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
Date of Original Formation: 9/1/2010
Revision Number:
Revision Date:
Effective Date: