Makeup Exam Policy

Prior to filling out the makeup exam form you must have filled out approved excused absence form found here [Excused Absences for Veterinary Students](mailto:Excused Absences for Veterinary Students)

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 Dr. Roush.

2. 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.

3. **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 #5 below).** Please check with course policies or instructors for makeup exam location.

4. **Makeup exams for students with Student Access Center-approved accommodations will occur in the testing center as usual and scheduled through Cathy Minihan.**

5. **All non-accommodation makeup exams administered centrally will occur only on T, W, and F at 1:00 p.m. in the Library Conference Room and proctored by Gina Scott or Kayla Campbell. Those should be scheduled through canvas@vet.k-state.edu** and check in will be Trotter 417.

[Makeup Exam Link](mailto:Makeup Exam Link)