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| Policy:             | <b>Make-Up Assessment Policy</b>  |
| Applicability:      | All Doctor of Chiropractic Courses  |
| Who is affected:    | Doctor of Chiropractic Students, Faculty and Staff  |
| Effective:          | Immediately   |
| Policy Effective:   | October 17, 2016  |
| Last Revision Date: | September 29, 2016  |
| Initiated By:       | Academic Affairs  |
| Responsibility:     | Vice President for Academic Affairs   |
| Policy Link:        | <a href="http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf">http://lifewest.edu/wp-content/uploads/2016/09/LCCW_StudentHandbook_092916-1.pdf</a> |
| Policy ID:          | OAA.0001  |

A student is expected to take all assessments\* and complete assignments as scheduled. Students who need to reschedule an assessment or have missed an assessment due to a documented emergency or other excusable reason must obtain an Assessment Petition Form from the Office of Academic Affairs. The petition form must be completed by the student and turned in to the Office of Academic Affairs for review by the Department Chair for approval. Please see submission deadlines listed below. Once approval is given, the student is responsible for obtaining the Alternative Testing Form through the Office of Academic Affairs, paying the required fees, and scheduling the assessment time with the Faculty Administrative assistant, Room 123.

#### ALL SUBMISSIONS REQUIRE PROPER DOCUMENTATION

#### Deadlines for Submission:

- a) A minimum of 7 days in advance of the original assessment date in order to be reviewed for approval by the Academic Planning Group.
- b) 4pm on the first Monday following the original assessment date in order to be reviewed for approval by the Department Chair ONLY if due to hospitalization or accident involving the student.

This is to allow sufficient time to schedule proctoring and to receive the assessment from the instructor so that it can be administered.

**NOTE:** If a Final assessment is missed, due to hospitalization or accident involving the student, Final assessment make-up petitions are due as soon as possible following the incident (not later than day one of the following quarter) and will be administered during the first week of school the following quarter.

'Sanctioned' Events include hospitalization, accidents, death in the immediate family, court dates, international board assessments, the student's own wedding or school sanctioned events such as LCCW Mission trips, Rugby, WCCS, Chiro Games.

In addition the student may have a maximum of 2 'Non Sanctioned' Events per the student's entire course of study here at LCCW. These include external chiropractic seminars, immediate family weddings or weddings that the student is in the wedding party, employment commitments, religious affiliated events (e.g. bat mitzvah, holidays, etc.). Please note that non sanctioned events still require documentation.

Any events outside of the sanctioned documented emergencies or beyond the student's 2 'non-sanctioned' events such as extended vacations, non-school seminars, social events, etc., are unexcused for make-up assessments.

Department Chair and instructor approval must be obtained prior to the scheduling and taking of the any make-up assessments. A fee of \$40 is charged for the first make-up assessment. Each subsequent make-up assessment will be charged an additional fee of increasing \$10 increments. If multiple remakes occur due to one incident (illness, death in the family) the situation would constitute one (1) remake.

Make-up assessments can be any format but of the same content as the assessment that was missed. All make-up Assessments must be scheduled and administered prior to the beginning of Finals Week. Please note that this may not be the case with Practical format assessments and the student may have to wait until the following quarter to take practical assessments at the time they typically fall in the following quarter. (For example a missed mid-term practical typically taken in week 5 may necessitate that the student will not remake the assessment until week 5 of the next quarter)

**No make-ups will be administered during Finals Week.**

\*The term **assessment** includes but is not limited to exam, test, quiz, midterm, practical, paper, project, presentation, assignment, etc.

**Make-Up Assessment Procedures**

1. In the case of an emergency, call the Office of Academic Affairs as soon as possible and let them know you will be missing the exam. The number is 510-780-4500 ext 2062. Also email the course instructor and let them know.
2. Obtain an Assessment Petition Form in the Office of Academic Affairs. Complete Petition and turn in to Office of Academic Affairs with supporting documentation
  - a) A minimum of 7 days in advance of the original assessment date in order to be reviewed for approval by the Academic Planning Group.

b) By 4pm on the first Monday following the original assessment date in order to be reviewed for approval by the Academic Planning Group only if due to hospitalization or accident involving the student.

3. Once approved by the Department Chair, the student can obtain the alternative testing form through the Office of Academic Affairs. 4. The student must complete the top portion of the form and pay the required fee in the Business office. 5. Bring the completed form with all signatures and proof of payment back to the Faculty Administrative assistant, in Room 123 to schedule the date and time for the make-up assessment. All approved make-up assessments will be proctored on Tuesday and Thursday afternoons between the hours of 3:00 and 6:00 p.m.

4. The student must complete the top portion of the form and pay the required fee in the Business office.

5. Bring the completed form with all signatures and proof of payment back to the Faculty Administrative assistant, in Room 123 to schedule the date and time for the make-up assessment. All approved make-up assessments will be proctored on Tuesday and Thursday afternoons between the hours of 3:00 and 6:00 p.m.

6. A seven (7) day notice is required for all make-up assessments. Showing up to take an assessment without notice will result in rescheduling as well as an additional reschedule fee of \$25 and the possible forfeiture of being able to take the assessment should the student fail to show up. Rescheduling and no-shows: It may be possible to reschedule the assessment once. The student must pay an additional \$25

Amendment History

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| Amendment Date      |
| 10/17/2016 Adoption |
| 09/29/2016 Revision |