

## Oklahoma State University Policy and Procedures

### **FINAL EXAM OVERLOAD AND COMMON FINAL/COMMON EVENING EXAM CONFLICT POLICY**

**2-0216  
ACADEMIC  
AFFAIRS  
August 2014**

#### POLICY

1.01 In the event that a student has three or more final exams scheduled for a single day, that student is entitled to arrange with the faculty member instructing the highest numbered course (4 digit course number) or two highest if the student has four finals on one day to re-schedule that examination(s) at a time of mutual convenience during final exam week.

1.02 If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time.

1.03 Common evening exam and common final exam conflicts are resolved as follows: 1) The instructor of the course with the fewer credit hours is responsible for providing the make-up exam; 2) If the classes have the same number of credit hours, then the instructor of the course that meets later in the day/week is responsible for providing the make-up exam.

1.04 If a time conflict occurs for a student involving a common evening exam and another regularly scheduled class meeting (as indicated on the student's official class schedule), the regularly scheduled class takes priority. The student should be permitted to make up the common evening exam.

#### PROCEDURE

2.01 The affected student should submit to the instructor a written request to take the affected exam at a different time, with a copy of his/her class schedule, at least two weeks prior to the beginning of final exam week (or at least two weeks prior to the common evening exam).

2.02 The instructor has one week prior to the beginning of final exam week (or prior to the common evening exam) to arrange a mutually convenient time and place for administration of the final exam, after which the student may take the request to the instructor's department head.

2.03 For final exam overload, if the courses have identical course numbers then the Call/CID number would be used as a tie-breaker with the highest Call/CID representing the course in which the final should be rescheduled.

2.04 If a common evening exam or final exam is cancelled due to the university closing for inclement weather or other unforeseen events, the exam may be rescheduled at the instructor's and department's request.

Approved:

Executive Vice President, October 2001  
Deans Council, October 2001  
Faculty Council, October 2001

Revisions Approved:

Faculty Council, March 2002  
Executive Vice President, March 2002

Revisions Approved:

Faculty Council, March 11, 2014  
Council of Deans, March 13, 2014  
E-Team, August 2014