

EXAMINATIONS, FINAL GRADES, AND STUDENT ABSENCES

- I. Final grades shall not be based primarily on the final examination; sufficient interim examinations, quizzes, and papers shall be given to establish the quality of the student's work, which the final examination is designed to check and review. Faculty are encouraged to provide students with feedback on their performance before the deadline for a grade of W.
- II. Final examinations shall normally be given during the time scheduled by the Office of Academic Records. All classes must meet during the scheduled final examination period.
- III. Faculty shall grade, as promptly as possible, all student papers, and examinations. The final examination shall be retained for one year.
- IV. Final grades shall be recorded with the Office of Academic Records within six (6) days from the time the final examination is given.
- V. Information regarding a student's grades, courses, GPA, social security number and other personal information will not be released without the student's written consent. The University will not provide directory information for specific students who formally request that such information be withheld from all third parties, including military recruiters. A form to request nondisclosure of this information must be filed by the student. This form is available at the Student Administrative Complex, Memorial Hall, or can be downloaded from Hofstra's website.
- VI. See the current University Bulletin for procedures for handling incomplete grades.
- VII. Individual faculty members determine policies regarding missed quizzes and exams. If a student is unable to take a regularly scheduled final examination because of circumstances beyond her or his control, the student must obtain permission from the instructor to take a postponed examination. Such permission should not be unreasonably withheld. Faculty are not required to provide make-up opportunities for students absent from quizzes and/or examinations during regularly scheduled classes. The rules and procedures governing the documentation of excused absences described in FPS#48 are also applicable here.