

Makeup Exam Policy

Note: Prior to filling out the [makeup exam scheduling form](#) you must have an excused absence recorded and approved by the office of the Associate Dean of Academic Programs and Student Success.

1. **All** makeup exams must be taken within 5 school days of the original exam or the exam score will be recorded as a “0”. Exceptions will only be allowed through prior agreement discussed with and approved by both the course coordinator and the Associate Dean.
2. Course coordinators and instructors may choose to administer their own makeup exams and/or to give alternative test formats (oral exams, essay exams, etc.) or makeup exams may be administered centrally (see #4 below). Please check with course policies or instructors for makeup exam format and location.
3. Makeup exams for students with Student Access Center-approved accommodations will occur in the testing center as always and are scheduled through Cathy Minihan.
4. All non-accommodation makeup exams administered centrally will occur only on T, TH, and F at 1:00 pm, 2:00 pm, or 3:00 pm in the Library Conference Room and proctored by Gina Scott or Kayla Campbell. Those should be scheduled 2 days prior to the makeup exam through [this link](#) and check in will be Trotter 417. Makeup exams must occur within 5 school days and must be scheduled 2 days prior to the makeup exam, so prompt scheduling of makeup exams after absences is imperative.
5. You must be on time for all scheduled makeup exams. Exam duration/exam end time will not be adjusted for late arrivals. If you are more than 20 minutes late for your scheduled exam, the exam will be cancelled and you will be referred back to the course coordinator to determine your eligibility for another attempt.
6. After you get the Dean’s Office approval, and the makeup exam scheduled you will receive a confirmation email by the end of the day.

[Makeup Exam Link](#)

Policy established 08/01/2024