

Rationales:

First, the petition dates for the two different types of makeup exams are inconsistent across the two sections.

Second, the burden of the current makeup system has grown very heavy. During the last Fall 2021 semester, for example, there were 89 requests for makeups, 4 of which were denied, and 53 of which were scheduled for make up day. RAS was sent, usually electronically, exams that may have had specific requirements (e.g., time different from 3 hours, availability or type of calculator or other materials such as notes or textbooks, student accommodations) that the RAS staff found difficult or impossible to monitor.

3.7.3 Examinations

Examinations fall into six general categories: final examinations, make-up examinations, comprehensive examinations, anticipatory examinations, reexaminations, and special examinations.

3.7.3.1 Final examinations

If an instructor chooses to require a proctored final exam, a take-home exam, or a final project in a given course, the end of semester exam period shall be used as follows:

- 1) Proctored exams: Such exams are assigned a time block by the Registrar. The time allowed to complete the exam must be announced to the students in advance. The time allowed may not exceed 3 hours.¹ Courses in fully online programs that require proctored exams need not be scheduled by the Registrar, but must still use proctoring services and protocols approved by the University.
- 2) Take home exam - no take home exams can be due until at least 72 hours after the beginning of the exam period and must be due by the last day of the final exam period.
- 3) Final project (e.g. presentation or final paper) - final projects must be due no later than the last day of the end of the final exam period.

Faculty should be available during the final exam period until all semester grades for his or her courses have been submitted to the Registrar. No final examinations shall be given or scheduled in one- or two-credit laboratory courses during the final examination period. No final exams in other full-semester classes shall be given prior to the start of the final period.

Formal withdrawal from any course before the end of the semester automatically cancels the student's rights to an examination in that course.

Final examinations are scheduled ~~for three-hour periods~~ by the registrar. For a course not requiring a proctored final exam the instructor shall notify the Registrar that no exam time need be scheduled.

Conflict examinations are provided wherever a student cannot take a regular examination because of a conflict in examinations on the published examination schedule, or if a student is scheduled for three examinations in a calendar day. In such cases, a student should submit a petition to the Dean of Students' Office for a make-up exam within one week of the publication of the examination schedule.

In all cases of conflict, the course having the smallest number of rostered sections takes precedence, except that in cases of conflicts in courses having the same number of sections, the course having the fewest students shall take precedence. ~~Conflicts in the regular examination schedule must be reported by the students to the registrar not later than the third day following the publication of the examination schedule.~~

3.7.3.2 Make-ups for Final Examinations

Students with conflicts in their final exam schedule, as specified above, should submit a petition to the Dean of Students office for permission to take a make-up exam within week of the publication of the final exam schedule. Permission to take a make-up exam ~~Make-up examinations may also, upon petition to the SOS Committee, be granted in the case of unavoidable absence from a final examination in any course upon petition to the SOS Committee. A petition for a make-up exam due to unavoidable absence to take one of these exams on the scheduled make-up day, must be submitted as soon as the student becomes aware of the problem, but in any case before the end of the final exam period.~~

Make-up examinations are administered at the convenience of the instructor, but not later than the fifth day of class in the subsequent regular academic semester (spring or fall). The instructor is responsible for arranging the time, place, and any necessary proctoring for the exam, and must submit a final grade for the student by the end of the tenth day of class in the subsequent regular academic semester. Any remaining incomplete grades will revert to their parenthetical value after the 10th day of class.

no later than a week prior to the first day of final exams.

A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the registrar not later than one week following the publication of the examination schedule.

Make-up examinations are scheduled by the registrar as follows:

Fall semester and Winter term classes – Saturday morning prior to the start of Spring semester

Spring semester classes – first Saturday morning of Summer Session I

Summer Session classes – Saturday morning prior to the start of the Fall semester

No fee is charged for a make-up examination when the original examination was missed through no fault of the student. If, however, the student misses the regular make-up examination as scheduled, a fee is assessed for any subsequent examination granted.

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