

## Final Examination Policy

**No student shall be obligated to take more than two final exams on the same day. When an alternative testing schedule cannot be informally agreed upon by the student and faculty, the following policy shall guide resolution:**

When a student has three (or more) exams scheduled for the same day, the instructor from the highest numbered course must identify an alternative testing time for the student to make-up the final exam. If the highest number course involves a course-embedded capstone (e.g. group project, presentation), the instructor of the next highest course code will adjust the final exam. If the faculty and student cannot agree on a resolution, the student should email the form below to the Assistant to the Provost at least three weeks (21 calendar days) prior to the start of final exams. The Assistant to the Provost will, in-turn, contact the respective chairs for a resolution. The Assistant to the Provost will notify the student of the resolution no less than two weeks (14 calendar days) prior to the start of final exams and the chair will notify the faculty.

Alternate Final Exam Schedule Request			
Student's Name:		Date Submitted:	
I.D. #			
Please identify courses with final exams scheduled on the same day.			
Course Code	Course Title	Faculty	Date of Final Exam
Resolution:			
Date student notified:			

\*Form should be housed electronically on the Academic Calendar webpage.