



**University of Connecticut  
Missed Exam Policy**

<b>Title</b>	Missed Exam Policy 1.19
<b>Policy Owner</b>	Full Faculty
<b>Applies to</b>	Students
<b>Campus Applicability</b>	Storrs, Waterbury, Stamford, Avery Point
<b>Effective Date</b>	8/29/2022
<b>For More Information Contact</b>	Dean's Office
<b>Contact Information</b>	860-486-0537
Official Website	<a href="http://nursing.uconn.edu/">http://nursing.uconn.edu/</a>

**REASON FOR POLICY**

The University of Connecticut University School of Nursing Faculty approved a policy on Missed Exams.

**APPLIES TO**

Students

**POLICY STATEMENT**

The University of Connecticut School of Nursing voted to amend and approve a Missed Exam Policy. The policy states that exams are expected to be taken as scheduled in the course syllabus. Emergencies are the only reasons to miss scheduled exams such as Illness and death of loved one. Please note that examples of unacceptable reasons for missed exams include vacations, previously purchased tickets or reservations, social events, misreading the exam schedule, work obligations. Written communication via email to instructor as soon as possible after becoming aware that an exam will be missed. An alternate time can be arranged between student and instructor to schedule a make-up exam. Exams should be made up within one week unless there are extenuating circumstances, or a plan has been identified as noted in the course syllabus. Policy for exams scheduled during final exam period by University are subject to [UConn Final Exam Policy](#)

**ENFORCEMENT**

Policy enforcement will be addressed through each course syllabus and appropriate communication with the faculty instructor.

Cc: Instructor  
Student  
Student File (Nexus)

**POLICY HISTORY**

To be reviewed: Annually

Voted and Approved:

Full Faculty Meeting of 11/30/20.

Full Faculty review/acceptance: 11/30/2020

Responsible for review and update: Full Faculty

Reviewed by Full Faculty: 11/30/2020

Update Reviewed/Approved: 4/25/2022

Full Faculty review and approval: 5/8/2023