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# Final Examination Policy

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## I. REASON FOR THIS POLICY

This policy requires faculty members to follow the final examination schedule as set by the Registrar's Office in order to prevent overlapping examination times for students. It also provides guidance for students who may find that they have been scheduled for more than three final exams in one day during the final examination period. This policy allows the student, working with their instructor(s), to schedule one or more exams at an alternate examination time.

## II. STATEMENT OF POLICY

A final examination schedule for each semester is prepared by the Registrar's Office and published on the [USD academic calendar](#). Faculty members are expected to follow the final examination schedule as published. In addition, faculty members should be aware of the following aspects of the final examination policy as passed by the University Senate on April 4, 1984:

- A. All combined examinations must offer a schedule alternative;

- B. In case of a conflict in examination times, the student must notify the instructor 30 days prior to the scheduled final;
- C. A student who is scheduled for more than three exams in one day should resolve the overload by selecting an alternate examination time for a combined examination, if possible;
- D. If a student is scheduled for more than three exams in one day, the student should attempt to resolve the overload with individual instructors; and,
- E. The student with more than three exams in one day should arrange, no later than 30 days before the scheduled final, for a make-up examination.

Faculty members may also be governed by complementary policy statements issued through their respective schools or colleges.

### III. DEFINITIONS

**Final Examination Schedule** – The schedule of final examination dates and times as determined by the Registrar’s Office. Dates and times for final examinations are based on the day(s) and time any given course is offered during an academic term.

**Final Examination Period** – The period of five days given in the University academic calendar during which final exams are to be given.

### IV. PROCEDURES

Inquiries involving applicability of this policy and/or a request for appeals by professors are to be made through the office of their respective Dean and the Provost’s Office.

### V. RELATED DOCUMENTS, FORMS AND TOOLS

[Undergraduate Exams Policy](#)