

## Pharmaceutical Chemistry 307

### *Course Policies*

#### Quizzes and Examinations

There will be about ten in-class quizzes, two “hour” exams and one cumulative final examination. Quizzes are worth 15% combined, each hour exam is worth 25%, and the final exam is worth 35% of total course score. **The cumulative final exam is optional for students with  $\geq 70\%$  average after the second “hour” exam.** There will be no lecture on the two scheduled hour exam days. To be excused from a quiz, an hour exam or the final exam you must produce a legal or medical excuse that has been approved by Associate Dean Woodward. As it is not our policy to permit make-ups on quizzes and hour exams, your quiz average will be used for any excused quiz and the final exam will be required and more heavily weighted for an excused absence in any hour exam. **NO MAKE-UPS ON HOUR EXAMS OR QUIZZES!** If you are excused from the final exam, your course grade will be an “incomplete” or T-grade. You will have until the end of the following semester to make-up for the final exam. Due to the extended period of time that the student has available to study for the make-up final, the make-up final exam is more rigorous and may include an oral examination component. You must bring a photo ID (either a valid Rutgers Student ID card or a valid driver’s license that bears your photo) when you take any examination. You will be required to sign all exams and quizzes. In addition, you must check-in all book bags, notebooks, coats, and hats at the entrance to the lecture hall when you enter to take an exam. You will only need No. 2 pencils and a simple calculator for all exams. **Graphing calculators, smart phones or any instrument with an alphanumeric keypad are NOT permitted! Cell phones must be turned off during an exam.**

#### Submitting Exams and Quizzes for Regrade

**7-DAY GRACE PERIOD** – for the hour exams and quizzes, you have seven days from the date of return/posting of the graded exam/quiz to submit same for regrade, you must attach a letter specifying which questions need to be reviewed and why. Submit the exam or quiz with the letter to the lecture instructor. The instructor reserves the right to regrade the entire exam/quiz.

#### Academic Misconduct

University’s policy on academic integrity will be strictly followed. If a student is found to be cheating during an exam or quiz, a grade of “F” will be given for the exam or quiz in question.

RUTGERS UNIVERSITY POLICY ON ACADEMIC INTEGRITY  
FOR  
UNDERGRADUATE AND GRADUATE STUDENTS

- A. CHEATING – Cheating is the use of inappropriate and unacknowledged materials, information or study aids in any academic exercise (exam, quiz, etc.). The use of books, notes, programmable calculators and conversation with others is restricted or forbidden during exams and quizzes. Their use in these cases constitutes cheating.
- B. FACILITATING ACADEMIC DISHONESTY – Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity. Such students are guilty of intellectual dishonesty as the student who receives the material even though they may not themselves benefit academically from that dishonesty.

LEVEL THREE VIOLATIONS

- 1. Copying on hourly exams or the final exam.
- 2. Acting to facilitate copying during an exam.
- 3. Using prohibited materials (i.e. books, notes) during an examination.
- 4. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- 5. Altering examinations for the purposes of re-grading.
- 6. Acquiring or distributing an examination from unauthorized sources prior to the examination.

The minimum sanction for Level III offenses is one semester suspension from the University. The instructor has the option of assigning a failing grade (a zero!) for the exam/quiz in question.

LEVEL FOUR VIOLATIONS

- 1. Repeat LEVEL III offenses.
- 2. Having a substitute take an examination or taking an examination for someone else.

Level IV violations carry a penalty of permanent expulsion from the University.