

FACULTY OF NURSING - MISSED EXAMINATION POLICY

A student compelled to miss an examination due to an assessment conflict/overload, illness, bereavement¹, unexpected extenuating circumstance², or religious conviction³ beyond their control is entitled to request accommodation. To foster academic integrity while supporting student success, the Faculty of Nursing (FON) has established comprehensive guidelines for managing missed examinations. This policy outlines the process for students to request a makeup opportunity for a missed examination. This policy also introduces preventative measures, documentation requirements, and accountability mechanisms to minimize occurrences of missed academic obligations.

Aegrotat standing is typically not granted to a student who could otherwise have been accommodated by way of this Missed Examination Policy.

The Faculty of Nursing reserves the right to deny any request whereby the student fails to meet the specified requirements or fails to provide the necessary documentation as outlined in our policies. It is the student's responsibility to ensure all outlined conditions are met for their requests to be considered.

Academic Integrity

Abuse of this missed exam policy including the provision of false or misleading information and/or documentation constitutes a violation of academic integrity. Students found to have engaged in such misconduct will be subject to disciplinary action under [Bylaw 31](#)

Mental Health Considerations

Mental health is recognized as a critical component of students' overall well-being, and the Faculty of Nursing acknowledges its impact on academic performance. Students experiencing mental health challenges that affect their ability to complete coursework or attend exams are encouraged to seek accommodations through Student Accessibility Services (SAS).

Note: If a student misses a mid-term examination and is approved for a make-up exam, they should understand that they may not receive 20% meaningful feedback prior to the voluntary withdrawal date.

A. SCHEDULING MAKE-UP EXAMINATIONS DUE TO ILLNESS/BEREAVEMENT¹/EXTENUATING CIRCUMSTANCES²

Course Instructor Notification Procedures

Students must notify their course instructor of their inability to attend in advance of the missed exam or, at the latest, within 24 hours following the scheduled exam. If the student is precluded from doing so by the condition/circumstances experienced, justification and verification will be required. **Failure to adhere to the notification protocol may render the student ineligible for any**



form of makeup examination.

- Students must contact their instructor within 48 hours of the missed examination to schedule a makeup opportunity (this discussion may also take place at the time of the original notification of missing the exam).
 - Scheduling of make-up exam for students receiving accommodations through the Student Accessibility Services (SAS) are subject to current SAS procedures and guidelines.

Documentation Requirements

- Faculty of Nursing Make-up Examination Request Form must be submitted within 48 hours of the missed examination.
- Students are required to submit verifiable documentation from a qualified professional at least 24 hours in advance of the scheduled makeup examination. The Faculty of Nursing respects the confidentiality of medical and personal information and only requires confirmation that the student was legitimately unable to meet academic obligations during the time period in which the examination was scheduled. **Students will not be permitted to complete a missed exam without providing original documentation as described below:**
 - Documentation to support a missed examination (i.e., [Student Medical Certificate](#) for illness, official letter from funeral home for bereavement, etc.).
 - For in-person medical visits (preferred) the [Student Medical Certificate](#) is to be completed by a Healthcare Provider (HCP). **Original** copies must be submitted the Nursing Office (Toldo Building, Room 336) upon the student's return to class or at least one hour in advance of the make-up exam date/time (whichever comes first). Students who write their exams in Chatham are to submit their original documents to the Chatham Coordinator at least one hour in advance of the make-up exam date/time.
 - For remote medical visits, digital documentation is permissible. Digital documents must originate from an official source, such as a medical provider's email. Documentation must therefore be emailed directly from the HCP to the course professor and to the Faculty of Nursing (Nurse@uwindsor.ca). Alternatively, the student must **ATTACH the original email from the medical provider that contains the medical note; forwarded emails from providers will not be accepted.**

Students who fail to submit the required documentation within the required timeframe may forfeit the chance for a makeup opportunity. When required documentation is not submitted as per the required timelines, the professor may assign a grade of zero to missed exam (**see accompanying algorithm**).

Students will be permitted to write make-up exams only after the required documentation has

been submitted according to the timelines above, and approved by the course professor. Makeup exams are to be completed on pre-determined make-up dates (dates available on the Faculty of Nursing Make-up Examination Request Form); alternative dates may be negotiated with the professor for exceptional circumstances. ***If students do not write on the pre-determined or negotiated makeup dates, the value of the missed exam will normally be added to the value of the final exam, – but only after providing documentation for missing the make-up exam. Students who fail to provide the required documentation will receive a grade of zero on the missed exam (see accompanying algorithm).***

Multiple Missed Examinations

The Faculty of Nursing tracks all instances of missed exams and assignments. In instances where a student misses multiple assessments (e.g., exams, assignments) within a contiguous time period due to the same illness or circumstance, a single piece of documentation may suffice to cover all missed assessment. This documentation must clearly state the duration of the illness or circumstance. Students who miss multiple assessments within the same or different courses and semesters over a substantial period of time may be required to meet with the Dean or their designate.

The Dean of the FON (or their designate) reserves the right to decline any make-up examination request, following a review of the request and the evidence submitted.

Note: other than exceptional circumstances authorized by the instructor and approved by the FON, make-up examinations must be scheduled after the originally scheduled examination date.

B. RE-SCHEDULING MIDTERM EXAMINATIONS DUE TO ASSESSMENT CONFLICT/OVERLOAD OR RELIGIOUS CONVICTION³

Rescheduling of midterm exams and assignments are arranged internally with the FON.

As per [Bylaw 54, Section 2.5.3](#) a student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply to the Associate Dean of Undergraduate Programs via Nurse@Uwindsor.ca, no later than the end of the first quarter of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). In consultation with the instructor(s) involved, the Associate Dean will determine which assessment(s) shall be rescheduled. See [Application for Alternative Final Examination\(s\) Due to Multiple Exams Scheduled on the Same Day](#)

Students who are unable to meet a scheduled due date for a test or assignment due to religious conviction must submit the nursing request form to the FON Main Office (3rd floor, Toldo Building) or via email to Nurse@uwindsor.ca within the first quarter of classes (3 weeks for 12-week classes, 1 week for 6-week classes). The student will be required to identify the religious

observance that conflicts with his/her examination or assessment and may be required to provide the name of a clergyman or other religious official to verify any declared conflict. See [Application for Alternative Final Examination\(s\) Due to Conflict with Religious Conviction](#)

¹Bereavement The FON provides compassionate accommodation to students grieving for the loss of a family member. A student may request a make-up for any FON examination, final or mid-term, test or other academic event scheduled in conflict with the death of a family member or loved one; for example: spouse (legal or common-law), child (including step-child), parent (including in-law and step-parent), sibling (including in-law and step-sibling), grandparent (including grandparent of a spouse), and grandchild. The student should make every effort to notify his/her instructor of the bereavement at his/her earliest convenience.

Immediately upon his/her return to the FON, the student is required to complete and submit the nursing request form and provide written documentation specifically identifying the bereaved individual and his/her relationship to this individual.

²Extenuating Circumstance. A student may request a make-up assessment or accommodation based on other unanticipated extenuating circumstances beyond the control of the student (for example: jury duty, caring for an ill family member, labour dispute, varsity sporting obligation, etc.). The student should make every effort to notify his/her course instructor of any extenuating circumstance that may conflict, or has conflicted, with his/her assignment deadline as soon as possible. The student should submit a written request with supporting documentation providing specific details of the extenuating circumstance to his/her course instructor 2 weeks prior to the missed assessment, unless the student is precluded by the circumstance experienced (justification will be required). Every extenuating circumstance will be thoroughly investigated by the instructor and/or the FON. The instructor and/or the FON reserves the right to evaluate and approve/deny each extenuating circumstance individually and on its own merit. Personal travel arrangements are not considered an acceptable extenuating circumstance.

Summary of Procedure for missed exam due to illness, bereavement or extenuating circumstances:

Action	When	Required Form
Notify professor of inability to attend exam	Prior to test where possible; at least 24 hours following the missed examination	None
Contact professor to request/plan make-up opportunity	Within 48 hours after missed exam	Download the <i>Make-up Examination Request Form</i> from the Faculty of Nursing website or your Brightspace course site.
Submit verifiable/original documentation to Course Professor and to the Nursing Office	At least one hour prior to the scheduled make-up examination OR upon student's return to class (whichever comes first)	<ul style="list-style-type: none"> • Student Medical Certificate (if missed exam due to illness) • Note from funeral home or death certificate (for absence due to bereavement) • Other relevant documents (for absence due to extenuating circumstances) <p>For remote medical visits:</p> <ul style="list-style-type: none"> • Digital document from the official source must be emailed directly to the Faculty of Nursing OR • The student must ATTACH the original email from the medical provider that contains the medical note; forwarded emails from providers will not be accepted.

Relevant Forms and Websites

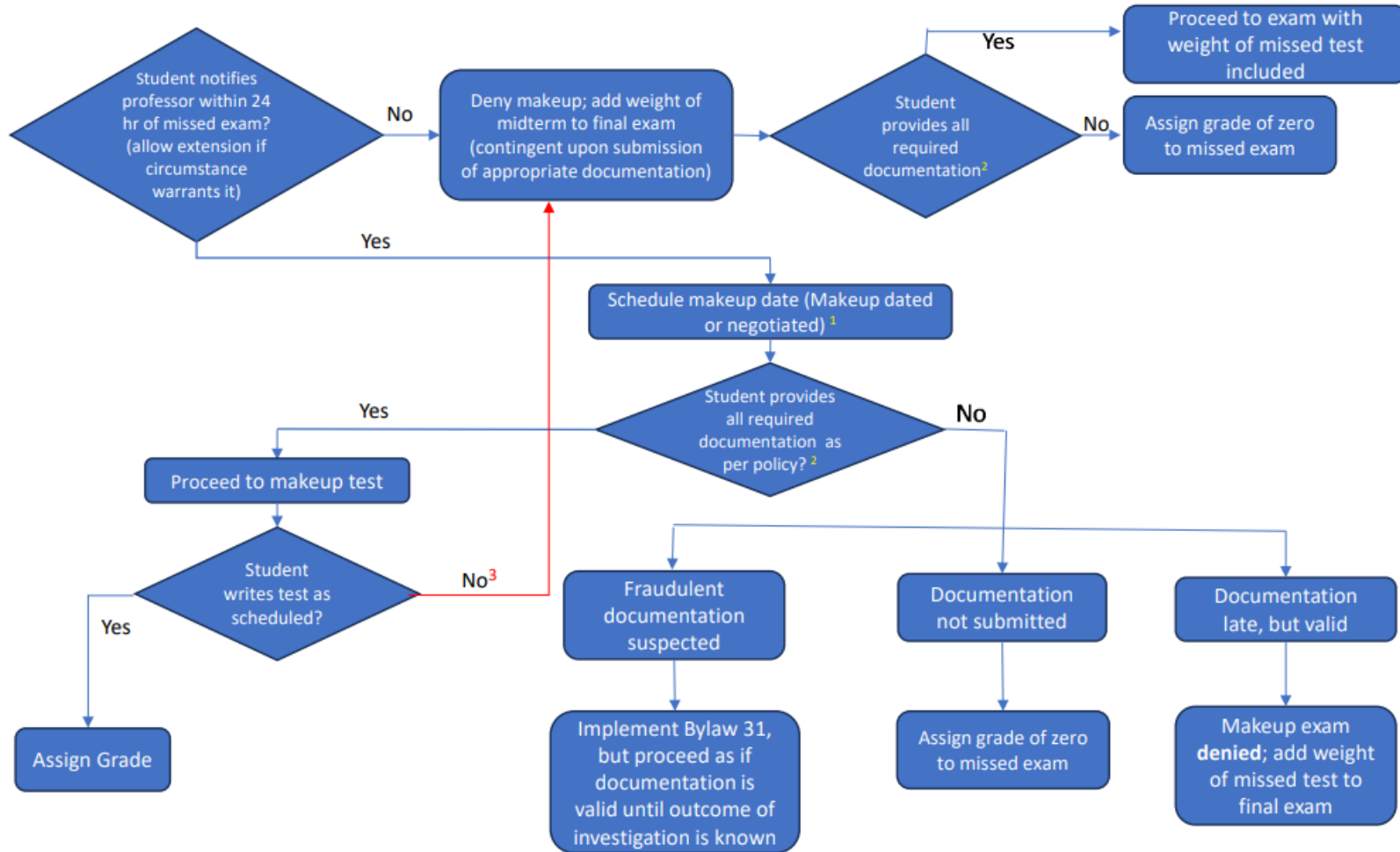
[Senate 54: Undergraduate Academic Evaluation Procedures](#)

[Student Medical Certificate](#)

[Application for Alternative Final Examination\(s\) Due to Conflict with Religious Conviction](#)

[Application for Alternative Final Examination\(s\) Due to Multiple Exams Scheduled on the Same Day](#)

Missed Exam Policy Algorithm



¹ Student to contact professor within 48 hrs of missed exam to schedule makeup
² Verifiable documentation required at least one hr prior to scheduled makeup examination
³ Student is required to submit supportive documentation for missed makeup assessment

Approved October 31, 2024