MIDTERM AND FINAL EXAMS

Midterm Examinations
Midterms are scheduled at the direction of instructors on various dates throughout the fall and spring semesters. There is no GS policy on make-up exams for missed midterms, and faculty members are not required to provide make-ups. A student who misses a midterm exam due to illness or family emergency should notify both the instructor and his or her GS advisor immediately. Typically, it is the student’s responsibility to discuss with the instructor whether a make-up exam is possible. Make-ups for midterms are usually administered by the faculty member or the department. Please note that no make-ups for midterm exams may be administered after the semester has ended.

Final Examinations
Final examinations are given at the end of each term. The Master Exam Schedule can be found on the University Registrar’s website (http://registrar.columbia.edu/students/grades-and-exams) and provides a tentative guide to final examinations. Students are urged to consult the final examination schedule section in SSOL during the early weeks of each term for the most accurate information. Students are expected to be present for the exam period and should plan their schedules to accommodate the set exam times. Examinations will not be rescheduled to accommodate travel, work, or family plans.

Three or More Final Exams Scheduled for the Same Day
If a student has three examinations scheduled during one calendar day, as certified by the Registrar, an arrangement may be made with one of the student’s instructors to take that examination at another mutually convenient time during the final examination period. It is the student’s responsibility to get the appropriate documentation from the Registrar’s Office in a timely manner and to negotiate with instructors an alternative time to take the exam during the official examination period. GS advisors can be helpful to students negotiating such arrangements.

Deferred Final Examinations
In cases of incapacitating illness or family emergencies, the GS Committee on Academic Standing (CAS) will consider petitions for a deferred exam. If the exam is to be taken after the end of the semester, such deferrals can only be granted by the CAS, not by the instructor of the course. When an incapacitating illness prevents a student from sitting for a final exam, the student should contact his or her GS advisor on the day of the exam, and, within three days, must provide certification to the GS advisor of the illness by University Health Services or a personal physician. Similarly, in cases of family emergency which may prevent a student from sitting for a final exam, the student should immediately contact his or her GS advisor, who will review the situation and options with the student. The student’s GS advisor will notify the instructor of the student’s absence from the exam. Deferred exams cannot be considered without appropriate documentation, which students must provide to their GS advisors.

Deferred exams approved by the CAS are scheduled on two fixed dates for the spring and fall terms as specified by the Office of the Dean of Students; make-up exams cannot be deferred beyond these specified dates. There are no additional make-up opportunities. Students who miss the deferred examinations will receive a grade of zero for that examination. GS students registered for Summer Term classes must abide by this same policy and process for exams missed during the summer.

Examinations for Students with Disabilities
Students with disabilities must be registered with the Office of Disability Services (http://health.columbia.edu/disability-services) to avail themselves of approved accommodations and other important services. Students with disabilities are expected to take exams with or at the same time as the rest of the class. However, some students may need special accommodations for exams depending on their disabilities. Each term the Office of Disability Services requests that students provide them with complete and advance information about their examination schedule so that appropriate accommodations can be made if disability-related modifications are needed.