

EXAMINATION RESCHEDULING POLICY

1. 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.

2. For good cause and with the approval of the Assistant Dean (defined as the Assistant Dean or, in his/her absence, a designated dean) a student's examination may be rescheduled because of:

(a) A bona fide emergency or unplanned event affecting the student, beyond his/her 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.

(i) If the emergency or unplanned event occurs **before** the examination starts, the student must initiate his/her rescheduling request by consulting with the Assistant Dean and completing the Final Examination Rescheduling Request Form at the earliest possible time after the emergency or event becomes known to the student. If the Assistant Dean determines that the examination should be rescheduled, s/he will reschedule it for a time after the regular examination.

(ii) 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 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, s/he 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 submit to the Assistant Dean a Final Examination Rescheduling Request Form for permission to take the examination at other than the scheduled time. If the Assistant Dean determines that the examination should be rescheduled, s/he will reschedule it for a time after the regular examination.

3. Good cause for rescheduling an examination does not include having (a) more than one examination scheduled for the same day, (b) a number of examinations scheduled for successive days, (c) an examination scheduled after graduation day, (d) a final examination schedule that is too spread out, (e) job or personal commitments, and (f) a wish to minimize, or problems with, commuting.

4. Students must not discuss rescheduling examinations with faculty members.

5. In all instances of rescheduling (whether in-class or take-home examinations), the Assistant Dean will inform the faculty member teaching the course of the fact that an examination has been rescheduled as soon as possible after the rescheduling decision has been made. 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 an assurance from the student (ultimately to be in writing) that s/he has not discussed the examination with anyone else.

6. A rescheduled examination (or accommodation for extra time) 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.

7. This policy will be read in conjunction with disability, English as a second language, and religious observance accommodations.

Adopted Administratively December 27, 1977

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