

# **CAMERON UNIVERSITY**

## **Policy for Make-Up Examinations Due to University-Sponsored Activities or Legally Required Activities**

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### **Policy Statement**

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In case of student absence due to participation in university-sponsored or legally required activities, faculty, if given notice two class periods or one week (whichever is less) prior to an examination (other than final examinations) or quiz (excluding pop quizzes), should make every effort to find a reasonable accommodation for the student. Students missing an exam due to jury duty must be allowed an accommodation.

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### **Who Should Know This Policy**

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President  
Vice Presidents  
Deans  
Department Chairs  
Directors  
Faculty  
Students

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### **Responsibilities**

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#### **Responsible for Policy**

University Officer Responsible

Vice President for Academic Affairs

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## Procedure

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**STATEMENT OF PURPOSE:** In case of student absence due to participation in university-sponsored or legally required activities, faculty, if given notice two class periods or one week (whichever is less) prior to an examination (other than final examinations) or quiz (excluding pop quizzes), should make every effort to find a reasonable accommodation for the student. Students missing an exam due to jury duty must be allowed an accommodation.

### 1.0 Definitions

- 1.1 University-sponsored activities: Only university-sponsored activities approved by the Vice President for Academic Affairs such as scholarly competitions, fine arts performances, intercollegiate athletics competitions, academic field trips are covered under this policy.
- 1.2 Legally required activities: Legally required activities, including emergency military service and jury duty, are covered under this policy.

### 2.0 General Guidelines

- 2.1 Notice of absence: Notice two class periods or one week (whichever is less) before an exam or quiz is assumed.
- 2.2 Examination: Any examination in a course given during the course of the semester (excluding final examinations) is assumed.
- 2.3 Quiz: Any quiz in a course given during the course of the semester (excluding pop quizzes) is assumed.
- 2.4 Reasonable accommodation: Accommodation by (a) giving a makeup exam, an early exam, or quiz; (b) changing the exam schedule; (c) dropping the exam or quiz and increasing the weight of another exam or quiz or other agreed upon approaches acceptable to the instructor and the student; or (d) by identifying a certified testing center is assumed.
- 2.5 Mandatory accommodation: Mandatory accommodation as a result of absence due to jury duty is assumed.
- 2.6 Appeal: If the student and faculty member cannot agree, normal appeal procedures (faculty to department chair to academic dean to Vice President for Academic Affairs) are available to the student and can be followed.

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## Contacts

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Policy Questions: Office of Academic Affairs, (580) 581-2250

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## **Forms**

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In support of this policy, the following forms are included:

None

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## **Policy History**

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### **Policy**

Issue Date:                      October 19, 2015

Reviewed, no revision:

Revised:                              October 31, 2019