Rationale: Update to reflect that circumstances arise that necessitate individual student accommodations are made relative to final examination time. In addition, cases arise in which a final examination may be given prior to the originally scheduled examination time although still within the approved final examination period.

Clean Version

In the event that the final examination for a particular class must be rescheduled, it should, if possible, be conducted during the optional examination time slot built into the final examination schedule. Class examinations cannot be given earlier than their normally scheduled time unless given during the optional examination time slot. The time of a final examination for an individual or a class may be changed only with the prior approval of the dean or director. Notice of any proposed change must be provided to both the Provost and the Registrar’s Office (to prevent the possibility of room conflicts). Under exceptional circumstances, at the request of the student, the time of a final examination may be changed only with the prior approval of the instructor and the dean/designee.

Tracked Version

In the event that the final examination for a particular class must be rescheduled, it should, if possible, be conducted during the optional examination time slot built into the final examination schedule. Class examinations cannot be given earlier than their normally scheduled time unless given during the optional examination time slot. The time of a final examination for an individual or a class may be changed only with the prior approval of the dean or director. Notice of any proposed change must be provided to both the Provost and the Registrar’s Office (to prevent the possibility of room conflicts). Under exceptional circumstances, at the request of the student, the time of a final examination may be changed only with the prior approval of the instructor and the dean/designee.