

# Makeup Exam Policy

If you miss an exam, you are always allowed to make it up. In fact, you should make up the exam. (Note that this refers to makeup exams, not retakes. Once an exam is taken, we cannot offer a retake.) Makeups should be completed within one week of your return to college.

With that in mind, makeup exams are divided into two categories:

- **Documented** – These require proof showing the need for the makeup. When such proof is provided, the exam is graded the same as for your classmates. Acceptable documentation includes, but is not limited to:
  - Doctor's Note for yourself
  - Doctor's Note for a dependent (such as your child or an ill parent)
  - Military Orders
  - Court Orders
  - Jury Duty
  - Obituary of a family member

In these cases, something more important than this course has occurred, justifying a makeup.

- **Undocumented** – If you lack documentation, you should still make up the exam, but the curve will be adjusted. You will never receive a lower grade than your earned score. The curve is adjusted to ensure fairness, not as a penalty. Many situations may fall into this category, such as:
  - Car breakdown
  - The dog needs veterinary care
  - Cat had kittens on your lecture notes, making studying impossible
  - Friend needs to see a doctor
  - Oversleeping
  - Not feeling prepared for the exam

In these cases, the incident provides extra study time beyond your classmates.

Finally, what if the situation is legitimate but still undocumented? This is the challenging part, as little can be done. For example, having a common cold may not require a doctor visit since there is little they can do. However, you might consider seeing a doctor just to obtain documentation. This is a personal choice.

Again, if an exam is missed and without documentation, an adjusted “standard curve” applies if the makeup is done within one week. After one week, your grade will reflect your earned score. You will never receive a lower grade than your actual score. It’s always best to make up the exam!

Keep studying hard!

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