

# Multiple Final Exam Policy

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## I Policy Statement

Any student scheduled to take more than two final exams in one day may request relief from the published schedule.

## II Procedure

The student seeking to reschedule a final exam must complete the Multiple Final Exam Reschedule Request Form and email it to his or her advisor at least seven calendar days prior to the first day of final exams. After the advisor receives the form from the student, the following actions shall be taken:

1. The advisor shall verify the student's exam schedule and email the form to the dean.
2. The dean shall contact the faculty members involved to determine which final exam will be rescheduled.
3. If the request involves final exams in more than one college, the student's dean shall contact the other college dean(s) to determine which final exam will be rescheduled.
4. The rescheduled final exam will occur no later than 48 hours (two [2] business days) from the original exam date.
5. The dean shall email/notify the Registrar, student, advisor, and the faculty member of the day and time of the rescheduled final exam.
6. The student shall sign and date the Multiple Final Exam Request Form, acknowledging the new date of the final exam.
7. The faculty member shall submit the student's grade no later than 48 hours after the rescheduled exam date.

## III Responsibility for This Operating Policy

### A. Policy Owner

As part of the initial approval of this policy by the Lander University Board of Trustees, the Provost/Vice President for Academic Affairs is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews of and revisions to this policy must be made in accordance with approved operating policy procedures and processes. This policy shall be reviewed every three years or more frequently, as needed.

B. Responsibility for policy Implementation

The President has assigned the responsibility for implementing this policy to the Provost/Vice President for Academic Affairs.

**IV History**

- Approved by the Faculty Senate on 4/16/2012.
- Approved by the Faculty on 4/26/2012.
- Reviewed and revised by the Academic Council on 4/13/2017.

## Multiple Final Exam Reschedule Request Form

**Student emails Multiple Final Exam Request Form to Advisor at least 7 calendar days prior to the first day of final exams.**

Date:

Student Name:

L Number:

Date of Multiple Exams:

List of courses involved on that date:

Which exam do you prefer to change and why?

Attach a copy of your class schedule.

**To be completed by Advisor.**

**(Email to Dean of College)**

I have reviewed the student's schedule and verify the student has more than two exams on the stated date.

\_\_\_\_\_ Initials \_\_\_\_\_ Date

**To be completed by Dean of College:**

**(Email to Registrar, student, advisor and faculty members)**

I have resolved the above conflict by rescheduling the following exam. This information has been emailed to the student, advisor and faculty member teaching the course.

Course \_\_\_\_\_ Date of Reschedule \_\_\_\_\_

Time: \_\_\_\_\_ Location \_\_\_\_\_

Dean: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_