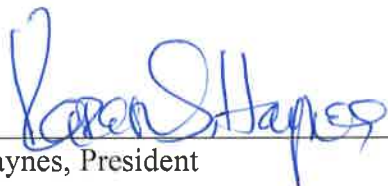

Implementation Date: 11 / 17 / 2016

Definition: This policy establishes a process for rescheduling final examinations when the final exam schedule calls for a student to take many exams within a short period of time.

Authority: The President of the University

Scope: All students and courses at CSUSM.



Karen S. Haynes, President

11/17/2016
Approval Date



Graham Oberem, Provost and VP for Academic Affairs

11/14/2016
Approval Date

Implemented: 11 / 17 / 2016

Implementation Date: 11 /17/2016

I. Policy

California State University San Marcos allows students who are scheduled to take more than 2 final exams on a single calendar day or more than 3 final exams in any 24-hour period to request that a final examination be rescheduled.

II. Procedure

1. No student shall be required to take more than 2 final exams on a single calendar day or more than 3 final exams in any 24-hour period. When a student has three or more final exams on a single calendar day, or four or more final exams in a 24-hour period, then that student has a "final exam conflict."
2. If a final exam conflict exists for a student, and the student wishes to reschedule one of the exams, the student will complete the Final Exam Schedule Change Request Form and obtain the signature of each instructor offering a final exam that contributes to the conflict. After the form is complete, the student may contact the instructor of one of the courses to schedule a mutually convenient time. The rescheduled exam for the individual student must occur no later than the end of the official exam period. If the instructor will not reschedule the exam, then the student should contact the other instructors to see if one of them is willing to reschedule. It is recommended but not required that the student approach instructors in the order of increasing class size.
3. If a final exam conflict persists for a student after following the steps above, the student shall submit the Final Exam Schedule Change Request Form to the Office of the Dean of Undergraduate Studies for resolution. The Dean of Undergraduate Studies will determine which final exam must be rescheduled by following the principle of requiring that the exam in the course with the lowest enrollment be rescheduled (for that student only), except in special circumstances. Once the Dean of Undergraduate Studies has confirmed with one of the course instructors that the exam for that course will be rescheduled for the student, the Office of the Dean of Undergraduate Studies will notify the student of which course will have a rescheduled exam and direct the student to contact that instructor to determine the alternate exam time.
4. After obtaining the consent of an instructor to an alternate final exam time, both the student and the instructor will complete the "Change in Final Examination Time Agreement" form and submit it to the department office.
5. **DEADLINE:** The last date for submitting the Final Exam Schedule Change Request Form to the Office of the Dean of Undergraduate Studies is the end of the ninth week of the semester. This deadline will be published in the Registration Calendar each semester. Students should begin the process of requesting a rescheduled final exam early enough so that they can meet this deadline if none of their instructors is initially willing to reschedule a final exam.

Implementation Date: 11 / 17 / 2016

Final Exam Schedule Change Request Form (Model form)

Instructions to student:

- A. Complete the form except for instructor signatures, and then obtain all instructor signatures.
 - B. Once the form is complete, bring this form to your instructors (the suggested contact order is smaller classes first) as the basis for seeking a rescheduled final exam.
 - C. If no instructor is initially willing to reschedule the final exam, submit this form to the Office of Undergraduate Studies in Craven 5211.
- Instructions to instructors:
- A. Only sign the form (in column e) if your class will be taking an examination during the scheduled final exam period.

This request is being made because _____ has _____
 (Print student name)

3 final exams scheduled for the same day
 4 final exams scheduled within 24 hours

1a Class Subject and Number (e.g., ACCT 201)	1b. Class Meeting Pattern (e.g., MWF 8:00-8:50am)	1c. Final Exam Date and Time	1d. <input type="checkbox"/> <30 Approximate <input type="checkbox"/> 30-50 Class Size: <input type="checkbox"/> >50	1e. Instructor signature confirming 1a-d
2a Class Subject and Number	2b. Class Meeting Pattern	2c. Final Exam Date and Time	2d. <input type="checkbox"/> <30 Approximate <input type="checkbox"/> 30-50 Class Size: <input type="checkbox"/> >50	2e. Instructor signature confirming 2a-d
3a Class Subject and Number	3b. Class Meeting Pattern	3c. Final Exam Date and Time	3d. <input type="checkbox"/> <30 Approximate <input type="checkbox"/> 30-50 Class Size: <input type="checkbox"/> >50	3e. Instructor signature confirming 3a-d
4a Class Subject and Number	4b. Class Meeting Pattern	4c. Final Exam Date and Time	4d. <input type="checkbox"/> <30 Approximate <input type="checkbox"/> 30-50 Class Size: <input type="checkbox"/> >50	4e. Instructor signature confirming 4a-d

Implemented: 11 / 17 / 2016

CHANGE IN FINAL EXAMINATION TIME AGREEMENT FORM (Model form)

Term/Year: _____
Course Subject/Number: _____ Section Number: _____
Meeting Day/Time: _____ Building/Room: _____
Course Title: _____

Original Final Exam Day/Time: _____ Building/Room: _____
New Final Exam Day/Time: _____ Building/Room: _____

Instructor (Signature)

Date

Student Name (Print)

Student ID

Student Signature

Date