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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 exam time;

C. In cases where a student is scheduled for more than three exams in one day:

1. The student must be allowed to select an alternate examination time for combined examinations.
2. The student shall work with the individual instructor(s) to identify an alternate examination time for non-combined examinations.
3. Cases where a satisfactory resolution cannot be reached will be referred to the Office of Academic Affairs for mediation.
4. Arrangements must be made no later than 30 days before the scheduled final examination time.

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

Requests for appeals by instructors at the USD – Sioux Falls campus shall be made through the Vice President for USD – Sioux Falls. Requests for appeals by instructors teaching at any other location shall be made through their respective Dean and the Provost’s Office. In all cases, approved appeals will be communicated to the Registrar’s Office.

Due to accreditation requirements, all courses with a NURS prefix shall share a common finals schedule between the Vermillion and Sioux Falls campuses. This schedule shall be submitted to the Provost, Registrar, and Vice President for USD – Sioux Falls at the beginning of each semester.

### V. RELATED DOCUMENTS, FORMS, AND TOOLS

[Policy 1.015 Undergraduate Exams](#)