missed examination are:
(a) incapacitating illness or accident (note from a doctor is required); or
(b) serious illness or death in the immediate family (a note from a parent or guardian, indicating their address and telephone number, is required).
An example of an unacceptable excuse is inadvertently sleeping through the examination period. All other situations will be left to the discretion of the instructors.

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(6) **Incomplete (I) grades.** If the final examination is missed, an “I” grade will be assigned, providing that:

(a) the student’s cumulative work in the course up to the final has been of passing quality (C- or better);
(b) the final examination was missed for reasons beyond the student’s control (illness, accident, death in family – see item 5 above); and,
(c) the student sees the faculty instructor with an acceptable excuse before final grades are assigned. Details on how to remove an “I” grade are given in the General Catalogue.

(7) **Re-grade policy.** Requests for re-grading a midterm, or complaints about grading, must be submitted in writing to the relevant instructor, along with your examination, within 1 week of the date upon which the midterm was returned to the class. Any examination written in pencil or non-indelible (erasable) ink will not be accepted for consideration for re-grading. Many requests for re-grading concern the amount of partial credit awarded for an incomplete or partially correct answer. We believe that if partial credit is awarded consistently, it is fair, and such requests are in general not granted. In accordance with Academic Senate policy, the final examination will not be re-graded.

(8) **ID checks.** ID checks may be made at the time examinations are turned in. Bring an ID with you to each examination.

(9) **Cheating.** All incidents of cheating will be reported to the Office of Student Conduct. If a student is found guilty of cheating on any examination, he/she will receive a zero grade on that test and, if warranted, an F for the entire course. The Student Conduct Officer may also recommend to the Dean that further penalties be imposed, which can range from censure and loss of privileges, to suspension from the University for a specified period of time, to permanent dismissal from the University. A conviction for cheating becomes a permanent part of a student’s record.

(10) **Exam disruptions.** If an exam is disrupted (by a fire alarm, bomb threat, etc.) alternative arrangements will be made. These may include moving the exam to another location; students must go to the new location without talking. Alternatively, the length of the exam will be extended and/or an additional exam date will be arranged. False alarms are a misdemeanor in the State of California.