

FINAL EXAMINATION SCHEDULING

I. Purpose and Scope

Final examinations are required in all undergraduate courses. The official dates and times of all final examinations are published in the *Schedule of Classes*. No instructor is authorized to change these times without prior Academic Senate approval. These procedures describe the steps required for a change to the published final examination schedule.

II. Authority and Coordination

The Committee on Undergraduate Academic Programs and Policy (CUAPP), a standing committee of the Undergraduate Council, has been delegated authority for reviewing and acting on requests for changes to the final exam schedule.

III. Procedures for changes to the final examination schedule

A. Requests for changes to the final examination schedule must include:

- A cogent reason for the proposed change in the scheduled time.
- In cases of faculty time conflicts, an explanation of why a proctor is unsuitable.
- Evidence that the proposed change will not impose hardship on any student in the class.

B. Students must be informed that they can personally contact the chair of the department about any hardship they experience from a change in the final exam schedule. Contacting the Undergraduate Council is also an option.

C. If any student requests it, the Undergraduate Council may require that the department offer a final examination at the original time announced in the Schedule of Classes. No student may suffer any penalty or different treatment for making such a request.

D. Requests for changes in the final examination schedule should be submitted to CUAPP as early in the quarter as possible, and before the seventh week of the quarter at the latest. CUAPP approval must be granted before a room can be scheduled.

E. Rescheduling an examination during dead week (the week prior to final examinations) is strongly discouraged and will only be approved under extremely exceptional circumstances. The purpose of dead week is to allow students to begin preparation for final examinations without academic obligations beyond the normal class meetings.

Approved/reaffirmed by the Undergraduate Council: 2/10/05