

Conflicts in Examination Periods During Finals Week

ROWAN UNIVERSITY POLICY

Title: *Conflicts in Examination Periods During Finals Week*

Subject: *Academic Affairs*

Policy No: AA: 2017:06

Applies: University-Wide

Issuing Authority: *Sr. Vice President and Provost*

Responsible Officer: Deans

Adopted:

Last Revision: 10/24/2016

Last Reviewed: 10/24/2016

I. PURPOSE

The purpose for this policy is to outline the University's position regarding the number of examinations a student can take during Finals week.

II. ACCOUNTABILITY

Under direction of the Provost, all Deans and Department Chairs shall implement this policy and all faculty shall ensure compliance with the policy.

III. APPLICABILITY

This policy is applicable to all students of Rowan University.

IV. POLICY

1. The University recognizes that no student can be required to take more than three (3) final examinations in one day (including evening classes).
2. Faculty are required to use the time that is set-aside in the finals week schedule for instructional purposes.
3. In the event that students have two examinations scheduled at the same time, or find they will have a conflict as defined above, the following procedures will apply:
 - Students are required to demonstrate to the faculty involved that such a conflict exists and to explore various avenues to resolve the conflict. Students **MUST** notify faculty involved in such conflicts **NO LATER THAN TWO WEEKS BEFORE FINALS BEGIN**.
 - Faculty and students will need to cooperate to resolve such conflicts. The make-up exam can be arranged during the scheduled **CONFLICT** (make-up) period or at a time mutually satisfactory to student and instructor.
 - If the student (having notified the instructors two weeks before finals) and instructors involved cannot resolve the exam conflict, then the student has recourse to the dean or deans of the college(s) involved. The decision of which final exam to take during which time period will be decided by the dean(s) in consultation with the student and instructors.
4. It is suggested that students be advised to check the block exam schedule printed in the Master Schedule to schedule courses in a way that they will not have finals back-to-back.