Alternate Exam Policies and Procedures*

- Students are expected to take final examinations when they are scheduled.
- Exams MAY be rescheduled for “extraordinary hardship.”
  - The student should request as quickly as possible an alternate examination time from the faculty member involved.
  - Three circumstances have traditionally been recognized as “extraordinary hardships:”
    - two exams scheduled at the same time;
    - two exams scheduled on the same day (within 24 hours of each other);
    - three exams scheduled on three successive days.
  - This list is not exclusive; a student might have a unique situation that creates an “extraordinary hardship.”
- A faculty member is not required to reschedule exams.
  - Rescheduling exams is within the faculty member’s discretion.
  - This is true even if the student presents a case of “extraordinary hardship.”
  - The Associate Dean has nothing to do with this decision.
- Students should fill out the “Request for an Alternate Exam Date” form.
  - The student should fill out this form and give it to the professor(s) involved.
  - The form should include the following information:
    - the classes and exam dates scheduled,
    - other instructors who have been asked to reschedule an exam, and
    - other instructors who have agreed to reschedule an exam for the student and the new date.
- Faculty must notify the Associate Dean’s office of alternate exams.
  - Faculty who agree to reschedule an exam must notify the Associate Dean.
  - All rooms for alternate exams must be scheduled through the Associate Dean’s office.
  - All alternate exams must be scheduled during the appropriate alternate exam times, if possible.
    - For Fall and Spring day exams, any weekday at 1:00 pm or later.
    - For Fall and Spring night exams and all Summer exams, on days or at times when no other exams are scheduled.
  - The alternate exam should not be scheduled after the examination period or during the reading period.
- Students are not allowed to reveal anything about an examination.
  - Students shall not reveal anything about an examination to anyone until after all of the students in the class have taken the exam.
  - It is a violation of the Code of Student Conduct for a student to reveal any unauthorized information about an examination or to attempt to discover any unauthorized information about an examination.

*Please see Academic Rule III-K for all the rules on examinations.