

DEFERRED EXAMINATIONS

Absences for reasons of religious holidays, serious illness, death in the student's immediate family, or required participation in a University-sponsored event are, with the appropriate documentation, excused absences, and students will be given an opportunity to make up class examinations or other graded assignments. Faculty members are under no obligation to allow makeup work for unexcused absences.

Final exam: A student may be excused from taking the final examination at the normally scheduled time and be given a grade of ABS only for illness, personal emergency, or some special contingency. Written documentation of the reason for the absence must be provided to the class dean or associate dean within five University working days of the examination date. In the case of illness, an official doctor's note should be provided; in other situations, a written explanation by the student will be sufficient. This documentation will be used to determine whether approval of the application will be granted. If the request is approved, the deferred examination must be completed by the date specified on the academic calendar. In most cases, the deferred exam should be completed in a timely enough manner, so that the professor can grade the exam and submit a change of grade form. Students should make arrangements with the instructor for making up the final with assistance from the home department if needed. If the application is rejected, then a grade of F will be recorded for the examination.

In case of conflicting examination times or an excessive number of examinations in one day, the student may consult with the instructor to see whether an examination may be rescheduled.