



Contents

Procedure Name	2
Purpose and Scope	2
Responsibilities	2
Procedure	2
Exceptions to Procedure	2
References and Related Policies.....	2
References	2
Related Policies.....	2
Exhibits	2
Document Review Log	2

Procedure Name

Missed Assessments Procedure

Purpose and Scope

This Procedure defines the process for handling missed student assessments.

Responsibilities

Title or Role	Definition and What They are Responsible For
Office of the Provost	Maintains and enforces this procedure. Receives exceptions to the procedure.

Procedure

It may occasionally be necessary for a student to miss a class for which an assignment is due or an examination is being given. In cases of University-sponsored or NCAA events, faculty must make arrangements for students to make up work if requested by the student. In other cases, makeup work for missed classes is at the discretion of the faculty member.

Approved versions of this Procedure will be posted on myAlvernia.

Exceptions to Procedure

Exceptions to this procedure must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this procedure.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
---------------	------------------------

6/17/24	Moved from Faculty Handbook Appendix