

Title: Student Admission Policy

Code: AQP_04(1)

Excuses & Exam Remediation Policies

I. Purpose

To provide a structured process for handling student absences and ensure fairness and consistency in allowing students to make up missed exams or assessments due to legitimate reasons.

I. Excusable Absences

An absence may be excused if it falls under one of the following categories and is accompanied by appropriate documentation:

1. Medical Reasons

- Illness, injury, or other medical emergencies as giving birth in female.
- Requires a doctor's note or a medical certificate.

2. Family Emergencies

- Severe illness, hospitalization, or death of an immediate (first degree) family member.
- Requires official documentation (e.g., hospital report or obituary).

3. Legal Obligations

- Court appearances, or immigration-related appointments.
- Requires official documentation.

4. Academic/Professional Activities

- Participation in approved conferences, competitions, or external training programs.
- Must be pre-approved by the administration.

III. Reporting an Absence

1. Notification Timeline

- The student must notify the course coordinator within **24 hours** of the missed exam or session.
- For planned absences, notification is required **at least two weeks in advance**.

2. Submission of Documentation

- All supporting documentation (the excuse & the academic advisory report) must be submitted within **one week** after the missed to be discussed by the excuses review committee
- If the missed event is not a final practical or theoretical exams, these documents should be uploaded in the portal of excuses.
- In case of accepted Excuses, a message will be sent by the vice dean of development & academic affairs to the course coordinator to register the student absence as with excuse and reset another session, exam or quiz for the student.
- In case of missed final exams or deprived of taking the exams the excuse should be accepted by the college board

IV. Exam Remediation Policy

Eligibility for Exam Remediation

Students may be eligible for exam remediation under the following conditions:

- **Failed final practical or clinical Exams**
 - A student who scores below the passing grade (<60%) may be eligible to retake or remediate the exam, subject to the instructor's or program director's approval.
- **Missed Exams**
 - Students who miss an exam due to extenuating circumstances such as illness, personal emergencies, or death of a relative of first degree or any other valid reasons must provide documented evidence (e.g., medical certificate, emergency report).
- **Other Considerations**
 - Requests for remediation due to technical issues during online exams will be evaluated on a case-by-case basis.

Students with an excused absence may request exam remediation. Approval is subject to the following conditions:

1. The absence is officially excused.
2. The student is in good academic standing.

○ **Remediation Timeline**

1. Remediation exams must be scheduled within **one week** of the original exam date, unless otherwise specified by the course instructor.
2. The remediation exam may be administered during a designated remediation period or a mutually agreed-upon date.
3. If the missed exam is final theory exam, it can be held one-two weeks in the beginning of the proceeding semester.

○ **Remediation Format**

- The remediation exam format will be a different version from the original exam (e.g., written vs. oral, multiple-choice vs. essay) at the discretion of the course coordinator.

○ **Grading**

- If the remediated exam is replacing a missed one for an accepted excuse, The score achieved on the remediation exam will replace the score for the original exam.
- The grade for a remediation exam for failure in final practical or clinical exam will be capped at the minimum passing grade (60%) as stated in the course specification.

V. Unexcused Absences

1. Consequences

- Students with unexcused absences will not be eligible for exam remediation.
- The missed exam will be graded as a zero.

2. Appeals

- Students may appeal unexcused absence decisions through the academic appeals process.

VI. Limitations and Restrictions

- For final practical & clinical exams one remediation attempt per course is allowed.
- Students who fail to appear for the remediation exam without valid reasons will forfeit their remediation opportunity.

VII. Appeals Process

1. Appeals must be submitted in writing to the academic affairs office within **5 days** of receiving a decision.
2. The appeal should include:
 - A detailed explanation of the absence.
 - Additional supporting documentation.
3. A committee will review the appeal, and a final decision will be communicated within **10 days**.

VIII. Responsibilities

- **Students:** Must adhere to deadlines, provide documentation, and prepare adequately for the remediation exam.
- **Course Coordinators:** Ensure timely review and communication of decisions and provide appropriate remediation opportunities.
- **Academic Office:** Oversee and manage the remediation process to ensure fairness and compliance.

Table of Revisions

Version number	Approved by	Date of Revision