

## FINAL EXAMINATIONS

All final exams must be held during final exam week. The content of the final exam session is at the discretion of the instructor. If an instructor elects to give a take-home exam, those exams should be due no earlier than the scheduled day and time for the final exam.

Ordinarily, classes are expected to use the scheduled time for the administration of the exam. Permission to change a final examination time from the officially scheduled time must in every case be obtained from the dean or the dean's designee of the college or school. That permission must then be submitted in writing to the Office of the Registrar at least two weeks prior to the week of final examination.

Individual students who are scheduled to take more than two examinations on any day may petition the dean or the dean's designee of the school or college offering the affected class(es) to move these to an alternative day. These re-scheduled finals must be held during the final examination week.

Due to the need for uninterrupted concentration time by faculty and students, and the varied times classrooms are occupied during finals, no university facilities will be reserved for non-academic activities which have the potential to disrupt final exams.

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6/92  
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