

Developmental Mathematics Program Make-Up Policy**For Tests:**

1. Students are expected to attend all class meetings and thus make-up exams should only be necessary in the case of an emergency, illness, religious obligations, or scheduled CSUN activities.
2. In the case of illnesses and emergencies, students must contact their instructor as soon as possible via email or phone. This contact should be followed up with a written explanation for the missed exam accompanied by a doctor's note, an accident report, or any other relevant documentation.
3. In the case of religious obligations or scheduled CSUN activities, the student must let the instructor know of the scheduling conflict within the first two weeks of the term. This should be done in writing with relevant documentation attached. If notification within the first two weeks of term is not possible (e.g. playoffs for a sporting event) then the student must inform the instructor as soon as the conflict arises.
4. If a student misses an exam for a legitimate emergency or illness then either the student will be given a make-up exam within one week of the original exam date, OR the final exam score will be substituted for the missing exam score. The choice is left to the instructor. If the situation occurs more than twice, on the third occasion the student will have to speak to the director before any action is taken.
5. If a student misses an exam for a legitimate religious obligation or scheduled CSUN activity, the student will be given a make-up exam within one week of the original exam date. If this occurs more than twice, on the third occasion the student will have to speak to the director before any action is taken.

For The Final Exam:

1. Students are expected to attend the common final exam. Make-up final exams should only be necessary in the case of an emergency, illness, religious obligations, or scheduled CSUN activity.
2. In the case of illnesses and emergencies, students must contact their instructor or the Developmental Math office as soon as possible via email or phone. This contact should be followed up with a written explanation for the missed exam accompanied by a doctor's note, an accident report, or any other relevant documentation. They will be scheduled for a make-up final.
3. In the case of religious obligations or scheduled CSUN activities, the student must let the instructor know of the scheduling conflict within the first two weeks of the term. This should be done in writing with relevant documentation attached. If this is not possible (e.g. playoffs for a sporting event) then the student must inform the instructor as soon as the conflict arises. They will be scheduled for a make-up final.
4. If a student skips the final exam without a valid excuse, they will not be allowed to take a make-up exam without the permission of the director of the Developmental Mathematics Program.