



Multiple Final Exam Policy

LP 3.3

Policy Effective Date:
4/26/2012

Last Revision Date:
9/19/2017

Policy Owner:
Board of Trustees

Policy Administrator:
Vice President for
Academic Affairs

Affected Parties:
Undergraduate
Graduate
Faculty

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I Policy Statement and Purpose

Any student scheduled to take more than two final exams in one day may request relief from the published schedule.

II Procedure

The student seeking to reschedule a final exam must complete the Multiple Final Exam Reschedule Request Form and email it to his or her advisor at least seven calendar days prior to the first day of final exams. After the advisor receives the form from the student, the following actions shall be taken:

1. The advisor shall verify the student's exam schedule and email the form to the dean.
2. The dean shall contact the faculty members involved to determine which final exam will be rescheduled.
3. If the request involves final exams in more than one college, the student's dean shall contact the other college dean(s) to determine which final exam will be rescheduled.
4. The rescheduled final exam will occur no later than 48 hours (two [2] business days) from the original exam date.
5. The dean shall email/notify the Registrar, student, advisor, and the faculty member of the day and time of the rescheduled final exam.
6. The student shall sign and date the Multiple Final Exam Request Form, acknowledging the new date of the final exam.
7. The faculty member shall submit the student's grade no later than 48 hours after the rescheduled exam date.

III Responsibility for This Operating Policy

A. Policy Owner

As part of the initial approval of this policy by the Lander University Board of Trustees, the Provost/Vice President for Academic Affairs is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews of and revisions to this policy must be made in accordance with approved operating policy procedures and processes. This policy shall be reviewed every three years or more frequently, as needed.



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B. Responsibility for policy Implementation

The President has assigned the responsibility for implementing this policy to the Provost/Vice President for Academic Affairs.

IV History

Approved by the Faculty Senate on 4/16/2012

Approved by the Faculty on 4/26/2012

Reviewed and revised by the Academic Council on 4/13/2017

Approved by the Board of Trustees 9/19/2017