Exam Policy

POLICY:

The College of Veterinary Medicine is implementing a firm policy on the administration of examinations. For the purpose of this document examination refers to any scheduled test or assignment which will be used for determination of part of the student’s grade. Beginning with spring 2006 the following policy will be enforced.

http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html

PROCEDURE:

1. Students will be automatically excused from an examination in only 2 situations:
   a. Preapproved absence for medical reasons (personal or family). Preapproval requires that the student contact the instructor prior to the test/deadline and provide an explanation of the reason for the absence.
   b. Emergency medical absence (post-test notification) if pre-approval was not possible and proof of medical care is provided.

2. With the exception of emergency medical problems students must notify the course instructor that they will miss a test or deadline before the test or deadline. Students shall not be penalized for absence due to unavoidable or legitimate circumstances. Such circumstances include, but are not limited to, verified illness, participation in intercollegiate athletic events or other group activities sponsored by the University, subpoenas, jury duty, military service, and religious observances. Students are responsible for providing documentation to the instructor to verify the reason for the absence.

   * It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible.

   * It is the responsibility of the faculty member to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade.

3. Missed examinations must be taken within 3 days of the originally scheduled test except for adverse circumstances as determined by the Office of Academic and Student Affairs. There is no obligation on the part of the instructor to reschedule a test due to an unexcused absence. A grade of zero may be assigned for missed tests if the absence is unexcused.
4. Students will be required to pick up a copy of a Missed Examination Form in the Office of Academic and Student Affairs within 24 hours of the missed examination or scheduled due date. The student must fill out the form, obtain the instructor’s signature, and then the instructor should deliver the completed form to the Office of Academic and Student Affairs.

5. Any student who misses more than 2 regularly scheduled examinations during a school year will be contacted by the Academic and Student Affairs Office to discuss the situation and to facilitate ways to alleviate absences.

6. Format of the make-up examination will be at the discretion of the instructor. The make-up examination need not be in the format of the original examination and could, if the instructor so chooses, be an oral examination.

7. All students are expected to take personal responsibility to prepare for tests and to complete assignments at the designated times. Requests for individual rescheduling of tests will be subject to the approval of the instructor. Instructors have no obligation to reschedule a test due to an unexcused absence and can, therefore, assign a grade of zero.

8. Scheduled examinations will only be moved for emergency situations.

9. Final examinations will only be moved with a unanimous vote of all students that participate in the class or course and the approval of each faculty member.

10. Chronic failure (>3) to attend scheduled examinations or turn in assignments by the designated deadline is considered to either indicate a health or personal problem which may require assistance from individuals within the Academic and Student Affairs Office. It is believed that this could also be an indicator of poor personal responsibility which, in turn, is considered a predictor of poor professional responsibility. Chronic failure to meet examination responsibilities (>3 unapproved absences or late assignments) over any period of time in the first 3 years of the curriculum will be considered possible grounds for academic probation. Removal of academic probation for chronic failure to meet examination responsibilities will require that a student complete the following semester without an unapproved absence or late assignment. Students who remain on academic probation for 2 of 3 sequential semesters will be considered for possible dismissal from the program.

11. Modifications in testing format may be requested by individual students with learning or testing disability confirmed by the University Office of Disability Services.

12. The course coordinator is responsible for publishing an examination and grading policy in the syllabus distributed on the first day of class. A course may use an absolute (flat score) or comparative (curve) grading system, but the course coordinator must publish cutoffs in the examination policy portion of the syllabus. Cutoffs may be adjusted (lowered) to the student’s benefit later in the course if the instructor can identify unexpected difficulties in the test(s) prepared; however, cutoffs may not be raised after
the first week of class. Course specific penalties for missed exams or late assignments other than an automatic ‘0’ should be included in writing in the syllabus as part of the grading policy.

13. The course instructor will notify the Office of Academic and Student Affairs within 24 hours of a student missing an examination or due date.

14. Grades and feedback on examination performance are expected to be delivered in a timely fashion. As guidelines:
   a. A key should be made available for student review within 2 working days of assignment completion by the class,
   b. Grades and, preferably, graded assignments should be available for student review within 10 working days of assignment completion.

15. All final grades must be submitted within 72 hours of the final or the last class.