Final Examinations

1. In regularly scheduled lecture courses of the Institute, a final examination shall be administered at the time specified in the official Final Examination Schedule as distributed by the Office of the Registrar. In courses such as seminars, senior design, capstone, writing courses, and laboratories, final examinations may be waived and may be replaced with appropriate assessment. The decision to give a final examination in these courses shall be made by the instructor of record. An announcement of the course’s final examination policy shall be made to the class at its first meeting and included in the syllabus.

2. No assessment other than a final examination or its replacement may be due during the Final Examination Period.

3. Requests to change a class’s final examination time within the Final Examination Period must be submitted to the Chief Academic Officer of the department of instruction for approval no later than one week before the beginning of the Final Examination Period. Any such request must have the unanimous approval of the class as shown by secret ballot, as well as approval by the instructor of the class.

4. A change in the scheduling of a final examination for an individual student ordinarily will not be permitted; however, such a change may be allowed for hardship cases at the discretion of the instructor. The request for a change must be justified in writing by the student and shall be submitted to the instructor prior to Final Examination Period and may be rescheduled to an appropriate time.

5. In the event a student has two final examinations scheduled for at the same time, the course having the lower number shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.

6. In the event a student is scheduled for three final examinations in one day, the examination scheduled for the middle period shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or at an alternative time during the Final Examination Period.

1. If the student notifies the instructor after the above deadline but before the Thursday of the Final Examination Period, the student shall, at the discretion of the instructor:
   i. receive a course grade of "I" (Incomplete), with an opportunity to take a makeup final examination the following academic term (and have the course grade changed as warranted by the results of the test), or
   ii. be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period.

2. A student who fails to notify the instructor of the conflict before the Thursday of the Final Examination Period shall, at the discretion of the instructor:
   i. receive a score of zero on the final examination, or
   ii. be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period.

3. Requests for exceptions to the Final Instructional Class Day and Reading Period policies may be made in writing by the Dean of the College (or her/his designee) to the Student Rules and Regulations Committee (SRR). The SRR will then make a recommendation to the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate, for approval or denial. Requests must be made no later than the academic term prior to the desired term of implementation and will be regularly reviewed.

4. A student who fails to notify the instructor of the conflict before the Thursday of the Final Examination Period shall, at the discretion of the instructor:
   i. receive a score of zero on the final examination, or
   ii. be given the final examination during the Conflict Examination Period or at an alternative time during the Final Examination Period.

5. In the event a student is scheduled for three final examinations in one day, the examination scheduled for the middle period shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.

6. In the event a student is scheduled for three final examinations in one day, the examination scheduled for the middle period shall be considered in conflict and the student shall notify the instructor no later than two weeks before the Thursday of the Final Examination Period. In such case, the final examination in that course shall be given during the Conflict Examination Period or at an alternative time during the Final Examination Period.
Final Examinations

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to take a makeup final examination the following academic
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results of the test), or

ii be given the final examination during the Conflict
   Examination Period or at an alternative time during the Final
   Examination Period, or

iii be given the final examination at the time scheduled for the
course.

b. A student who fails to notify the instructor of the conflict before
the Thursday of the Final Examination Period shall, at the
discretion of the instructor:

i receive a score of zero on the final examination, or

ii be given the final examination during the Conflict
   Examination Period or at an alternative time during the Final
   Examination Period, or

iii be given the final examination at the time scheduled for the
course.