

SP25 AIAM Catalog Addendum

Update Exams & Make Up Exams policy, page 120:

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements. With documentation, approval can be given by the instructor.

Without documentation, allowing the make-up exam grade to be entered must be approved by the Director of Nursing (or designee) for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program courses, and the Acupuncture Program Chair for the acupuncture program courses.

- Students who are absent the day of an exam or test must make up the exam on campus within seven calendar days and prior to the subsequent associated class meeting scheduled with the AIAM proctor.
- Only the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, or the Acupuncture Program Chair for the acupuncture program may grant an extension for extenuating circumstances. Failure to make up the test within the time frame will result in a "0" for the test.
- Students who are absent the day of the final exam and have an absence approved by the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, and the Acupuncture Program Chair for the acupuncture program will have 48 hours from the missed exam date to make it up. NOTE: Failure to take the test in this timeframe will result in the student receiving a grade of zero (0) for that exam.
- Students who are absent on the day of the exam will be given a different version of the exam in a scheduled proctored setting on the AIAM campus only (not online).