

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.