

**3358:11-2-64 Course makeup work policy.**

- (A) Purpose. This rule provides for the acceptance and grading of late work that has an impact on the course points or grade of the student. The purpose is to promote consistency and academic rigor in courses, while providing faculty with the flexibility to respond to a student experiencing an extenuating circumstance.
- (B) Policy statement. The college recognizes there are a variety of legitimate circumstances in which a student will miss coursework and that accommodations for makeup work can be made. Legitimate circumstances are included in the procedures related to this rule.
- (C) Application. This rule applies to all course requirements, including any final examination, that have an impact on the course points or grade.
- (D) Responsibilities. As promulgated in the procedures, the student and the instructor have responsibilities in the application of this rule.
- (E) Supplements. A student can request an appeal, as this rule supplements and supports Owens community college rule 3358:11-2-54 of the Administrative Code (grade appeal). This rule also supplements Owens community college rule 3358:11-2-63 of the Administrative Code (student absence for the observance of religious beliefs).
- (F) Implementation. The chief academic officer will implement procedures, guidelines, and forms that are consistent with the provisions of this rule.