
LONG ISLAND UNIVERSITY - BROOKLYN CAMPUS
SCHOOL OF BUSINESS, PUBLIC ADMINISTRATION AND INFORMATION SCIENCES

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9.0 FINAL EXAM ABSENCE AND SCHEDULING OF EXAMS

The School of Business, Public Administration and Information Sciences adheres to the Long Island University Brooklyn Campus policy on ABSENCES FROM FINAL EXAMS as stated in the Undergraduate Bulletin 2000-2002 page 26 and 28.

Page 26 states...

The symbol ABS (Absent from Final Examination) is assigned when a student fails to take the final examination in a course in which he or she was doing satisfactory work.

If a student fails to take a deferred final examination, the ABS is changed to F at the end of the next semester. (See page 26 of the Undergraduate Bulletin 2000-2002 for the definition of "F".) If the ABS is made up, the final grade will appear on the student's permanent record as I followed by the grade.

A student who receives an ABS in the first half of a hyphenated course may take the second half only with the written permission of the Chair of the department concerned.

A grade of F is assigned when a student misses the final examination in a course in which he/she was doing unsatisfactory work.

Page 28 states...

The policy states students who are 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.

If the absence was caused by sickness or injury, the application must be accompanied by a medical certificate stating when the illness began or the injury was sustained and the number of days of confinement recommended by the physician. If the absence was caused by death in the immediate family, the student must inform the Dean of the date of the death and his/her relationship to the deceased.

See the Academic Calendar for published dates for deferred finals and the Undergraduate Bulletin for the grade assigned when a student misses a final examination.

SCHEDULING OF EXAMS

The Brooklyn Registrar provides a schedule of final exams toward the end of each semester. The schedule is posted throughout the Campus and provided to each Department Chair and instructor. Instructors are to adhere to the final exam schedule developed by the Registrar and as requested by the Faculty Senate of the Brooklyn Campus in 1999. Exam dates, times or locations should not be changed by instructors as this may lead to student scheduling conflicts. Exams should not be administered during the last session of a regularly scheduled class since doing so might reduce the number of hours required by the New York State Department of Education for awarding credits.

PROCTORING OF EXAMS

The instructor is expected to be present throughout the administration of an examination, whether an interim exam, mid-term or final exam. Students may have questions about an exam and have the right to seek information from the instructor. Graduate Assistants or other students should not administer any exams unless they are specifically designated as teaching fellows. Any instructor who has difficulty assisting at his/her exam should notify the chair of the department in writing at least a week before the exam so an arrangement for coverage by another instructor can be made.