Department of Psychology Make-up Exam/Assignment Policy

Students who miss an exam, in-class assignment, or assignment deadline due to an extenuating documented circumstance beyond their control may make up the exam or assignment or receive an extended assignment deadline under the following conditions:

- The student must request from the course instructor the make-up or extended assignment deadline prior to or immediately following the missed exam or assignment. In the event the extenuating circumstance is such that it is not possible to contact the course instructor prior to or immediately following the missed exam/assignment, the student must make the request as soon as they are able to do so (e.g., immediately following release from a hospital stay that extends several days after a scheduled exam).
- The student provides the course instructor with documented evidence of the valid extenuating circumstance that required the student to miss the exam or assignment.
  - Examples of circumstances that would warrant a make-up exam/assignment include but are not limited to illness, death of a family member, severe weather event, auto accident, required court appearances, emergency military service.
  - Examples of appropriate documentation include an official doctor’s excuse, police report or news report of auto accident, news report of weather event, subpoena, military documentation, etc.
  - Make-up tests/in-class assignments must be given for absences due to obligatory religious observances.

Faculty may administer their own make-up exams/in-class assignments or they may take advantage of the Department-administered make-up exam/assignment service. The Department-administered make-up schedule will be announced by the department head each semester.

To avoid the possibility that students taking make-up exams will benefit unfairly by information about the exam, make-up exams must be at least 50% supply type (i.e., essay, short answer, completion, arrangement, etc.) and should contain items that differ from those contained within the original exam.

Students who miss a scheduled make-up exam/assignment due to a valid documented circumstance beyond their control must adhere to the procedures outlined above to reschedule the make-up. Students who miss a regularly scheduled exam/assignment and/or a make-up due to an invalid/undocumented circumstance will receive a 0 on the exam/assignment.

Although students are allowed to make up exams/assignments due to circumstances beyond their control, if absences are numerous, even if valid, it might not be feasible or in their academic best interest to continue in the course. In such cases, the faculty member and student should have a conversation to discuss the student’s best course of action within University policy.
Department of Psychology Final Exam Policy

The Department of Psychology adheres to the Final Examinations requirements set forth in the Provost’s Semester Information Memo:

*Final examinations, i.e., the last exam of the semester, are to be held at the time indicated in the University’s Final Examination Schedule. The date, start time, and ending time must be the same as indicated in the University’s Final Examination Schedule, including the provisions for graduating seniors and any other exceptions stated on the University’s Final Examination Schedule web page. A faculty member may not schedule the final exam of a course at a time other than that set in the University’s Final Examination Schedule unless the dean grants permission. Such permission may be granted for extenuating circumstances only and should be rare.*

A student who is absent from the scheduled final exam because of illness or other valid reason warranting an excused absence may take a special examination upon approval of the student’s department head.

*Instruction must occur throughout the entire semester or term for which the course is scheduled. Instruction may not end prior to the last day of class as scheduled by the University. The Final Exam (i.e., the last exam of the semester) does not constitute instruction.*

Final exams for Psyc 101 and 102 must be comprehensive.

Graduating students may not be exempted from final exams.