

Exam Makeups

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 are expected to be done within one week or your return to college.

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- **Documented** – Makeup exams that are documented require proof demonstrating their necessity. When such proof is submitted, the exam is graded the same as those of your classmates, and the “standard curve” is applied. After one week, there is no “standard curve.” Acceptable forms of documentation include, but are 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 such cases, something more important than this course has happened, and a makeup is warranted.

- **Undocumented** – If you lack documentation, you should still make up for it, but the curve will be adjusted. You will never receive a grade lower than your earned grade! However, the “standard curve will be modified. The goal is to create an "equal playing field" and is not intended to be punitive. After one week, you should certainly retake the exam, but there is no “standard curve.” Many situations may fall into this undocumented category, but a few examples are:
 - Car broke down
 - The dog needs to go to the vet
 - Your cat had kittens on your lecture notes, and you couldn't study
 - A friend needs to go to the doctor

- Overslept
- You are not ready for the exam

In such cases, the incident affords extra study time above and beyond your classmates.

Finally, what if the situation is legitimate but still undocumented? This is the challenging part, as little can be done. A good example is having a common cold. You may not feel it necessary to visit the doctor since there is little they can do. However, you might consider going to the doctor just to obtain documentation. This would be your judgment call. Again, if an exam is undocumented, in taken within one week, there is an adjusted “standard curve.” After one week, your grade with the your earned score. You will never get below your earned score. It is always best to do a makeup!

Keep on Studying Hard!

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