Final Exam Guidelines
2012

Each semester is scheduled to allow a period of time for final exams to be administered. Final exams are scheduled and published ahead of time to allow for faculty and students to plan accordingly.

It is the expectation that faculty will utilize the exam period to administer a final exam (or any appropriate substitute - ex: presentations, final conferences, final papers, etc). Students are likewise expected to attend the final exam period, unless there are extenuating circumstances preventing the student from taking the final exam at the scheduled time.

If a student requests an early or late exam, the faculty member first determines if he/she is willing to administer an alternative exam. If the faculty member agrees with an alternative exam due to extenuating circumstances, the faculty member should inform the student that early/late exams must be petitioned to the Dean of Academic Affairs prior to final approval. The petition should bear the signature of the faculty which would indicate their approval.

If a student seeks to petition due to extenuating circumstances, the following procedures should be followed:

1. The student should notify the faculty member(s) of his/her extenuating circumstance and desire to take an exam early or late. This should be done in a timely manner.
2. Upon agreement between the faculty member(s) and the student, the faculty member(s) should direct the student to the registrar's office to pick up a petition form (located in student services, Backes Student Center).
4. The student should fill out the form, indicating the reasons for the request, get the instructor(s) signature(s) indicating agreement with the request, and turn the petition into the office of the Dean of Academics Affairs for consideration.
5. If the petition is approved, the Dean will notify the faculty member(s) via email. The petition result is sent back to the registrar, and mailed to the student.
6. If the petition is approved, the student must contact the faculty member to make arrangements for an alternative exam time.

Extenuating circumstances include such things as exam conflicts, death in the family, health issues, etc. Each case is evaluated and validated on an individual basis.

Faculty are encouraged to follow this process. It is set up to safeguard the integrity and purpose of the exam week, to alleviate faculty from having to deal with numerous student requests for early/late exams, and to ensure a fair and consistent approach to extenuating circumstances.