
LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS

SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND
INFORMATION SCIENCES

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17.0 Absence From Final Examination

The School of Business, Public Administration and Information Sciences adheres to the Long Island University Brooklyn Campus policy on ABS (Absence from Final Examination) grades as stated in the Undergraduate and Graduate Bulletins 2002-2004 on pages 26,28 and page 11, respectively.

This policy shall be effective as of September 2003. The intent of the policy is to provide students and faculty with a support system for administering and proctoring the make up final exams. Until now, this responsibility has been left to the instructors and students to make individual arrangements, which is the source of many problems such as the unavailability of instructors in certain times, the unnecessary delays in administering a make-up final, and so on. As of Fall 2003, students and faculty are expected to follow the guidelines presented below.

17.1 ABS (Absence from Final Examination) Grade

The Undergraduate Bulletin on page 26 states:

“ The symbol ABS is assigned when a student fails to take the final examination in a course in which he or she was doing satisfactory work.”

The same meaning applies to ABS grades in graduate courses.

Upon completion of the course requirements by taking a make-up final exam, the instructor who taught the course should complete and sign the *Change of Grade Form* for the student from ABS to whatever earned letter grade. The form should be submitted to the department secretary for the department chair and the dean signatures in this order. If the instructor's signature is not available, the signature of the Vice President of Academic Affairs is required. The grade on the student's transcript will be recorded as I followed by the letter grade earned.

17.1.1 For undergraduate students, an ABS that has not been changed to a letter grade by the end of the next semester turns automatically into an “IF”. This “IF” grade cannot be

changed, and thus, it remains indefinitely in the student's record. To satisfy the course requirements, the student must repeat the course with the Dean's approval by registering and paying again for the course credits.

17.1.2 For graduate students, an ABS that has not been changed to a letter grade within a year will remain unchanged. However, for the students to satisfy the course requirements for a degree, the student must repeat the course with the Dean's approval as stated above.

If a student, with permission of his/her Dean, satisfactorily completes the course on the second attempt, the new grade for the course is computed in the student's GPA.

17.2 Deferred Final Examination

The Undergraduate Bulletin on page 28 states:

“Students who for any reason absent themselves from a final examination and who wish to take a deferred final examination are required to file an Application for a Deferred Final Examination in the appropriate Dean's office within five days of the exam, giving the reason for the absence from the examination...”

The same applies for graduate students, except that they are given 10 days for filing for deferred final examination. Attached please find the official form of the School for the application for a deferred final examination. The advisement secretary will make these forms available to students and professors.

The student is required to fill out all of the sections of the form and provide necessary documentation as requested by the Dean's office. Upon filing, the student shall be informed of the scheduled date for deferred exams, which appear on the published academic year calendar. The advisement secretary will forward all of the applications to the Registrar for processing and notifying students in writing about the exam date and fees to be paid.

17.3 Deferred Final Examination Regulations

The advisement unit shall inform the students for the need to file for deferred final examinations in the events they miss the final examination. It is highly recommended that the syllabus of each undergraduate course include a clause that states:

“In the event you miss the final examination for whatever reason, you must file for a Deferred Final Examination within 5 days of the final exam.”

Similarly, the clause for graduate courses should state:

“In the event you miss the final examination for whatever reason, you must file for a Deferred Final Examination within 10 days of the final exam.”

17.3.1 If a student does not show up for a scheduled deferred final examination, the instructor will be informed in a timely manner. In such case, the instructor may grant or deny any future opportunity to make up for the final examination based on the validity of the student's excuses.

17.3.2 If a student fails to follow the Deferred Final Examination clause on the syllabus by not filing, the instructor again has the discretion to grant or deny any future opportunity to make up for the final examination based on the validity of student's excuses.

17.3.3 If a student is not granted an opportunity to make up for the final examination, due to a no-show in the scheduled deferred final examination or missed the filing deadlines, the instructor may assign a grade of zero for the final exam and recommend a letter grade. This may be advantageous if the weight of the final exam is small or moderate compared to the other required work in the course.