

Final Exam Scheduling Process

(Approved by Academic Policies Committee February 2013)

Final Exams are scheduled using a computer program that utilizes the overall course schedule to minimize exam conflicts.

Exams that must be rescheduled can only be done in SAS through an intensive manual process to seek a common alternate time that doesn't create final exam conflicts or result in students having more than two exams in one day. Due to the limitations of this procedure, final exams are not normally rescheduled.

If an exam **MUST** be re-scheduled it must be to the academic benefit of the students in the course. Academic benefits include:

- Fewer students with exam conflicts
- Fewer students with more than 2 exams in a day
- More study time between exams

Moving the exam to an earlier date to leave school sooner is not an acceptable reason for an exam time change request.

Exam time change requests that increase the number of students with exam conflicts, or create situations where students have more than 2 exams in a given day will not be accepted.

To request a change in exam time, instructors will be required to carry out a poll of the students in their course to find an alternate exam time that is agreeable to ALL students in the course. If an exam time change causes a student to have an exam conflict or more than two exams in one day, a mutually agreeable alternate exam time for that student must be provided by the instructor who changed the exam.