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Need information on how to handle issues that occur during reading days and finals? Here are the facts.

April 30, 2018

As we enter the final couple of weeks of the academic year, here is information on a few issues you may encounter with your students. As always, if you have any questions or run into a situation you are unsure how to handle, please call the Dean of Studies office at (212) 854-2024. We are here to help.

FINAL EXAMINATION INFORMATION

All instructors and students are expected to stick to the official exam schedule. If you encounter students scheduled for three exams within a 24-hour period or four within 48 hours, remind them their first step is to go to the Barnard Registrar's Office (107 Milbank), where they will receive further guidance on how to proceed.

DEFERRED EXAMS

Students may defer an exam **ONLY** in cases of acute illness or personal emergency **on the day of the exam.**

If they need to request a deferral, they must:

- a) Contact their instructor **FIRST**
- b) **THEN** Contact the Dean of Studies Office (212) 854-2024 on the day of the exam, before the scheduled start of the exam. (There will be staff in the Dean of

Studies Office as early as 8 a.m. during the exam period).

- c) They may be asked to provide documentation of their illness; the staff in the Dean of Studies Office can talk with them about how to share documentation.
- d) If the instructor approves their request, the dean will explain next steps.

If asked by students, please be aware that deferred exams cannot be requested in advance of exam week. If students need to make arrangements to take an exam at another time due to circumstances not having to do with illness, they must speak to their instructor directly. For more information visit [DEFERRED EXAMS](#).

ILLNESS DURING EXAM

If students become ill during an examination, they need to:

- a) inform the proctor
- b) hand in the exam, and
- c) go directly to Health Services.

If they've completed less than 40 minutes of a two-hour exam or less than one hour of a three-hour exam, they should qualify for a deferred exam (see above.) If they leave the exam more than 40 minutes into a two-hour exam or more than an hour into a three-hour exam, they will be graded on the basis of the work they've completed to that point.

INCOMPLETES

Incompletes are to be given only in cases of illness, personal emergency, or other compelling circumstances. If students need to request an incomplete, and the instructor is amenable, tell them to pick up a copy of the incomplete form at the Registrar's Office, or online at the Registrar's site and proceed from there. For more information, visit: [INCOMPLETES](#).

The deadline to apply for an early Incomplete is 6/4/18. Work is due for a regular incomplete by 9/4/18 or an earlier deadline set by the instructor. For more information:

GRADES

Final grades are indeed final. Grades may be changed only in cases of clerical error or in the event that for some unusual reason the instructor needs to reevaluate the work of the entire class. Grades may not be recalculated on the basis of reexamination or the submission of additional or revised work.

ACADEMIC PROBATION or SATISFACTORY ACADEMIC PROGRESS WARNING

Please advise students that if they are on academic probation or SAP warning, incompletes or deferrals may have an impact on their academic standing. Remind students who may be impacted to discuss their probationary status by contacting the Dean of Studies Office at (212) 854-2024. For more information, visit the Dean of Studies webpage at [ACADEMIC STANDING](#).

By the numbers

Thank you for all your efforts assisting our students during the advising and registration period and for helping our graduating seniors prepare for Commencement. Here are a few numbers:

- Advising and registration went very smoothly this semester - as of today, we have 1,814 students already registered for Fall.
- We have 596 students expected to have degrees conferred on Wednesday, May 16.



Email questions and comments to:

insights@barnard.edu

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