

University of St. Thomas Policies

FINAL EXAMINATIONS

Policy Number: A.02.06

SCOPE

All Undergraduate Students.

PURPOSE

To explain the policy for dealing with final examinations that are missed or need to be rescheduled.

POLICY/PROCEDURE

01. Rescheduling Final Examinations

A student who is scheduled to take three or more final examinations in one day may petition the dean of the school in which he/she is enrolled to have the overload examination(s) rescheduled. The Dean's Office will arrange the rescheduling with the faculty member.

02. Absence from Final Examinations

A student who is compelled by illness or other seriously adverse circumstances to be absent from a semester final examination will receive, at the discretion of the faculty member, the grade of "I" or "F." A missed final examination resulting in an "I" grade will be made up after the semester has ended.

APPROVED: Dr. Robert Ivany

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