



Pure and Applied Sciences Division Policy Regarding Missed Examinations and Labs

Normally, a score of zero will be given for a missed exam, test, quiz, lab, etc. In some exceptional situations, the student will be permitted to write a make-up test, defer the lab to a later date or to replace the score by other marks.

The situations in which a score of zero may be avoided are those for which the student meets **all** of the following conditions:

1. Circumstances clearly beyond the control of the student caused the exam, test, quiz, lab, etc. To be missed. Such circumstances include serious illness or injury, or death of a close family member. They do **NOT** include forgetting about the test, lack of preparation for the test, work-related or social obligations.
2. The student has notified the instructor (or the Pure and Applied Science office staff, if the instructor is not available) about the missed exam, test, quiz, lab, etc. Such notification **MUST** occur in advance, if possible, or at the latest, on the day of the exam, test, quiz, lab, etc.
3. Proof of the circumstances is provided. Proper proof of illness or injury requires a medical certificate from a doctor, who may also be consulted.
4. The student has been fully participating in the course up until the circumstances that prevented the writing of the exam, test, quiz, lab, etc. **Fully participating means attending almost all of the classes and turning in almost all assignments in the course.**

The options offered to the student who meets the four conditions are decided by the instructor. They will not necessarily meet the convenience of the student.