



## Make-Up Policy

The faculty at Herzing University recognize that there are circumstances and events which may delay students from completing coursework on time. This may include events that require students to miss class and delay the submission of coursework which may have been due on the day of the absence. Under approved circumstances, students may be allowed to submit make-up work. Permissible reasons for requesting make-up include sickness, death of a relative, court appearance, family emergency, military duty, or other special circumstances. The following procedure should be followed:

1. The student must request approval from the instructor to submit make-up work. Ideally, except in the case of an emergency, the student will request approval to submit late work prior to the due date at the time in which he/she is notifying the instructor of the absence. The instructor may deny the request if there is not a valid reason. In certain circumstances, the instructor may require documentation of the reason for lateness.
2. Student leaving on military duty may be eligible for additional relief and should contact the Educational Funding Department.
3. Exams, quizzes, papers and other assignments must be retaken or submitted no later than seven calendar days from the original due date. Coursework due during the last week of the course must be completed and submitted by the last day of the grading period. Students requiring additional time beyond the end of the grading period must petition for an Incomplete (see section on Incomplete Grades).
4. Healthcare programs may, due to clinical site requirements or other reasons, require students to give advance notice of absences and/or missed assessments. This should not be limited to healthcare programs, all students should be expected to give advance notice of absence if at all possible.
5. A student who has a valid reason for making up missed coursework and is denied the opportunity to do so by the instructor may appeal to the Academic Dean. The decision of the Academic Dean is final.