REQUEST FOR A DEFERRED FINAL EXAM

TO BE COMPLETED BY THE STUDENT OR ADVISOR

Please print clearly

Name ________________________________ Date of this request _________________________

Columbia UNI _______________________________ Semester: Fall ☐ Spring ☐ Summer ☐ Year _______

Phone Number (home) ________________________ Phone Number (cell) ________________________

GS Advisor:
☐ Allen ☐ Carrasquillo ☐ Chavarria ☐ Harford ☐ Karahalios
☐ Kurashige ☐ Massimiano ☐ Rojas ☐ Rosner ☐ Smith
☐ Sunshine ☐ Ulloa

Are you registered with the Office of Disabilities Services?  ☐ Yes  ☐ No

Student's Rationale for Incomplete (only a compelling reason will be considered; if reason is medical, certification from your doctor or the University Health Services must be attached to this request):

Course for which the incomplete is requested:

________________________________ ________________________ _______________________________________

Department/Course Number Section Course Title

Instructor ________________________ Originally scheduled date for exam ________________________

Instructor’s Campus Address Instructor’s Phone Number Instructor’s email address ________________________ ________________ ________________

*TA’s Full name (if responsible for grading coursework) TA’s Phone Number TA’s email address ________________________ ________________ ________________

Students who fail to complete the scheduled deferred exam, as specified and approved by the CAS, will receive the contingency grade provided by the instructor to the GS Dean of Students Office. If no contingency grade has been offered, the grade will revert to an F as of the deadline date.

FOR OFFICE USE ONLY

CAS
AUTHORIZED _________________________ DENIED _________________________ VOTE _________________________

PROFESSOR
AUTHORIZED _________________________ DENIED _________________________

STUDENTS APPROVED TO TAKE INCOMPLETES IN THE SPRING TERM WILL NOT BE ABLE TO ENROLL IN THE FIRST SUMMER SESSION

*Students with more than two incompletes usually cannot enroll in the following semester without the explicit permission of the GS Committee on Academic Standing.