

Augustana College

Petition to Change Time of Final Exam

Return the completed form to the Registrar/Assistant Dean in the Office of the Registrar in Founders Hall

Name _____ Major(s) _____ ID# _____

Class: FY SO JR SR Advisor(s) _____

A student may petition the college to have the time of a final examination changed for a reason other than three consecutive examinations. The petition will be granted if the reason is judged valid and of sufficient importance to justify rescheduling an examination.

NOTE: The final exam schedule for each year is published in April during the previous academic year (at the time of fall registration.) Travel arrangements, vacations, or other personal plans which conflict with a scheduled final exam cannot be taken as sufficient reason to change an exam. Please see the other side of this form for the complete final exam policy. The petition will be granted if one of the instructors involved is able to offer an examination at an alternate time.

Please return the completed form to the Registrar/Assistant Dean in the Office of the Registrar in Founders Hall no later than Monday of week 10 for the term of the request. Requests after this deadline will not be granted.

| Course | Instructor | Class Mtg. Time | Scheduled exam date and time |
|--------|------------|-----------------|------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Rationale for request: (or you may attach a statement) _____

The decision will be e-mailed to your Augustana e-mail account.

_____ Student Signature _____ date _____

Student cell phone number (_____) _____ - _____

OFFICE USE ONLY:
Action of Registrar/Assistant Dean: _____ date: _____

**AUGUSTANA COLLEGE
FINAL EXAMINATION POLICIES**

Final Examinations - The final examination schedule is printed above. The following policy statements apply.

1. The **eleventh week** of each term is set aside for final examinations. **The term “final examination” here means the last examination of the term, either comprehensive or unit examination.**

2. During the last week of classes no final examination may be given. **A unit exam may be given only if it is in addition to the regularly scheduled final exam. The Dean of the College must approve exceptions.**

3. No final examination may be changed from its scheduled period except with the approval of the Associate Dean of the College. Travel arrangements, vacations, employment plans and convenience will not be viewed as sufficient reasons to change an examination. (Add): **The deadline to submit a petition requesting to change a scheduled exam is the Monday of week 10 each term. Requests after this deadline will not be granted.**

4. Take home examinations may be assigned with the final examination period as the due date.

5. A student may petition the instructor and the Associate Dean of the College to reschedule one of three examinations in one day. First-Year Foreign Language, Calculus or evening course examinations may not be the one rescheduled.

6. A student desiring to reschedule an examination for a reason other than as stated in No. 5 may petition the Office of the Dean of the College. A decision will be made by the Associate Dean of the College in consultation with the faculty member.

7. The final examination schedule will be rotated each term.

8. A list of rooms for the First-Year Foreign Language and Calculus examinations will be available three weeks prior to the end of the term.

9. The periods from 3:00-5:00 p.m. Wednesday and Thursday and 6:00-8:00 p.m. Monday, Tuesday and Wednesday are reserved for the scheduling of common final examinations for courses with multiple sections. Instructors or departments wishing to give such an examination must schedule it through the Office of the Registrar, and should inform their students of the day of the examination as soon as it is determined. Students scheduled for three or more final examinations in one day because of a multiple section examination may petition the Associate Dean of the College to be released from that final. Such students must be given the option of a make-up examination (or other suitable arrangement) by the instructor of the department giving the multiple section final examination.

10. Sections meeting during hourly periods, including labs, should consult their instructor regarding the time of their final exam. Some hourly period courses will have their final exam at the scheduled time of the closest corresponding period (i.e. an 8:30 a.m. hourly class meeting on Tuesdays corresponds with 8:30 class, both beginning at 8:30 a.m.)

Instructors who violate these rules should be reported to the Office of the Dean of the College. The Dean of the College shall confer with the instructor and take appropriate action.

Make-up Examinations - If a student is absent at the giving of an examination, permission to make it up is at the discretion of the instructor. Appeals may be made by following the normal procedures for appealing a grade.