

## Absence Policy

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Missing a single lab experiment is equivalent to missing an entire week of class. In cases where the absence is caused by a simple illness that requires missing a single lab you must contact your TA before class. Missing lab without communicating with your TA ahead of time will generally result in an unexcused absence. Lab experiments can be made up by either attending the open lab hours on Saturday or finding another section to attend during the week. If you wish to make up a lab during another section, you must contact the TAs in charge of that section ahead of time. Make up labs must be completed within two weeks of the absence in order to receive credit unless otherwise indicated by the instructor.

Excused absences that have been made up will not result in direct adverse effects on the student's grade. One unexcused absence may be made up with a 2 point deduction on the assignment. Additional unexcused absences will result in a zero on missed assignments, deductions from participation grade or deductions from the final project grade.

NOTE: All of the information that you need for contacting other TAs is posted on Compass2g or the course website — names and emails of the TA assigned to each section. For other more complicated cases we will work with you as best we can. Unfortunately, if more than a couple of labs are missed, it is difficult to catch back up. If the absence occurs during the final design phase, you AND your lab partner must make arrangements together to make up what you missed.