



FINAL EXAM – MAKE-UPS

POLICY

No final exams will be administered prior to the scheduled date and time (see Policy 1010 – Final Exam Schedule).

Under extenuating or emergency circumstances, the respective faculty member has the option to offer alternatives for final exam administration. It is at the instructor's discretion to determine if a student is allowed to make-up a missed final (written or practical) exam due to the following:

- Unavoidable absence (beyond the student's control) due to verifiable circumstances acceptable to the instructor such as imminent death or death of a family member
- Personal illness
- Extenuating childcare circumstances
- Military duty

It is at the discretion of the instructor to determine if a situation warrants alternative testing options. The instructor may require documentation to schedule an alternative testing day/time. Alternatives include the following:

- Administering the exam on the Friday of the eleventh week
- Using the accommodation suite, if available and approved by Student Affairs
- Using the instructor's office for test administration
- Using available classroom or conference room space, if available

Please note, for any alternative testing option, the instructor will be responsible for proctoring.

If a student finds that they must miss a written or practical final examination, they must notify the instructor before the final examination. If the circumstances causing the absence meet policy requirements and are deemed acceptable by the instructor, it is the student's responsibility to schedule the exam with the instructor. All make-up examinations must be completed by the end of the first week of classes the following quarter.

The instructor must notify the provost that he/she has granted a written or practical make-up examination.

Also see: Policy 1010 – Final Exam Schedule