



**Policy Title:** AA3019 - Final Examination Scheduling for Synchronous Courses and Study Day

**Subject Area:** Academic

**Responsible Official(s):** Executive Vice President and Provost

**Responsible Office(s):** Office of the Provost

## Policy Statement

Preparations for final examinations are a university priority.

- Campus-sponsored functions which require student participation will not be scheduled during Study Day and final examinations;
- Academic activities will not be scheduled on Study Day or during final examinations, including mandatory study or review sessions;
- Synchronous final examinations will be given during their scheduled examination date and time. Individual student exceptions to this policy due to extenuating circumstances or disability will be made on a case-by-case basis by the instructor of record or Disability Resources for Students, respectively.
- No final examinations will be given on Study Day.
- Course section exceptions to this policy must be submitted as far in advance as possible and approved by the provost.

## Definitions

***Study Day*** – The day prior to final examinations during most regular semesters.

***Final Examinations*** – The period of time during which final examinations are administered.

## Procedures

**Exceptions for Final Examinations and Study Day Activities**

Requests for an event to be scheduled during final examinations or on Study Day must be approved by the provost. Requests must be submitted by email to the Office of the Provost and include sufficient detail to justify the necessity of holding the event during this time period.

### **Exceptions to Hold Athletic Events during the Final Examination Period**

Requests for holding an athletic event that results in a student athlete missing a final examination must be submitted by email directly to the Office of the Provost. The provost will approve or disapprove the request and make the decision known to the Director of the Center for Academic Athletic Services (CAAS), the Vice President and Director of Intercollegiate Athletics, as well as the Faculty Athletic Committee chair.

### **Exceptions to Alter Scheduled Examination Time**

Requests to alter the date or time an examination is administered must be reviewed by the department chair and the college/school dean and approved by the provost. Advanced notification must be sent to all enrolled students.

## **Related Documents, Policies and Forms**

[Semester Calendars](#)

**Last Revision Update Log: 12/02/2022**

UM1704 – Issued: March 2, 2009  
AA3019 supersedes UM1704