

## Missed Tests & Missed Classes Policy

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### Missed Tests

Adequate notice (24 hours or more) will be given of impending tests and, if the student is not present, the result is recorded as zero. The instructor may make an exception and allow the test to be written at an alternative time provided that:

- The instructor is notified prior to the class.
- The instructor has agreed in advance that there is justification for the learner to be absent at the scheduled time.
- Documentation may be required as proof of the learner's inability to have been present at the scheduled time (e.g. Medical or International Travel Documentation)

### Makeup Assessments

- If a student misses an assessment, alternative arrangements can be made with the instructor.
- Presented with a valid reason for a missed or late evaluation, the instructor will consult with the student to set up a mutually agreeable evaluation date. Instructors will provide a practical evaluation at that time and mark it. For other missed or late evaluations, instructors may opt to instill a penalty at their discretion.

### Late Arrival for Test Writing

- If a student arrives after the start of a test, the instructor may choose not to permit the student to enter the room or release the online key to open the test.
- Students arriving late, if permitted to write the test, will not be allotted extra time to complete the test.
- Under no circumstances can a student enter the room to begin an evaluation after a student has left the room.

Please refer to the [Test & Exam Writing Protocol \(2000-1-6\)](#) for more information on written evaluations.

### Missed Classes

- Students on an international student visa are required to be in every scheduled class, whether in-person or online.
- Attendance is taken in all classes, including in-person/on-campus courses and online/virtual courses, attended remotely. It is the student's responsibility to inform the instructor of missed classes.
- A student who misses more than 2 days of a course without proper documentation (e.g., Medical or International Travel Documentation) may be withdrawn from that course. Students will be required to cover the cost of the makeup course.
- A student who misses more than 1 major (worth 25% or more) in-class evaluation without reasonable documentation may be required to repeat the course.



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## Appeal of an Academic Decision

In all cases where a student seeks remedy for a missed or late evaluation, the instructor may require a medical certificate or other substantiating documents by way of validation. When, in the instructor's judgment, the student's reason is invalid, the student shall be refused any further remedy. The decision of the instructor not to allow the student the opportunity to reschedule the evaluation may be appealed under the [Appeal of an Academic Decision \(2000-1-13\)](#) policy.