

College of Arts & Sciences

Request to Reschedule Final Examination

UNIVERSITY FINAL EXAMINATION POLICY

1. Final examinations in all undergraduate courses are discretionary within any given department.
2. All students enrolled in an undergraduate course having a final examination, including graduating seniors and graduate students, are required to take the examination at the time scheduled.
3. The scheduling of a final examination or a test in lieu of a final examination at *any time other than the regularly scheduled final examination period is a violation of University policy.*
4. A test covering a portion of the semester's work that is given in lieu of a final examination (e.g. "a unit test") must be given in the regularly scheduled examination period.

Courses meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting at 8:00am on Tuesday and at 9:30am on Thursday will have its examination at the exam time scheduled for Tuesday 8:00am class.

Exceptions to the Examination Policy for an individual undergraduate student:

Approval by the appropriate academic dean (course dean) is required for any change in examination time for an individual undergraduate student. Rescheduling final examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, more than three examinations in a 24-hour period, or for certain emergencies. **Requests to reschedule a final examination must be made and approved prior to the scheduled exam. This petition is not required for any missed final examinations.**

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time. In the case of time conflicts that cannot otherwise be resolved, the course listed first in the schedule takes precedence over a course listed afterward.

The student must first receive written permission, via email or memo, from the instructor if he/she is willing to give an examination at a specified time within the exam week.

Students requesting to reschedule a final examination for a course offered through the College of Arts & Sciences should petition the College of Arts & Sciences Dean's Office using this form. The student may attach the instructor's email or signed letter/memo to this form in lieu of obtaining the instructor's signature on this form. The completed form should be submitted in person to 010 Longmire Building during regular business hours (Monday – Friday, 8am – 5pm) prior to the start of the final examination week to guarantee timely approval. Approved forms will be given back to the student and the student will provide approved request to the course instructor.

Student's Name: _____

Student Email: _____

Course name & prefix/number: _____

Instructor's signature: _____ Date: _____

Specified Date/Time/Location within exam week: _____

Dean's approval: _____ Date: _____