

FACULTY OF NURSING - MISSED EXAMINATION AND MISSED ASSIGNMENT POLICY

In general, missed examinations and missed assignments within the Faculty of Nursing (FON) will be assigned a mark of zero. Any student who is compelled to miss an assignment or examination due to exam conflict/overload, religious conviction, illness, bereavement, or unanticipated extenuating circumstance beyond their control is entitled to request accommodation.

- **For missed midterm or final exams** due to illness, bereavement, or extenuating circumstances, see **SECTION A**
- **For missed assignments** due to illness, bereavement, or extenuating circumstances, see **SECTION B**
- **To re-schedule a final exam** due to exam conflict/overload or religious conviction, see **SECTION C**
- **To re-schedule a midterm assessment** (test or assignment) due to exam conflict/overload or religious conviction, see **SECTION D**

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

SECTION A: MISSED EXAMINATION REQUESTS DUE TO ILLNESS, BEREAVEMENT*, OR EXTENUATING CIRCUMSTANCES**

Aside from exceptional circumstances, students who are unable to write a test due to illness, bereavement, or extenuating circumstances are expected to:

- contact their course professor **prior to** the missed test.
- contact the course professor **within 48 hours after** the missed test to request and plan for a makeup opportunity.
- submit the following documents to the Nursing Office (3rd Floor Toldo Building or via email to Nurse@uwindsor.ca) **within one week after the missed exam and at least 3 business days before the planned makeup date** - unless the student is precluded from doing so by the condition/circumstances experienced (justification will be required):
 - [Faculty of Nursing Make-up Examination Request Form](#) (click on link to access the form)
 - Documentation to support absence from the test/exam (i.e., [Student Medical Certificate](#) for illness, official letter from funeral home for bereavement, etc.)

Initial copies of the required documentation (e.g., medical certificate, letter from funeral home) may be provided by email, but **the original document(s) must be provided to the course professor upon the student's return to class**. Failure to provide appropriate documentation may result in a grade of zero on the test/exam.

If the instructor is unavailable or unwilling to sign the Makeup Examination Request Form, the student may submit the form directly to the Associate Dean of Undergraduate Programs, who shall contact the instructor.

Each academic term, the FON will schedule **Make-up Examination Dates** for missed midterm and final exams. If a make-up exam is being provided, it may be scheduled on the make-up examination date OR an alternate date and time that is convenient to the professor's and student's schedules OR, in case of students with accommodations, it may be scheduled as per the Office of Student Accessibilities availability.

For mid-term exams, the instructor has the option to add the weight (or value/portion) of the missed exam to the final evaluative procedure for the course (such as a final exam) - instead of requiring the student to write a separate make-up exam at a later date (as per [Bylaw 54; Section 2.5.1](#)).

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 will be scheduled **after** the originally scheduled examination date.

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	None
Contact professor to: <ul style="list-style-type: none"> • Request/plan makeup opportunity • Complete Nursing Make-up Examination Request Form 	Within 48 hrs after missed exam	Faculty of Nursing Make-up Examination Request Form
Submit to Nursing Office: <ul style="list-style-type: none"> • <i>Completed Nursing Make-up Examination Request Form</i> • <i>Supporting documentation</i> 	Within 7 days after missed exam AND at least 3 business days before make-up test	<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)
Provide original supporting documentation to professor	Upon return to class	As above

If a student misses a mid-term and is approved for a make-up test, they should understand that they may not get 20% meaningful feedback before the voluntary withdrawal date.

SECTION B: MISSED ASSIGNMENT REQUESTS DUE TO ILLNESS, BEREAVEMENT*, OR EXTENUATING CIRCUMSTANCES**

A student requesting an extension, make-up assignment, or other accommodation for a missed assignment for a nursing course due to illness, bereavement, or extenuating circumstances must submit a written request to his/her course instructor for every missed assignment. Supportive documentation will be required as per Section A (see above; Missed Examination Requests due to Illness, bereavement* or extenuating circumstances**)

The professor may choose to approve or deny the accommodation. Alternatively, the professor may choose to add the weight (or value/portion) of the missed assignment to the value of the final evaluative procedure for the course (such as a final exam) – instead of having the student submit the missed assignment at a later date (as per [Bylaw 54; Section 2.5.1](#))

The instructor and/or the FON reserves the right to decline any make-up assignment/accommodation request, following a review of the request and the evidence submitted.

SECTION C: RE-SCHEDULING FINAL EXAMS DUE TO EXAM CONFLICT/OVERLOAD OR RELIGIOUS CONVICTION

Students may occasionally have cause to request a change in the scheduling of an assessment procedure (i.e., test, assignment, quiz) for ***predictable*** reasons such as those identified below. Final exams are to be re-scheduled by the Office of the Registrar. In such cases, the student must provide sufficient notice as per the timelines provided below

1. A student who has **three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day** may apply to have one of their examinations rescheduled on a supplemental examination day (see [Bylaw 54: Section 2.5.2](#)) Students must submit an application for an alternative examination to the Office of the Register in accordance with established deadlines (see [Bylaw 54; Appendix A](#) for deadlines). See also [**Application for Alternative Final Examination\(s\) Due to Multiple Exams Scheduled on the Same Day**](#)
2. **Religious Conviction:** Students who are unable to write a final examination during the regularly scheduled time slot due to a conflict arising from a religious conviction shall be given the opportunity to write an alternative examination during another time slot within the regularly scheduled examination period. Students must submit an application for an alternative examination to the Office of the Register in accordance with established deadlines (see [Bylaw 54, Section 2.22 and Appendix A](#)). See also [**Application for Alternative Final Examination\(s\) Due to Conflict with Religious Conviction**](#)

SECTION D: RE-SCHEDULING MIDTERM ASSESSMENTS (TESTS/ASSIGNMENTS) DUE TO ASSESSMENT CONFLICT/OVERLOAD OR RELIGIOUS CONVICTION

Rescheduling of midterms assignments is arranged internally with the FON.

1. 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 Undergrad 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](#)
2. 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](#)

*** Bereavement** 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.

**** Extenuating 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.**

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](#)

[Faculty of Nursing Make-up Examination Request Form](#)