

St. John Fisher University Wegmans School of Nursing	Responsible Parties: Undergraduate Committees
Section B: Curriculum	
Policy: 5.1 Course Examination Policy	
Date Created: 5/13	
Date(s) Revised: 9/28/2022	Date(s) Reviewed: 5/16/13, 4/21/17, 2/20

5.1 Course Examination Policy

Policy: Students are expected to take course examinations on the date indicated in the course syllabus.

Procedures:

1. If an exam is missed, it is at the discretion of the course faculty to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy. Prior notification by the student to the faculty is required if an exam will be missed in order for exceptions to be considered.
2. The range of possible extraordinary circumstances include but are not limited to:
 - a. Death in family
 - b. Hospitalization
 - c. Personal illness
 - d. Family illness
 - e. Serious injury
3. If an exception is made due to extraordinary circumstances, it is the expectation that the student is prepared to take the exam within 24 hours of the original exam date/time as indicated in the course syllabus. In the event that the student is unable to take the exam within 24 hours of the original date/time the exam is scheduled, documentation of the illness/injury from a healthcare provider may be required and it is up to the discretion of the course faculty whether that exam is offered after 24 hours.
4. The Health and Wellness Center at St. John Fisher University does not provide documentation of illness/injury unless the student was originally seen in the Wellness Center for the illness/injury that precipitated the missed course examination. Refer to the Medical Excuse Policy on the Wellness Center webpage.
5. Exams missed due to scheduled vacations, appointments, oversleeping, interviews, shadowing, or work-related commitments will result in a grade of **zero** for the test.
6. All communication related to a missed exam and plans for make-up must be documented in an email to/from the faculty and student; and will be placed in the student's file.