

 <p>Policies & Procedures Manual</p>	# Pages: <p style="text-align: center;">1</p>	Policy Number: <p style="text-align: center;">AC-01-10</p>
	Approved by: <p style="text-align: center;">Learning Council</p>	
Section: <p>Academic Students</p>	Effective Date: <p style="text-align: center;">August 24, 2021</p>	
Title: <p>Absence from Tests, Examinations or Other Evaluative Procedures</p>	Reviewed: <p style="text-align: center;">April 16, 2021</p>	
	Replaces: <p style="text-align: center;">February 25, 2014</p>	

POLICY STATEMENT

When a student is unable to complete a scheduled evaluation, as the result of extenuating circumstances, faculty will consider making alternative arrangements. If the student does not make up the assessment, a mark of “0” will be assigned permanently.

PURPOSE OF POLICY

UCN recognizes that a student’s ability to meet academic responsibilities may on occasion be impaired by extenuating circumstances (such as illness, accident, domestic affliction). UCN is committed to providing reasonable academic consideration to a student in extenuating circumstances while considering a need to ensure fairness, consistency, and academic integrity.

PROCEDURES

1. Students are expected to write/complete tests, examinations or other evaluative procedures at the time scheduled by the instructor / professor.
2. A student may be granted permission to defer an assessment due to extenuating circumstances. Faculty should use discretion and compassion in deciding whether circumstances justify granting a deferral.
3. The student will contact the instructor / professor in order to request alternate arrangements for completing the evaluation.
4. Prior to completing the evaluation, the student may be asked to provide appropriate documentation to justify their alternative evaluation . It is up to the discretion of each instructor to require students to provide documentation.