

FINAL EXAMINATIONS

Final Examination Policy

All final examinations or alternative assessments given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester or 8-week session at the time listed for the course in the officially announced schedule.

Examinations are scheduled for specific periods and should not interfere with subsequent examinations. Take-home examinations may be distributed as early as the last day of classes and cannot be due before the regularly scheduled examination period for that class. In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of the examination period. *A student who has not taken a required final examination has not completed the course requirements and therefore fails the course.*

Rescheduling Final Examinations

In instances of multiple sections of the same course taught by the same instructor (including lab periods), it is permissible, at the discretion of the instructor, to allow students to take final exams in either scheduled exam period. It is the student's responsibility to make themselves aware of the final examination schedule and to make arrangements to be available to take the examination at the scheduled time. Any adjustments to a student's examination schedule **MUST** be made by the **FRIDAY PRECEDING THE LAST WEEK OF CLASSES**.

Students who have **more than two** examinations scheduled within a 24-hour period may reschedule until there are only two exams within that 24-hour period. The student shall decide which examination would best be moved and then should consult with the instructor who teaches that course. If the instructor deems it inappropriate because of the nature of the examination to reschedule the examination, the student should then approach the other two instructors. If none of the instructors is able to reschedule the examination given in the course, then the student will bring the dilemma to the attention of the Office of Academic Services who will then contact the instructors to work out a solution. **It is the responsibility of the student to start this process early enough in the semester so that it will be completed by the Friday preceding the last week of classes.**

Examination Make-up Dates

The make-up date will be decided by mutual agreement of the instructor and the student. Alternate examination dates will be set by consulting with the instructor or instructors and, if necessary, through consultation with the Office of Academic Services. In cases where an examination conflicts with a student's religious observances, students should follow the procedures with respect to religious holiday observances as noted under Attendance and Class Absences (<https://catalog.umw.edu/undergraduate/academic-policies/attendance-class-absences/>).