Make-Up Exams and Incompletes
Policies and Procedures
Office of the Dean of the College

Make-Up Exams
The Dean of the College office is solely responsible for determining whether a student's absence from a final examination is excused. Faculty wishing to grant a student an exam excuse may contact Deans Stephen Lassonde, Kathleen McSharry, or Carol Cohen, the deans authorized to grant exam excuses. Please note that students' travel plans are never an excuse for missing a final exam. In emergency situations, students who are unable to contact their professors must contact one of the authorized deans. The dean will determine whether or not an exam excuse is warranted.

Acceptable reasons for authorizing a postponement of a final examination are 1) serious illness at the time the exam is being administered (i.e., illness sufficiently serious to warrant a visit to Health Services or other health professional); 2) grave family or personal emergency; 3) conflict of exam times as scheduled by the Registrar’s Office. Course instructors are notified of exam excuses granted by the Dean of the College office.

Make-up exams for approved exam excuses are administered by the Registrar in the second week of the subsequent fall or spring term. The Registrar’s Office informs students by email of the date, time, and location of make-up exams. (The student is responsible for checking his or her email for this communication, which will be sent a few weeks before the new semester begins.)

An ABS notation (an excused absence from a final exam) appears on the academic record next to the course for which an exam excuse has been approved. These courses count toward academic standing at the beginning of the subsequent term. If a make-up exam is not completed, or the student fails the course after taking the make-up exam, the ABS will change to an NC (no credit), and the student’s academic standing will be adjusted accordingly.

Incompletes
The last day to drop a course or file for an Incomplete is the last day of regularly scheduled classes in a given semester. The authority to grant an Incomplete rests with the course instructor, who may simply enter a notation of INC when submitting a student's final grade.

An Incomplete from the fall semester that is finished by February 1st will improve a student's academic standing (e.g. from Warning to Good Standing). Spring semester Incompletes must be completed by July 1st in order to count toward academic standing. If a student finishes an Incomplete by the stated deadline but the faculty member does not submit a grade by that time, the Chair of the Committee on Academic Standing may change the student's academic standing if the faculty member confirms that the work was completed and received by the deadline.

Incompletes made up after the stated deadlines but within one academic year from the time the Incomplete was granted do not change the student's academic standing. However, they do count as completed courses.

One-semester thesis courses taken in the first semester of senior year result in a transcript grade of “I” if not completed by the end of the semester. If this presents a problem with post-graduation plans, students are strongly encouraged to register for a single-semester thesis course in the semester they will complete the thesis work.