

FINAL EXAMINATION SCHEDULING POLICY

The initial schedule of final examinations that are conducted during the time period designated for such will be developed by the Office of the Assistant / Associate Dean for Academic Affairs in consultation with the appropriate didactic and laboratory course directors. Final examinations offered prior to the dedicated examination period do not fall under the purview of the practices outlined in this policy since they occur in a learning space already dedicated for that course. It should be noted, however, if a change from the syllabus is made and the course has students requiring special examination accommodations, such change should be reported to the Director of Student Services.

Once the initial final examination schedule has been developed, it will be sent to the senior class president for dissemination to the officers of the other classes with instructions to review their portion of the proposed examination schedule. If changes are desired, appropriate student representatives must contact the affected course director(s) and negotiate a suitable alternative. As a part of this process, the student representative(s) must contact the Administrative Assistant of the Assistant / Associate Dean for Academic Affairs to verify that classroom space is available to make the change. Once the students and course director are in agreement and it is determined that space is available to effect the change, the initial final examination schedule will be amended and presented to the Executive Committee of the School of Dentistry for approval.

Once the final examination schedule has been approved by the Executive Committee, it can not be changed without the approval of the Assistant / Associate Dean for Academic Affairs. This will require the demonstration of extenuating circumstances such as instructor illness, inclement weather, etc.

Adopted: 02-16-15