STANDARD POLICY

POLICY:

Background: The profession of nursing requires commitment and responsible behavior. Therefore, students are expected to be present for any exam. The student may be excused at the discretion of the instructor.

An excused absence is being absent from the scheduled exam as the result of illness or the illness of an immediate family member or a significant other, a religious holiday, the result of a catastrophic event, or any event approved by the instructor. If so directed by the instructor, the student must bring a written excuse from the professional health care provider.

If the student has an excused absence from an exam, the instructor has the option of requiring a make-up exam or increasing the percentage of the points of another test. All final exams are mandatory. Any missed final exam will result in an incomplete grade until the final exam is taken.

PROCEDURE:

In the event of an imminent absence, the student will:

1. Notify the instructor prior to the exam;

2. Contact the instructor within two (2) days following the exam, in order to make arrangements to take the exam.

If the absence is not excused, a zero (0) will be received for the exam.