

MAKE-UP TEST POLICY

If a student is absent, the student is required to take the test on the first day they return to school (class or clinical). The student must contact the Nursing Programs Coordinator to arrange a time to take the makeup test.

In the **Day Program**, all tests will be made up after school by appointment or during a free period. Students returning to school on a clinical day must make an appointment to test after clinical at the school.

In the **Evening Program**, tests will be made up at the school before clinical, before evening classes, or on an “off day.” Students must schedule test makeup by contacting the instructor or Nursing Programs Coordinator.

A student not adhering to this makeup policy will have a deduction of five (5) test points per day. After 7 days without specific arrangements with the Nursing Programs Coordinator for test makeup, the student will receive a grade of zero (0) on the test.

A student will only be allowed to take two (2) makeup tests/quizzes per course. Further absences on a test day will result in the student receiving a grade of zero (0) for that test/quiz. Extenuating circumstances (including, but not limited to, documented bereavement, serious illness or injury, or hospitalization) will be discussed by faculty and any exception must be approved by the Program Director.