



**University of Connecticut
Missed Exam Policy**

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

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:

/Faculty/By-Laws Policies and Procedures for SON/Academic-Policies/Academic Policies

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