

Exam Schedule Exception Procedure

Faculty are expected to follow the approved final exam schedule. In the event of an emergency or extenuating circumstance, changing the exam with ECHO the chair must support the change. The chair should contact the dean and the registrar's office to be sure they agree.

2. If everyone agrees, submit a written request to the chairperson and copy the dean.
 - a. Specify the course title, course and section number, the scheduled exam day and time, and the proposed exam day and time.
 - b. Include the rationale explaining why the change is necessary.
 - c.

the new room, date and time are confirmed.

ee, must work with the registrar's office to finalize the room, day and
Some considerations will be:

voided if possible

- If a free period is used and a university-wide emergency occurs, the exam will have to be re-