



Missed Exam Policy

Students are expected to be present for all course exams and the final exam at the scheduled time unless arrangements are made with the course instructor prior to the administration of the exam. Make-up exams are not permitted for unexcused absences. Students who fail to attend an exam will be given a grade of zero on the exam. Alternate exam times may be rescheduled during the exam period for the following reasons:

- Court appearance – summons from the court.
- Documented illness
- Family emergencies, such as death or serious illness of immediate family member – the Director of Education will determine the documentation required.
- Religious observance
- Military Service – letter from commanding officer.

Communication of an expected absence is the student's responsibility and must be received no later than two weeks before the exam begins. In an emergency situation, the student must inform the instructor no later than 24 hours after the missed exam. A student may miss no more than one exam per course.

Make-up exams for the approved circumstance will be allowed during the next make-up schedule. If the make-up exam is not taken on the scheduled make-up day, the student will receive a zero (0) for the exam score. It is the student's responsibility to make arrangements with the instructor. The student will be notified of the schedule for the next available make-up date. Make-up exams may be given in any format deemed appropriate by the instructor. The make-up exam will be equivalent to the original in content, level of difficulty, and time limits, and the standards for scoring and grading will be equivalent to those used for the original exam. An exam refers to any on-line or on campus test, exam, or quiz administered in the course.