

Exam Schedule Exception Procedure

Faculty are expected to follow the approved final exam schedule. In the event of an emergency or extenuating circumstance, an instructor might seek an exception to change the exam, or find a proctor to give the exam at the scheduled time.

Exceptions require permission from the registrar's office, department chairperson and college dean. If a proctor can't be found or is not a viable option, the faculty member must follow this procedure to request an exception:

1. Discuss the reason for changing the exam with the chair. If the chair supports the change, he/she should contact the dean and the registrar's office to be sure they agree.
2. If everyone agrees, submit a written request to the chairperson and copy the dean.
 - a. Specify the course title, course and section number, the scheduled exam day and time, and the proposed exam day and time.
 - b. Include the rationale explaining why the change is necessary.
 - c. Include the signatures of the students enrolled in the course supporting the requested change. Students who cannot take the exam at the proposed day and time must be accommodated on an individual basis.
3. Notify the students once the new room, date and time are confirmed.

The chairperson, or their designee, must work with the registrar's office to finalize the room, day and time for the re-scheduled exam. Some considerations will be:

- Room availability
- Free periods should be avoided if possible
- If a free period is used and a university-wide emergency occurs, the exam will have to be re-scheduled again.
- Can the faculty member double-up with one of his or her own classes?
- Can the faculty member double-up with another section of the same class (different Instructor)?