

Final Examination Policy

Each faculty member is required to give final examinations at times specified in the final examination schedule. (Comprehensive examinations are not the only ones which qualify as “final exams”. Generally, exams should not be given during the last class period.) Whenever circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained from the appropriate dean and the Provost and Vice Chancellor for Academic Affairs.

During finals week, students are required to sit for no more than two final exams in a single calendar day period. Students with three or more finals in a single calendar day period have the right to an alternative exam date (s) for each exam exceeding two. They must submit a formal request for an alternative date in writing, along with an official copy of their class schedule for verification purposes, to the professors of those classes involved to see if one will voluntarily move the exam. If voluntary accommodation is not achieved, instructors of classes with lower enrollments will have to accommodate before classes with higher enrollments.

Requests must be submitted on or before the last day to drop a full semester class or classes with a mark of "W". Professors will provide the student with an alternative exam date and time no later than one week after the last day to drop a full semester class or classes with a mark of "W". All rescheduled final exams are to take place during the university designated final exam dates and times. If a student has an objection to the alternative exam date/time, she or he may appeal to the instructor's department chair.

It is the policy of the University to minimize student participation in extracurricular activities during the final examination period. No meetings, social activities, athletic events, or other extracurricular activities that require student participation will be scheduled on Dead Day or during the final examination period. Any exceptions to this policy must receive prior approval from the Provost and Vice Chancellor for Academic Affairs.

11/10/10