

EXAMINATIONS, FINAL GRADES, AND STUDENT ABSENCES

- I. Faculty are strongly encouraged to provide students with graded feedback on their performance as early in the semester as possible and before the deadline for a grade of W. See http://www.hofstra.edu/sfs/sfs_deadlines.html for the grade of W and other deadlines. In general, the final grade should take all work graded by the instructor into account. The

Any change in grading policy that occurs during the semester from that established in the syllabus should be communicated in writing to students enrolled in the course (e.g., via email, posting on the Blackboard site, hardcopy hand -out).

- 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 no later than December 29 for the fall semester and the first Friday after graduation for the spring semester.

V.