



## Policy

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STUDENT REQUESTS FOR CHANGE IN FINAL EXAMINATION SCHEDULE – FACULTY  
EFFECTIVE DATE: JANUARY 2015

F.502.1

REVISED: APRIL 2020

### Policy

All students in good academic standing may request to take final exams prior to the times and dates listed on the registrar's official final exam schedule. Faculty may approve or deny *Final Exam Reschedule Forms (FERF)* that fall within one week of the scheduled exam. Students who believe their FERF was wrongfully denied may appeal the decision with the *Final Examination Exceptions Committee (FEEC)*. FERFs that fall outside of this one-week period will require a recommendation by the faculty member to the *FEEC*.

Exceptions to this policy may be granted for documented university activities or personal emergencies on a case-by-case basis.

### Procedure

The following procedures will implement the policy:

- a. Students must request consideration for a change to their final examination schedule by completing the *Final Exam Reschedule Form (FERF)* in conjunction with their advisor. The FERF can be found on the DCB website. A FERF must be completed for each reschedule request. A copy of the student's transcript and current class schedule must accompany the FERF. After completion, the FERF and required documentation is given to the appropriate faculty for consideration.
- b. The faculty member will review the FERF. 1) Requests that fall within one week of the scheduled exam may be approved or denied by the faculty member. 2) Requests that fall outside of this one-week period will require a recommendation by the faculty member to the *FEEC*. 3) All FERFs and required documentation are filed on record with the *FEEC*.
  - 1) FERFs that fall within one week of the scheduled exam may be approved or denied by the faculty member. FERFs that have been denied by the faculty member may be appealed with the *FEEC*. See section C.
  - 2) FERFs that fall outside of this one-week period must be brought before the *FEEC* and faculty member by the student. This will allow the student to explain their request for a change in their final exam schedule. It will also allow the faculty member to provide their recommendation and rationale to the *FEEC*. The *FEEC* will only consider FERFs for extraordinary circumstances\*\*. The *FEEC* will make its decision by majority vote. The decision will be conveyed to the student and faculty member via DCB email by the *FEEC* chairperson.

- 3) Upon approval or denial all FERFs, unofficial transcripts, and class schedules will be filed with the FEEC. All FERFs requested by the student must be submitted as one request to the FEEC.
  - c. FERFs denied by the faculty member may be appealed before the FEEC and faculty member. This will allow the student to explain their request for a change in their final exam schedule. It will also allow the faculty member to provide their recommendation and rationale to the FEEC. The FEEC will make its decision by majority vote. The appeal decision will be conveyed to the student and faculty member via DCB email by the FEEC chairperson.
  - d. During fall semesters, the FEEC will meet on the third Wednesday of November and every Wednesday thereafter through the week prior to finals week as needed. During spring semesters, the FEEC will meet on the third Wednesday of April and every Wednesday thereafter through the week prior to finals week as needed. The FEEC will meet to consider students' FERFs. FERFs must be processed by the student by noon on the day before the Wednesdays that the FEEC is scheduled to meet.

\*\*Extraordinary Circumstances: unforeseeable events or events out of the student's control, i.e. wedding, funeral, medical procedures, medical or health situations.