

**GEORGIAN COURT UNIVERSITY**  
**Office of the Registrar**

**FALL 2017 UNDERGRADUATE FINAL ASSESSMENT GUIDELINES**  
**(Wednesday, December 13th –Tuesday, December 19th)**

- Students are expected to attend final assessments on the scheduled days. Please note that only courses designated: “lecture,” “seminar” or “combined lecture/laboratory” are scheduled for a final assessment.
- **\*\*IMPORTANT** - If there is a conflict between final assessments, it is the student’s responsibility to contact both instructors prior to the start of the final assessment week to make arrangements to attend one assessment and make-up the other. Arrangements should be made as soon as possible, before exam week begins.
- Classes scheduled at 5:00pm or later will meet on their normal day and time within the final assessment week (these classes are not listed on the Day Final Assessment Schedule).

**COURSE REQUIREMENT GUIDELINES – FALL 2017:**

- Students must complete required work for course credit in accordance with instructor guidelines and university policy.

A student who has done satisfactory work in a course, but has not completed the course requirements because of illness or some other emergency situation, may request an “**Incomplete**” as a temporary extension of the semester. The student must submit a “Request for Incomplete” form to the instructor and dean of the appropriate school for approval. This request must be made prior to the start of final assessment week and the approved form submitted to the Office of the Registrar no later than **December 12, 2017.**

(Please refer to the Registrar webpage for incomplete grade deadlines for non-main sessions.) Should a student fail to meet this deadline, the instructor will compute the final grade based on values given to work completed and not completed. A grade of “F” will be assigned should the instructor not submit a final grade by the due date.

Note: Schedule subject to change

Should you have any questions, please contact the Registrar’s Office at 732.987.2228.