

## **I. The Academic Program**

### **C. Final Examinations**

#### 3. Examination Rescheduling Policy

Students are responsible for taking all steps necessary to complete examinations as scheduled. As part of that responsibility, students must consider the examination schedule when choosing classes.

For good cause and with the approval of the Assistant Dean for Student Services (or in their absence, another designated dean) a student's examination may be rescheduled because of:

- a. A bona fide emergency or unplanned event affecting the student, beyond their control, which makes it impossible or unduly burdensome to take the examination at the regularly scheduled time. Examples include but are not limited to a student's illness or the illness or death of an immediate family member.
  - 1) If the emergency or unplanned event occurs before the examination starts, the student must initiate their rescheduling request by notifying the Assistant Dean for Student Services in writing of the circumstances at the earliest possible time after the emergency or event becomes known to the student and requesting to take the examination at other than the scheduled time. If the Assistant Dean determines that the examination should be rescheduled, they will reschedule it for a time after the regular examination.
  - 2) If the emergency or unplanned event occurs after the examination starts, any student wishing to stop the examination must go immediately to the Assistant Dean for Student Services and request that the examination be rescheduled. The Assistant Dean will determine if continuing the exam is impossible or unduly burdensome. If the Assistant Dean determines that the examination should be rescheduled, they will reschedule it for a later time.
- b. A planned event (such as National Guard or reserve military duty) which makes it impossible or unduly burdensome to take the examination at the regularly scheduled time. At the time of registration or as soon as known, the student shall notify the Assistant Dean for Student Services in writing of the circumstances and requesting to take the examination at other than the scheduled time. If the Assistant Dean determines that the examination should be rescheduled, they will reschedule it for a time after the regular examination.
- c. Good cause for rescheduling an examination does not include having:
  - 1) More than one examination scheduled for the same day
  - 2) A number of examinations scheduled for successive days
  - 3) An examination scheduled after graduation day
  - 4) A final examination schedule that is too spread out
  - 5) Job or personal commitments

- 6) A wish to minimize, or problems with, travel, commuting, or transportation.
- d. Students must not discuss rescheduling examinations with anyone other than the Assistant Dean for Student Services or their designee for exam administration.
- e. In all instances of rescheduling (whether in-class or take-home examinations), the Assistant Dean for Student Services will inform the faculty member teaching the course as soon as possible that the student's request for a rescheduled examination has been granted. The faculty member shall inform the Assistant Dean whether the regular examination should be continued or administered or whether a substitute examination will be provided. If the faculty member cannot be contacted or cannot supply a replacement examination within the time available, the regular examination will be administered. If a substitute examination is to be given, the faculty member should communicate any necessary instructions to the student through the Assistant Dean. Before permitting the student to take the rescheduled examination, the Assistant Dean will require the student to certify in writing that the student has not discussed (and will not discuss) the examination with anyone other than the Assistant Dean or their designee for exam administration.
- f. A rescheduled examination must not take place more than one week after the end of the regular examination period unless good cause for the delay is shown to the Assistant Dean.
- g. This policy will be read in conjunction with disability, English language learner, and religious observance accommodations.