Final Exams Out of Schedule

Policy for re-scheduling a final exam
Changing a final examination time is only possible with permission from the professor and is subject to a fee of $40.00 for the 2016-17 academic year. The Dean’s Office determines whether the student is charged or the Dean’s Office is charged according to the following criteria:

Instructions
The student secures the faculty member’s assent for a special examination time on a form available only from the Academic Dean’s Office—returns the signed form to the Dean’s Office and is given a different form for payment for the special exam time. The student then takes this form (signed by the Dean’s Office) to the cashier for payment and signature, and returns the form to the instructor at the time of the exam. The faculty member should not give the examination unless the student presents the form signed by the dean’s office and the cashier.

There are four types of situations in which the $40 fee is not charged to the student for personal reasons, but is charged to the Dean for the special examination time:
- when there is a conflict on the final examination schedule
- when the student has three or more scheduled exams in one day and wishes to take one of them at another time
- when the student was verifiably ill or hospitalized, or absent because of a death in the immediate family
- if there is a school-sponsored event scheduled at the same time (i.e. athletics, music)

Office of Academic Affairs