

5.11 Final Examination Schedules

An end-of-course evaluation of student work is required in every credit course. End-of-course evaluations may take the form of final exams, reports, projects, performances, portfolios, research papers, conferences, etc.

Many end-of-course evaluations are written, final exams. In order to reduce conflicts and final evaluation overloads for both students and faculty, a final examination schedule is developed by the Registrar for the entire university. All final exams are to be administered at their designated times and places during final exam week. Change in time of an examination for an entire class for any reason must be approved by the dean of the college and the provost.

No student is required to take more than two final exams on any one day. Any student who has three final exams scheduled on one day has the option of taking all three or submitting to the professors a written request for rescheduling. However, a request to have an examination rescheduled must be made in writing at least five days before the examination is scheduled.

To reschedule, the following steps should be taken:

1. The student should request in writing a change in date from the instructors of the courses that present the conflict.
2. If the conflict is not resolved, the student should work with his/her academic advisor to have one of the exams rescheduled.
3. If the conflict still cannot be resolved, the student should work with the Office for Academic Affairs to have one of the exams rescheduled.