



hours of the midterm date. This policy conforms with the UBC Vancouver Senate's Academic Concession Policy V-135 and students are advised to read this policy carefully. There is a new procedure allowing a self declaration concerning term work. It is available once per course. Apart from that exceptional 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 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 an assignment counts 5% and a student informs me in advance of legitimate reasons for missing the midterm, the student would have a grade computed out of 95 and then this would be scaled to a grade out of 100 by multiplying by  $100/95$ . 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. Three missed assignments will probably be the limit.