Examination Policy

All students are expected to take examinations at the scheduled time.

In the event of extenuating circumstances, the student is required, prior to the examination, to obtain verbal or written approval from the instructor to be excused from the examination on the scheduled date.

The student is responsible for contacting the instructor within 24 hours of the scheduled exam date to reschedule a make-up examination at a time that is mutually agreed upon by the instructor and student.

An examination may not be retaken by a student for the purpose of improving a grade.

Students should also follow the exam policy/procedure listed in the syllabus.