

**POLICIES FOR THIS COURSE (PLEASE READ VERY CAREFULLY)**

- (1) The three exams in this course will be held on the dates and at the locations and times announced.
- (2) All in-class quizzes and all three exams in this course are “closed-book” tests. For each of the exams at the end of each five-section, the only items you are allowed to bring to your seat during the test are writing implements (pens, pencils, erasers) and your test paper. If you bring a backpack, briefcase, satchel, gym bag, purse, bookbag, etc. with you to the examination room, you will be required to leave it (and all of your class notes, study sheets, textbooks, etc.) at the front or sides of the room before the test commences and during the test. During examinations, you are not allowed to wear, or to bring to your seat, any headgear (hats, baseball caps, visors, berets, etc., except for yarmulkes, hijabs, and turbans, if your religious beliefs require that you wear one of the latter). Also, no calculators will be required for any examination in this course, so you are not allowed to bring to your seat a calculator, your cell phone, a pager, or any other sort of electronic device. Bring your Cal Student (picture) ID card.
- (3) There will be **no** make-up tests for any of the quizzes or the three examinations. (Individual requests to schedule an examination for an alternative time to accommodate a student’s religious creed, or requests for extra time to accommodate a learning disability, must be submitted with documentation to the faculty member responsible for administering the examination at least one week in advance of the test.)
- (4) A student will not be penalized for a missed lab period, missed quiz or missed exam provided that the following two conditions hold: (a) the student provides the faculty instructor with an acceptable written excuse (see item 5 below) no later than 2 days after the date on which the lab period or test was held; and, (b) the test that was missed is completed satisfactorily as a take-home problem set and returned to the faculty instructor no later than 5 PM 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 that test. If completed satisfactorily and the excuse was acceptable, at the end of the semester, the missed test will be given a score that is the average of the student’s performance on the other tests (quizzes with quizzes; exams with exams), and then used to calculate the final grade. If the missed test is not completed satisfactorily as a problem set, or the excuse was not acceptable, a score of zero will be assigned for the missed test, and the zero score will be averaged with the student’s scores on the other quizzes and/or exams when the final grade is determined.
- (5) Examples of acceptable excuses for a missed lab period, quiz or exam are: (a) incapacitating illness or accident (a signed note from a doctor, on stationary that indicates the doctor’s address and telephone number, is required); (b) serious illness or death in the immediate family (a signed note from a parent or guardian, indicating his/her address and telephone number, is required); or, (c) a critical career-related interview at a location outside the Bay Area (a letter from the medical school, graduate school, or prospective employer, on their letterhead stationary, indicating the address and telephone number, is required). Examples of unacceptable excuses include: forgetting the date or location of the exam; inadvertently sleeping late; not being able to start your car; missing the bus, or your carpool, or your BART connection, etc. Resolution of all other situations will be left to the discretion of the faculty instructors.
- (6) If an essential component of the course (e.g., required lab report) has not been completed, an “I” grade will be assigned, but only when all three of the following conditions hold: (a) the student’s cumulative work in the course up to that time has been of passing quality (C- or better for undergraduates); (b) lack of the required material was 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 can be found by consulting the information available at the following URL: <http://catalog.berkeley.edu/policies/grades.html>
- (7) Requests for re-grading of any part of any exam must be submitted to your TA, in writing and attached to your examination, within 2 days after the date upon which the examination was returned to the class. **Any examination written in pencil or using non-indelible (erasable) ink, or in ink written over pencil (erased or not), will not be accepted for consideration for re-grading under any circumstances.** If the exam was written in indelible ink and a regrade request is submitted, ALL questions on the examination will be subject to re-grading, not just the question(s) for which the regrade request was originally submitted.

**PLEASE READ THE OTHER SIDE OF THIS SHEET CAREFULLY**

**STUDENT CODE OF CONDUCT**

Cheating of any sort is an extremely serious offense and will not be tolerated. Cheating occurs if fraudulent means are utilized to obtain a better grade. Cheating during an exam includes, but is not limited to: surreptitious scrutiny of concealed notes; peeking at your neighbor's test paper; asking for help from your friend; failure to turn in your own original test paper; and, having a stand-in take the test in your place. Cheating after an exam includes, but is not limited to: alteration of your previously written test answers; adding additional material to your answer; and, making false claims about your behavior or the performance of other students in the class. In a lab class, copying your lab partner's lab report is also considered cheating.

All incidents of cheating will be reported to the Office of Student Judicial Affairs (formerly 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 (or lab report) and, if warranted, an F for the entire course. The Student Judicial Affairs Officer may also recommend to the Dean that further appropriate punishment be imposed, which can range from censure and loss of privileges, to suspension from the University for a specified period of time, to dismissal from the University forever. A conviction for cheating of any sort becomes a permanent part of a student's record.

Exam procedure in case of fire alarm:

The policy of the MCB Dept. is that all instructors must announce in advance that an exam interrupted by a fire alarm will not be rescheduled and will continue during any evacuation and, therefore, students must refrain from talking with each other as the room is vacated. Instructors will have secured other areas in advance where the class can continue the exam in case of evacuation. Instructors should also remind students that setting off a false fire alarm is a crime under the following sections of the California penal code.

*148.4.*

*(a) Any person who does any of the following is guilty of a misdemeanor and upon conviction is punishable by imprisonment in a county jail, not exceeding one year, or by a fine, not exceeding one thousand dollars (\$1,000), or by both that fine and imprisonment: (1) Willfully and maliciously tampers with, molests, injures, or breaks any fire protection equipment, fire protection installation, fire alarm apparatus, wire, or signal. (2) Willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, by means of any fire alarm system or signal or by any other means or methods.*

*(b) Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, by means of any fire alarm system or signal, or by any other means or methods, is guilty of a felony and upon conviction is punishable by imprisonment in the state prison or by a fine of not less than five hundred dollars (\$500) nor more than ten thousand dollars (\$10,000), or by both that fine and imprisonment, if any person sustains as a result thereof, any of the following: (1) Great bodily injury. (2) Death.*