

Request of a Change in the Scheduled Final Exam Period

The Final Exam Schedule appears in the quarterly schedule of classes. Based on the meeting times of the class period the university establishes the final exam schedule. Here is an example from the Summer 2009 schedule of classes:

DAYTIME CLASSES

CLASS HOURS FINAL EXAM DAY DATE TIME

8:00 a.m. classes	Monday - Wednesday	Monday	August 31	8:00-10:30 a.m.
9:50 a.m. classes	Monday - Wednesday	Wednesday	September 2	8:00-10:30 a.m.
11:40 a.m. classes	Monday - Wednesday	Monday	August 31	10:45-1:15 p.m.
1:30 p.m. classes	Monday - Wednesday	Monday	August 31	1:30-4:00 p.m.
3:10 p.m. classes	Monday - Wednesday	Wednesday	September 2	1:30-4:00 p.m.
8:00 a.m. classes	Tuesday - Thursday	Tuesday	September 1	8:00-10:30 a.m.
9:50 a.m. classes	Tuesday - Thursday	Thursday	September 3	8:00-10:30 a.m.
11:40 a.m. classes	Tuesday - Thursday	Tuesday	September 1	10:45-1:15 p.m.
1:30 p.m. classes	Tuesday - Thursday	Tuesday	September 1	1:30-4:00 p.m.
3:10 p.m. classes	Tuesday - Thursday	Thursday	September 3	1:30-4:00 p.m.
8:00 a.m. classes	Friday only	Friday	September 4	8:00-10:30 a.m.
#9:50 a.m. classes	Friday only	Friday	September 4	10:45-1:15 p.m.
#11:40 p.m. classes	Friday only	Friday	September 4	10:45-1:15 p.m.
#1:30 p.m. classes	Friday only	Friday	September 4	1:30-4:00 p.m.
#3:10 p.m. classes	Friday only	Friday	September 4	1:30-4:00 p.m.

A SEPARATE SCHEDULE IS OFFERED FOR EVENING CLASSES: (Consult the current schedule of classes for this quarter's final examination schedule).

Please Note: The average block of time scheduled for a final exam period is two and a half hours. Students anticipate the ability to have that time based on the published schedules. A reduction of the scheduled final exam period time is also considered a change of the final exam period--- and necessitates a formal request following the procedures indicated in this document.

The meeting time of the final exam is a contracted time period and is included in the overall contract hours between a professor and students. Professors are expected to meet during the Final Exam period for a meaningful exchange with students. Because students' final exam periods are pre-established (in relation to each class taken), it is unadvised for an instructor or professor to change the scheduled Final Exam period. With that noted: There are times when travel plans or unscheduled activities intervene in the life of the instructor/professor necessitating the change of the Final Exam Period.

If the instructor/professor of any class wishes to change a final exam period—he or she must first address the possibility with the appropriate department chair. Students **MUST** be consulted in the rescheduling of the final exam. All students must sign a Student Signature Approval Sheet similar to the one below that indicates their knowledge, willingness and ability to change the final exam period at a time that has been collectively agreed upon—by the instructor/professor and students. **[The department chair must confirm that all students have signed, and or that accommodations have been made for all students.]**

If a student is unable to meet at the newly schedule Final Exam period—the instructor/professor of record **MUST** make accommodations for the student to take the Final Exam either during the regularly scheduled time period, or a time period in which the student is available.

It is the responsibility of the instructor/professor in these situations to accommodate the needs of students. It is also the responsibility of the instructor/professor in collaboration with the department chair granting permission, to secure a suitable space for the Final Exam to be administered.

Once formal plans for the change have been established, the instructor/professor must get the final approval from the Dean or Associate Dean, using the evidenced approval of the department chair, student signatures as support, and a written justification for the conditions leading to the request. This process should ideally be completed within 2-3 weeks before the final exam in to be administered.

PLEASE NOTE:

“Students who find it impossible to take a final examination at the scheduled time may, with the written approval of the instructor, department/division/school chair or director, and college dean, have a special final examination administered.” (University Catalog, 2009-2011, p. 89).

Students must give clear and compelling reasons for such a request. The most compelling reasons could included 2-or more final exams scheduled on the same day in a short period from each other, or evidence of an emergency situation.

