March 30 2020

Dear Students

I am writing to you to provide clarity on a number of academic processes that affect the final exam period and that are in addition to modified provisions in the drop course dates and CR/NCR declaration (see March 17, 2020 letter to Students).

1. Students have the right to petition for a deferred exam if they miss a final exam (or equivalent) in a course. Normally, documentation is required for such petitions. Given these extraordinary circumstances, for this exam period only, we will permit, without documentation, students to petition to defer one or more of their exams. This is intended to encompass illness or any other reason that prevents a student from completing and submitting a final exam or assessment. To exercise this option students must submit a petition to defer the exam on eService by April 25th (the last day of exams).

2. For only those students with an active request to graduate in June 2020 there will be a special provision. Those graduating students who are unable to complete a final exam or assessment may request a grade of CR for that course, provided they have completed at least 50% of the total graded work for the course (i.e. the missed final exam or assessment cannot be worth more than 50%) and have a grade of at least 50% on that work. This CR grade will be permissible for use towards program requirements and will not count towards the normal maximum of 2.0 credits as CR. To exercise this option students may submit a request on eService by April 25th (the last day of exams).

3. The exam conflict policy that requires students to notify the Registrar’s Office if they 1) have a direct conflict with two exams that overlap; 2) have three consecutive exams in three consecutive time slots; or 3) have a conflicting religious observance, will be extended from March 24 to April 6. We are augmenting this policy to address problems arising from significant time zone differences and as well as the possibility of conflicting take-home exams and assignment due dates. For issues arising from time zone differences, for online exams that occur outside the normal exam hours of 9:00am to 10:00pm in a student’s local time zone, we will treat these affected exams as being in conflict and the Registrar will upon request organize alternative writing times. For take-home exams or assignments, we apply the following: if a student has three take-home exams or assignments with the same due date we will provide a 3-day extension for one of them. Students will need to request an accommodation of this nature by April 6 as noted above. This is also done on eService.
Sincerely,

Mark A. Schmuckler
Professor and Vice-Dean Undergraduate
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