

Exam Policy for Students Who Arrive Late or Fail to Appear For a Final Examination

a. If a student arrives within thirty (30) minutes of the scheduled start time of a final examination, the following policies apply:

- i.** The student may report to the examination room, enter without disruption, and begin taking the examination. The student is prohibited from typing any answers using ExamSoft and must hand-write the examination answers. The student may take the examination but will not be given any additional time. (For example, if the student arrives ten minutes late for a three-hour examination, the student will have only two hours and fifty minutes to take the examination.)
- ii.** If the student wishes to demonstrate extraordinary circumstances beyond the student's control to explain the tardiness, the student may report to a dean for academic affairs (hereinafter "the Dean" or "a Dean"). The time of arrival will be noted by the Dean's office. (The student must notify an administrative assistant that the student is arriving late for an examination so that the time may be recorded.)
 - 1)** If the student demonstrates extraordinary circumstances beyond the student's control to explain the tardiness, and if the Dean finds the reasons to constitute extraordinary circumstances beyond the student's control, the student will be placed in a separate room to take the examination using the full allotted time.
 - 2)** If the student either does not demonstrate extraordinary circumstances beyond the student's control to explain the tardiness, or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student's control, the student will be placed in a separate room to take the examination using whatever time was remaining of the scheduled examination when the student first arrived in the Dean's office as recorded by the administrative assistant. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The student may be charged a \$50 fee for the special arrangements that are needed to separately proctor the examination.
- iii.** Thirty (30) minutes after the scheduled start time for an examination, the person proctoring the examination will deliver to the Dean's office any examinations that have not been picked up by a student in that classroom.

b. If a student arrives more than thirty (30) minutes after the scheduled start time of a final examination (after the time designated for the examination to begin), the student MUST report to a Dean. The time of arrival will be noted by the Dean's office. (The student must notify the administrative assistant that the student is arriving late for an examination so that the time may be recorded.) The student

may sit for the examination, but the following policies apply:

- i. If the student demonstrates extraordinary circumstances beyond the student's control to explain the tardiness, and if the Dean finds the reasons to constitute extraordinary circumstances beyond the student's control, the student will be placed in a separate room to take the examination using the full allotted time.
- ii. If the student either does not demonstrate extraordinary circumstances beyond the student's control to explain the tardiness, or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student's control, the student may elect either of the following options:
 - 1) The student will be placed in a separate room to take the examination using whatever time was remaining of the scheduled examination when the student first arrived in the Dean's office as recorded by the administrative assistant. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for this examination will be given without any penalty.
 - 2) The student will be allowed to take the exam with the fully allotted time before the end of that current examination period and at the earliest available time to be determined by the Dean. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for the examination will be capped at a "D."

The student may be charged a \$50 fee for the special arrangements that are needed to separately proctor the examination.

- c. **If a student does not appear during the scheduled examination period or is unable to take the examination during the scheduled examination time, the student must notify a Dean as soon as possible but no later than 24 hours after the scheduled start time of the examination.** The following policies apply:
 - i. If the student demonstrates extraordinary circumstances beyond the student's control, the Dean may authorize a delay in the student's examination. If a delay is authorized, however, the examination (with the fully allotted time and with no grade penalty) must be taken before the end of that current examination period and at the earliest available time as determined by the Dean.
 - ii. If the student fails to demonstrate extraordinary circumstances beyond the student's control, *or if the Dean does not find the reasons to constitute extraordinary circumstances beyond the student's control*, the student will be allowed to take the exam with the fully allotted time before the end of that current examination period and at the earliest available time to be determined by the Dean. However, the student is prohibited from typing answers using ExamSoft and must hand-write the examination answers. The grade for the examination

will be capped at a “D.”

The student may be charged a \$50 fee for the special arrangements that are needed to separately proctor the examination.

- iii.** If the student fails to take the examination as scheduled by the Dean, the student will receive the grade of “F” on the examination.
- iv.** If the student fails to notify a Dean within 24 hours of the scheduled start time of the examination, the student will not be allowed to take the examination and will receive an “F” on the examination, unless the student makes a separate showing of extraordinary circumstances beyond the student’s control, and the Dean finds the reasons justifying such late notice to constitute extraordinary circumstances beyond the student’s control.
- d.** The term “extraordinary circumstances beyond the student’s control” used herein includes but is not limited to health emergency or immediate family emergency.