



# Reminder about Auburn Makeup Policy

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## Per the AU Bulletin – Class Attendance and Examinations

- Arrangement to make up missed **major** examinations (e.g. hour exams, midterm exams) due to properly authorized excused absences (as defined by the Student Policy eHandbook) **shall be initiated by the student within one week from the end of the period of the excused absence.**
- **Normally, a make-up exam shall occur within two weeks from the time that the student initiates arrangements for it.** Instructors are encouraged to refrain from giving make-up examinations during the last three days prior to the first day of final examinations.
- The **format of make-up exams and opportunities for students to make up work other than major examinations are at the discretion of the instructor** whose make-up policies should be stated in writing at the beginning of the term.



But what I find is...

Make-up exams will NOT be given in the event of an excused missed exam. Instead, there will be a cumulative make-up exam offered after the Final Exam (during the remaining 75 minutes) that will count for any excused missed exams.

Requirement to contact the instructor within 48 hours of the missed exam and take the makeup within one week of the missed exam.





## What is okay?

- Makeups can be in a different format but this should be indicated in the syllabus
  - Sample wording: *The make-up exam may not be the same format as that given during the regular exam time (i.e., multiple choice).*
- Makeups are not required for minor quizzes and assignments.
  - But care should be taken to not penalize students for excused absences
  - Example: *There are 10 minor quizzes and the student has excused absences for 2 of them. Their grade should be the average of the 8 quizzes taken.*
  - Professors using points to determine grade cutoffs should be careful to increase the points available per quiz when there are valid missed quizzes.