

# D11.0 FINAL EXAMINATION POLICIES

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Final examination week is a mandatory component of the academic term designed to meet New York State and regional accreditation requirements for instructional hours.

The University scheduled final examination time periods meet this requirement. Final examinations are to be given during this time period and instructors must make clear in their syllabi how they will meet this requirement. If the final assessment is not conducive to a scheduled classroom format, the alternative must be clearly stated on the syllabus, disclosed to the department head, and satisfy the course instructional credit hours as defined in policy D01.V. Under no circumstances shall a final examination or final assessment be scheduled on Reading Day.

The Registrar's Office will provide the final examination schedule and make it available to the entire RIT community no later than the first day of each term. Instructors may not change the official date and time of the exam. In extraordinary circumstances, instructors may request their department head for a change in time. This request must be received by the end of week three. The department head will work with the college scheduling officer in an attempt to change the time of the examination. The decision of the department head shall be final.

If a student has two final examinations scheduled at the same time, the student must request a scheduling change.

Students shall not be required to take more than two examinations or more than twelve (12) hours of exams on a single day. In such an instance, the student may request a scheduling change.

Whenever a scheduling change needs to be made, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more examinations are service course examinations, the class with the larger enrollment will have precedence over the others.

In all cases requiring a scheduling change, the student should submit a written request for rescheduling no later than four weeks before the first day of final examinations. The written request should be submitted to the head of the home department with a copy to the instructor being asked to provide the rescheduled examination. The department head will, after consultation with the parties involved, notify the student of the date of the rescheduled examination no later than two weeks before the first day of final examinations. The decision of the department head shall be final.

## **Responsible Office:**

Office of the Provost/Academic Senate

- 34 **Effective Date:**
- 35 Approved August 1980
- 36 **Policy History:**
- 37 Revised May 3, 2001
- 38 Edited August 2010
- 39 Revised March 28, 2013

