

deferred exam). In Mathematics, generally students sit the next available exam for the course they are taking, which could be several months after the original exam was scheduled. In the case of the Midterm, there are no make-up midterms in this course. Missing the midterm for a valid reason normally results in the weight of that midterm being transferred to the final exam. Examples of valid reasons include illness and travel to play a scheduled game for a varsity team. Examples of reasons that are not valid include conflicts with personal travel schedules or conflicts with work schedules. Any student who misses the midterm is to present to their instructor the Department of Mathematics self-declaration form on the Mathematics undergraduate page http://www.math.ubc.ca/Ugrad/ugradForm/Student_Declaration_Academic_Concession_MATH.pdf for reporting a missed assessment to their instructor within 72 hours of the midterm date or quiz date or the assignment due date. This policy conforms with the UBC Vancouver Senate's Academic Concession Policy V-135 and students are advised to read this policy carefully. Follow the same procedure for a missed quiz/assignment. The special treatment is available once per course. Apart from that special situation do the following: please contact me before class time on the due date, and given your reasons for the missed work. Assuming the reasons are legitimate, I will note that you will be missing the quiz/assignment. In cases where the missed work has been allowed, your grade is computed out of a smaller number than 100 and then scaled appropriately to get a grade out of 100. For example, if a midterm counts 15% and a student informs me in advance of legitimate reasons for missing the midterm, the student would have a grade computed out of 85 and then this would be scaled to a grade out of 100 by multiplying by $100/85$. Without advance notice (to me by email or phone message to Math Office etc) the default will be a grade of 0 in the missed work. A student must finish a significant amount of term work in order to pass the course.