Operating Policy and Procedure

SON OP 30.830 – Missed Exam/Makeup Policy

PURPOSE
The purpose of the School of Nursing Missed Exam/Makeup Review Operating Policy and Procedure (SON OP) is to ensure missed exams/makeups are consistent irrespective of who teaches the course or when the course is taught. The Program Council has the responsibility to review and recommend to the General Faculty changes in exam makeup policies to maintain the integrity of the exams and curriculum.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE
The missed exam/makeup procedure pertains to all exams, with the exception of quizzes. The procedure assures all exam makeups are conducted in the same manner. Changes in components require approval through the process developed and monitored by the Program Council.

1. Students must be in their seats, prepared to start the exam, 5 minutes prior to the scheduled exam time.
2. If a student fails to arrive 5 minutes prior to the scheduled exam time, the student will not be allowed to take the exam.
3. The value of the missed exam percentage will be added to the final exam percentage. Example, if exam 1 is worth 10% and the final exam is worth 10%, the student’s final exam percentage will be worth 20%.
4. If a student misses more than one exam, all missed exams will be entered as a zero in the gradebook.
5. Make-up exams may be allowed for one of the following situations: documented death, military obligations, HSC school sanctioned events, or extenuating circumstances.
6. Scheduling of any make-up exams must be approved by the leadership team prior to administering the exam.
7. If a student misses the final or last exam, the student will receive a zero for that exam. If it is the second missed exam, both missed exams will be given a grade of zero.