

College of Arts & Sciences

Petition 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. **The student must first receive written permission from the instructor if he/she is willing to give an examination at a specified time within the exam week.** The student then must petition the dean in writing, giving the reason for the requested exception, and supported by the instructor's written permission.

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 conflicts which cannot otherwise be resolved, the course listed first in the schedule takes precedence over a course listed afterward.

Student's name:

Student Email:

Course name & prefix/number:

Instructor's signature:

Date:

Specified Date/Time/Location within exam week:

Dean's approval:

Date:

STUDENT MAY ATTACH INSTRUCTOR'S SIGNED LETTER INDICATING NEW DATE, TIME AND LOCATION OF FINAL EXAM IN PLACE OF SIGNATURE