

## UNDERGRADUATE

# Common Syllabus

UCLA Department of Economics

## Exam Attendance Policy

### Attendance Requirement

All students are expected to attend exams at the scheduled date, time, and location. Exams are an essential component of course assessment, and attendance is mandatory.

Only the specific exceptions listed below will be considered. If you believe one applies to you, you must email the course instructor and copy the Undergraduate Vice Chair as soon as possible. Because these exceptions are narrow and well-defined, your email should be concise and provide the relevant documentation described below.

## APPROVED EXCEPTIONS

### Approved Exceptions

#### 1 Serious Medical Emergencies

If you experience a serious, unexpected medical emergency that requires hospitalization or medical care during the time of the exam, you must provide official documentation from the treating health facility. The documentation must clearly state that you were admitted for a serious medical condition that prevented exam attendance. Routine medical appointments or minor illnesses (e.g., colds, flu, etc.) do not qualify as emergencies.

If you were not receiving care at the time of the exam, but were required by the hospital, doctor's office, or clinic to be absent from the exam due to your condition, you must provide documentation, which may be considered in your request.

## 2 Death of an Immediate Family Member/Close Relation

In the event of the death of a loved one (defined as a parent/guardian, sibling, spouse, child, other close family, or close friend), an absence may be granted to allow attendance at memorial services or to address other extenuating needs. Acceptable documentation includes:

- An indication from the student of the relationship
- **and**
- A proof of the death or service (obituary, program from the service, documentation from the hospital. The service must take place within 2 weeks before or after the exam. Documentation must also be submitted within two weeks of the missed exam. Failure to submit evidence within this timeframe will result in a zero for the missed exam.

## 3 Students with Disabilities (CAE Accommodations)

Students requiring academic accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act must be registered with the Center for Accessible Education (CAE).

- CAE-approved accommodations must be communicated directly from CAE to the instructor and department.
- Students should register with CAE early in the term (preferably within the first week of the quarter) to ensure timely arrangements.
- CAE will coordinate exam accommodations or proctoring when appropriate.

For more information, visit [www.cae.ucla.edu](http://www.cae.ucla.edu).

## 4 Religious Accommodation

In accordance with Section 92640 of the California Education Code, students may ask for an exam accommodation if the scheduled exam conflicts with a student's religious creed, unless doing so would cause undue hardship.

- Students should make such requests directly with the instructor within the first two weeks of the term (or as soon as possible when the exam date is shared).
- A make-up final exam must be taken in person on campus on the official department make-up date of the first Tuesday immediately following finals week, between 9:30 a.m. and 12:30 p.m. This arrangement must be confirmed between the instructor and the student, and the Undergraduate Advising Office must also be notified.

To view the full UCLA policy on alternate exams for religious reasons, please visit UCLA Registrar - Alternate Examination Policies.

## 5 Internships/Employment Conflicts for Spring Quarter (Pre-Approved)

Students who will be off-campus for an internship or job offer for which the job or training begins prior to the end of Spring quarter or during a scheduled exam must notify the instructor no later than Friday of Week 2 of the quarter to discuss arrangements.

- This exception is only for Spring Quarter and only for those summer opportunities that conflict with the end of the Spring term. Students approved for this reason will receive a grade of Incomplete (I) and will take a make-up exam in person on campus either on the official department make-up date of the first Tuesday immediately following finals week, between 9:30 a.m. and 12:30 p.m. OR, on Wednesday of Week 0 of the following Fall Quarter at 1:30 p.m. Students are responsible for confirming with the instructor which of the two exam dates listed above they plan to take, at least two weeks in advance.
- Exceptions will not be considered after Friday of Week 2.

The request must also include the official offer letter from the employer/opportunity with the details of the offer, including the dates of the opportunity. The appropriate Economics advising office must also be notified of this confirmed arrangement between the instructor and the student.

If you are taking multiple Economics courses in Spring quarter for which you require an exam accommodation as outlined above, you must consult with both the instructor and the [Economics department advising office](#) by the 2nd Week of instruction.

### Unapproved Reasons

No exceptions will be granted for travel, personal commitments, or other non-academic reasons not listed above. Students should plan accordingly to be present for all scheduled exams.

### Late Arrival

Students who arrive late for an exam will not receive additional time. The exam will end at the scheduled time unless an approved accommodation as defined above applies.

## Make-up Exams

- Under no circumstances will a make-up exam be administered if a student misses a midterm.
- If a student misses a midterm exam due to an unanticipated and serious medical emergency or due to a death in the immediate family, then the missed midterm exam score will be imputed by using only the final exam score. The Department-wide method of imputation is simple. If the midterm exam was missed due to unanticipated and serious medical emergency or due to a death in the immediate family, and the final exam score turns out to be, for example, 80 out of 100, then the missed midterm grade will be recorded as 80 out of 100. This simple method of imputation, which does not adjust for potentially different difficulty across exams, will be used unless an instructor specifically states a different rule.
- If a student misses the final exam due to an unanticipated and serious medical emergency or due to a death in the immediate family, then that student will be required to take a makeup final exam administered by the Department at the officially announced day and time. It is the student's responsibility to contact the instructor and the undergraduate counseling office to make arrangements for the makeup final exam. Unless subject to one of the exceptions set forth in paragraph A(2), above, exams will not be rescheduled for a different time or place.
- If a student misses all exams, this student will receive an automatic grade of F.

## Deadlines

- Late work, whether problem sets, exams, papers, or other work, does not count for course credit. It receives a grade of zero. There will be no exceptions granted. Work submitted in accordance with any modified deadlines determined by CAE to be a reasonable academic adjustment will not be deemed "late" if submitted within the modified deadlines.
- E-mail submission of such work is not allowed and will result in grade of zero unless specifically allowed by the instructor.

## Weighting

- The relative weights on the different elements of the course work are set by the instructor. The Department has no set weights.
- At the discretion of the instructor, grading may be done using multiple weighting schemes. For example, two weighting schemes may be used: one in which the midterm receives 0% weight, and one in which the midterm receives positive weight. Overall course scores will be computed for each student using each of the weighting schemes, and the maximum of these overall course scores for each student will be used in determining final grades.
- Instructors have the option to normalize scores for each weighted element of the course. For example, raw scores for a particular exam may be normalized by subtracting the mean and dividing by the standard deviation.

- The rules that permit (or do not permit) dropping the lowest problem set score are set by the instructor. One Department-wide rule is that, if the course permits dropping the lowest problem set score, a student who has entered a course late and missed the first problem set drops that one, not a later one.

## Correcting Errors in Grading

- Students who have been graded incorrectly should petition for a correction in writing to the Professor, copying the Undergraduate Vice-Chair, within the first two weeks of the following quarter.
- The entire graded work (problem set or examination) shall be re-examined. There is no guarantee that only upward adjustments will occur. While careful and accurate grading is expected, positive and negative errors in grading are equally likely.

## Impacted Course

- Impacted courses may not be dropped after the second week of a term for other than exceptionally extenuating circumstances. Exceptionally extenuating circumstances do not include circumstances of short duration where other alternatives exist, including but not limited to a late drop of other (non-impacted) courses or taking an Incomplete in the impacted course.
- Please visit the Registrar website below for further details:

<http://www.registrar.ucla.edu/Registration-Classes/Enrollment-Policies/Enrollment-Restrictions/Impacted-Courses>