



**FINAL EXAM POLICY:** *The final exam is the last meeting for all classes.* Instructors are not permitted to change times for class examinations. Individual examination times may be altered at the discretion of the faculty member, for justifiable reasons. Any student who has four exams in one day may request permission from the Academic Dean to reschedule one test. **Students should make travel arrangements for the end of term that will permit taking of all examinations as scheduled.**

**Evening Courses:** Finals for evening classes will be at their usual class time during finals week.  
**ED 490:** The final exam for ED 490 will be M 6:30 to 8:30.

**Seniors:** Please note that Assessment Testing is *required* of all graduates. Contact the Associate VP for Academic Affairs in Kelsey Hall with any questions.

FINAL EXAM SCHEDULE				
CLASS MEETING TIMES	EXAM DAYS			
MWF, MTWThF or any combination of MWF	Monday	Tuesday	Wednesday	Thursday
7:30 a.m.	8:00-10:00 a.m.			
8:00 a.m.	8:00-10:00 a.m.			
9:00 a.m.			8:00-10:00 a.m.	
10:00 a.m.	6:30-8:30 p.m.			
11:00 a.m.			11a.m. – 1 p.m.	
Noon	2:00-4:00 p.m.			
12:35	2:00-4:00 p.m.			
1:00	11a.m.-1 p.m.			
2:00			2 – 4 p.m.	
2:25			2 – 4 p.m.	
3:00			6:30-8:30 p.m.	
<b>T-Th</b>				
7:50		8 – 10 a.m.		
8:15		8 – 10 a.m.		
9:15				8 – 10 a.m.
9:40				8 – 10 a.m.
10:40		11 – 1 p.m.		
11:00		11 – 1 p.m.		
12:00				11 a.m. - 1 p.m.
1:00		2 – 4 p.m.		
2:00				2 – 4 p.m.
2:35				2 – 4 p.m.

### The Purpose of the Final Exam Schedule and Policy is...

1. ... to establish the official last meeting for all classes;
2. ... to establish and communicate exam dates/times to students for all courses at Sterling College;
3. ... to avoid overlaps in exam dates/times;
4. ... to avoid situations where a student has more than 3 exams in one day;

### Special Instructions for Faculty...

1. *Faculty are not permitted to change times for class, without express written approval from the Academic Dean. Individual examination times may be altered at the discretion of the faculty member, for justifiable reasons.*
2. *Final exam dates/times must be posted in all syllabi, and for all courses, for each term they are offered... and addressed with students during the first week of classes when the syllabus is distributed.*
3. Instances where students should be forwarded to the Academic Dean for exceptions...
  - a. Four or more exams scheduled on one day;
  - b. Two (or more) exams scheduled and overlapping on the same day/time;
  - c. Requests to reschedule based on flight arrangements;
  - d. Requests to reschedule based on other valid and extenuating circumstances.

### Special Instructions for Students...

1. *Students should make travel arrangements for the end of the term that will permit taking of all examinations as scheduled.*
2. Potential exceptions...
  - a. **Four or more exams on one day**
    - i. Any student who has four exams in one day may request permission from the Academic Dean to reschedule one exam.
    - ii. This request should be made by (1) a personal visit with the Academic Dean; or (2) via an email to the Academic Dean, listing the reason for the request along with the four course names, instructors, and exam times.
  - b. **Overlap of final exams**
    - i. Any student who has exams that overlap on a given day/time may request permission from the Academic Dean to reschedule one of those exams.
    - ii. This request should be made through (1) a personal visit with the Academic Dean; or (2) via an email to the Academic Dean, listing the reason for the request, along with the two course names, instructors, and exam times.
  - c. **Flight arrangements**
    - i. Any student that has an exam conflict due to outgoing flight arrangements, may request permission from the Academic Dean to reschedule that exam.
    - ii. This request must be made through a **personal visit with the Academic Dean.**

- iii. At this meeting, *a copy of the plane ticket must be produced by the student to verify the conflict, and reasoning why this flight arrangement was made in conflict to the Final Exam Schedule policy.*
- d. **Other extenuating circumstances**
  - i. If a student has extenuating circumstances that are in conflict with a scheduled exam date/time, the student may request permission from the Academic Dean to reschedule that exam.
  - ii. This request must be made through a **personal visit with the Academic Dean.**
  - iii. At this meeting, **proper information and evidence of a valid conflict with the scheduled date/time must be produced, for a potential exception to be approved.**