



## Final Exam Change Policy for Undergraduate Students

Although the published examination schedule as established and announced by the Registrar's Office must be **strictly observed**, individual students may be granted permission to change the time of a final exam under rare circumstances, such as:

- Wedding (including rehearsal) in immediate family.
- Commencement in immediate family.
- Beginning graduate or professional school.
- Beginning career employment that cannot be delayed.
- Beginning career-related training that cannot be delayed.
- Athletic events: conference or national playoffs or championships.
- Athletic events scheduled by the South Atlantic Conference over which the University has no control.
- Conflict in exam times.
- Funeral in immediate family.
- Medical emergency in immediate family.
- Conflict with GRE, LSAT, MCAT, or similar exam.
- Jury duty.
- More than two exams scheduled in one day.

The following are **NOT** acceptable reasons. Student appeals should be automatically rejected for these circumstances:

- Wedding or commencement outside the immediate family.
- Athletic events other than conference or national playoffs or championships.
- Social events of any kind other than wedding or commencement.
- Vacation.
- Part-time or temporary work.
- Difficulty in arranging travel.
- Timing of difficult exams.

Please make arrangements to accommodate student requests for acceptable reasons and notify the Dean of the College or School in which the course is offered of the time change and the reason for the change. Note that only one exam may be scheduled during any given three-hour exam period.

**Students requesting a change in exams for any reasons not listed above and for the following reasons, please refer to the Dean of the College or School in which the course is offered:**

- Non-refundable airline ticket to an overseas destination (allowed only once).
- Non-refundable airline ticket purchased by parents (allowed only once).

If a faculty member is unable to administer the final exam when scheduled (due to similar circumstances as described above), s/he must make arrangements for the exam to be given at the announced time/place by a professional colleague.