

SPECIAL EXAMINATIONS AND EXTENSIONS

Special examinations, at times or in formats other than those regularly scheduled, will be given only under extraordinary circumstances. Except in the case of unforeseen emergencies, the request for a special examination must be submitted two weeks before the date of the regular examination. At the discretion of the instructor, students who are non-native speakers of English may be granted additional time, to a maximum of time-and-a-half, to complete written examinations.

All work for the first term is due by the end of the term, unless the instructor specifies an earlier date. In exceptional circumstances, such as illness or family crisis, the instructor may grant a “faculty extension” up to the day on which grades from the first term are due, but no later. *No work from the first term can be accepted by a faculty member after that date.* However, a student may appeal to the associate dean of academic affairs for a “dean’s extension.” Such an appeal must be made in writing by the day that grades from the first term are due, on a form provided by the registrar’s office. Extensions will be considered by the academic dean only in exceptional circumstances, such as those indicated above. An Incomplete grade will automatically be recorded as Fail (F) or No Credit (NC), unless a petition for a dean’s extension is filed by the designated date.

All work for the second term is due by the end of the term, unless the instructor specifies an earlier date. In exceptional circumstances, such as illness or family crisis, the instructor may grant a “faculty extension” up to the day on which grades from the second term are due, but no later. *No work from the second term can be accepted by a faculty member after that date.* However, a student may appeal to the associate dean of academic affairs for a “dean’s extension.” Such an appeal must be made in writing by the day that grades from the second term are due, on a form provided by the registrar’s office. Extensions will be considered by the academic dean only in exceptional circumstances, such as those indicated above. An Incomplete grade will automatically be recorded as Fail (F) or No Credit (NC), unless a petition for a dean’s extension is filed by the designated date.

All work for summer courses is due by the end of the course, unless the instructor specifies a different date. In exceptional circumstances, such as illness or family crisis, the instructor may grant a “faculty extension” up to, but not beyond, the first day of the fall term. *No work from the summer can be accepted by a faculty member after that date.* However, a student may appeal to the associate dean of academic affairs for a “dean’s extension.” Such an appeal must be made in writing by the first day of the fall term, on a form provided by the registrar’s office. Extensions will be considered by the academic dean only in exceptional circumstances, such as those indicated above. An Incomplete grade will automatically be recorded as Fail (F) or No Credit (NC), unless a petition for a dean’s extension is filed by the first day of the fall term. Unless otherwise noted, the following deadlines apply to summer courses: the last day to add a summer course is the first day of the second quarter of the course; the last day to drop a summer course is the first day of the second half of the course.