Policy Statement

Exceptions to final exams being taken on non-exam days

Policy Manager and Responsible Department or Office

Student Affairs/ Disability Services

Purpose/Reason for the Policy

Final examinations must be taken at the time scheduled except when:

- The student has two or more exams scheduled simultaneously;
- The student has two consecutive exams on the same day;
- The student has three or more exams scheduled within a two day period, or;
- Circumstances occur beyond the student's control. (Documentation must be submitted to Student Affairs according to the section entitled "Final Examination," in the Undergraduate Catalog.)

Permission to reschedule exams may be obtained from the Registrar's Office with written permission of the instructor. Change of exam forms may be picked up in the Registrar's Office or printed off from their website.
This permission must be obtained prior to the first day of the exam period.

[See the section entitled “Final Examinations” in the Undergraduate Catalog for more information.]

Honor Code from the College of Charleston Student Handbook
PROMOTION POLICY
(For use by the Office of the President)

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President or Chairman, Board of Trustees

Date: 2-5-16