

Dear students,

I want to take a moment to remind you about our policy regarding makeup exams and quizzes.

It is important to note that we **do not offer** makeup exams or quizzes for missed assessments, unless there has been a documented medical emergency or an unexpected situation that could not have been avoided.

If you find yourself in a situation where you have missed an exam due to a medical emergency or an unavoidable circumstance, you must see me during my office hours as soon as possible (**No later than a week after the missing exam**). We will then arrange a meeting to discuss your specific situation and determine the best course of action.

I want to highlight that this policy is designed to maintain consistent standards and uphold the principles of fairness. It also encourages students to prioritize attending exams as scheduled to avoid any unnecessary complications.

Thank you for your attention to this matter. Your understanding and cooperation are greatly appreciated.

Azadeh