

TO: Academic Deans, Department Chairs, and Teaching Faculty

FROM: Barbara G. Lyman
Interim Provost and Vice President for Academic Affairs

DATE: April 9, 2021

RE: **SCHEDULED FINAL EXAMINATIONS, FINALS BY TEACHING MODALITY, AND ASSIGNMENT OF INCOMPLETE GRADES**

Spring 2021 Final Examination Period

Common Exam Day: May 4
Final Examinations: May 5 – May 11

Please refer to the Final Exam Schedule (www.newpaltz.edu/events/finals.php)
for dates/times and additional information.

Scheduled Final Examinations

According to New Paltz policy outlined in the Faculty Handbook:

- A final examination must be given in all courses during the assigned time.
- *Only authorized examination in Mathematics and English Composition may be given on Common Exam Time.*
- No major examinations should be given during the last week of classes before the final examination period.

SPECIAL NOTE: Final Examinations by Teaching Modality

Online asynchronous or online synchronous courses have online final examinations.

Extended virtual (EVL) courses require that in-person students should have an in-person final and online students should have an online final or both cohorts should have an online final exam.

In-person courses will use their scheduled classrooms during the scheduled final exam.

Hybrid courses should also follow the same guidance as in-person courses. Hybrid courses where half the class meets one day and the other half meets the second day, must confirm with the Office of Record & Registration that the scheduled classroom can accommodate social distancing or have an online final exam.

All courses that meet synchronously should use the finals calendar to determine day and time of final delivery.

If you have questions regarding your finals schedule, please reach out to your academic dean.

Requests for Exemptions

Requests for exemptions to the mandatory final examination policy must be approved by both the department chair and the academic dean. The period of final examination is calculated into the instructional time required by New York State Education law and therefore must be utilized for instructional activities if the College and its faculty are to meet our legal obligations. Consequently, if approval for an exemption has been obtained, the period of time originally scheduled for the final examination must be used for instructional activities that are appropriate for the goals of the course.

Assignment of Incomplete Grades

Please be reminded of the Incomplete Grade policy (www.newpaltz.edu/ugc/policies/policies_incomplete.html):

A grade of Incomplete ("I") is awarded at the discretion of the instructor and by request of the student and only when the student has successfully completed at least three-quarters of the required work for a course. College policy states that a grade of Incomplete may only be granted when a personal emergency prevents a student from completing the work. It should be kept in mind that having obligations to make up a grade of Incomplete while carrying a full load of new courses can be almost like carrying an extra course. There are good and legitimate reasons for students to ask for and for faculty members to grant incomplete grades, but the requests should be considered carefully by all involved.

The maximum time a faculty member may allow for completing the necessary work is the mid-point of the following semester [excluding summer].... The faculty member may require that the work be completed in a shorter time period. Students should discuss with the instructor exactly what work remains to be completed and, if possible, have this agreement in writing. This will protect the student in case the instructor is not on campus the following semester.