

# PHYS103 Emergency Plans: 2012

Instructor: Robert H. Gowdy

In this class we are fortunate to have most of the material and class participation available online and will take full advantage of that availability if we have to.

**If you are sick:** *Do not come to class.* Make up the missed quiz points by using the online discussion forum.

**If you miss an hour exam:** *Do not ask for a makeup exam.* Your lowest hour exam grade is automatically replaced by your final exam score. In cases where you miss an exam and another of your hour exam scores is much lower than your final exam score, I will replace **both exams**.

**If you miss the final exam:** *Fill out an "Incomplete Grade Assignment" form.* The form is available online at

<http://www.enrollment.vcu.edu/rar/docs/IncompleteGradeAssignment.pdf>

and should be turned in to my mailbox in the Physics Department (Hallway 2400 at 701 W. Grace St.).

The Incomplete form is needed because there will not usually be enough time to give and grade a makeup final exam before final grades are handed in. Without the form, I would have to turn in a grade corresponding to a zero on the final — usually that would be 'F.'

**If class is cancelled:** You will be notified through your VCU email. The email will also tell you which modules would have been covered in the cancelled class. **IMPORTANT:** You will **still** need to make up 100 quiz points for the cancelled class. Also, you are responsible for reading the material that would have been covered. The material will not be covered in later classes.

**Making up for a cancelled class:** You will need to make at least 10 contributions to our online discussion forum. A **special forum** will be set up covering the material in the cancelled class. There is a limit of 10 contributions per day that can count for credit. However in this case there will be two forums open, the regular one and the special one for the cancelled class, and you can, if you wish, contribute up to 10 to each.