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DATE: December 13, 2024

TO: All WWCC Nursing Students

FROM: Kathy Adamski, Asst. Dean of Nursing and Allied Health

RE: **Addendum to WWCC Nursing Student Handbook (NSH), 2024-25,**
Nursing Policy Change for Test Absences test processes

Dear Nursing Students,

Policy Change: The nursing faculty have changed the policy relating to absences on scheduled test days and the process for rescheduling a missed test upon the students return.

Rationale for the changes

Test absences:

In Fall quarter, 2024, there were excessive absences on the days that tests were scheduled. Students absent on test day have an unfair advantage over their peers by having more time to prepare for the test, being able to test in a quiet/individual environment upon return, and potentially gathering information about the test from peers.

Re-scheduling a missed test due to a test absence

As noted in the NSH (p. 26), students have two days upon their return after a test absence to complete their missed test. In Fall 2024, many students would not adapt their personal schedules to accommodate the times that the faculty or Testing Center had available for them to take their missed test. Often students demonstrated an expectation that the rescheduling of their missed test would be completely satisfactory for their own individual needs.

Policy Change

Test absences

Beginning Winter quarter, 2025, upon the third absence from a scheduled test (and any absence from a scheduled test thereafter that quarter), students will receive a 5% deduction of the possible test score from their earned test score.

Rescheduling a missed test due to a test absence

The missed test must be taken within two days of the student's return after an excused absence. The time that this test is rescheduled will be given to the student and the student is expected to make personal accommodations to attend the time of the rescheduled test. Specifics of rescheduling tests will be presented in the course syllabus. Missing a rescheduled test will be considered a test absence.

This change in testing policy is effective beginning Winter quarter, 2025. Please address specific questions to your lead faculty.

Best wishes,

Kathleen Adamski (e-signature, kma)