

## **Absence from Exams Policy 1.1**

**Original Implementation: September 9, 1993**

**Last Revision: November 2020**

Students, applicable to all programs, are expected to be present for any exam. At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in an approved university-sponsored event(s). However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. If so directed by the instructor, the student must bring a written excuse from the professional healthcare 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.