

# FINAL EXAMINATION POLICIES

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## Final Examination Scheduling

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.

## Final Examination Attendance

Attendance for final examinations is required except for cases involving illness, certain family matters or interviewing for a post-doctoral, discipline-based specialty program. For purposes of final examinations, these are considered excused absences. In the case of the latter example cited above, evidence from the hosting institution must be provided indicating that a student's presence is required on a particular time and date. A listing of activities not judged to be valid exceptions for taking a scheduled final examination would include (but not be limited to): interviews for GPR programs; interviews for AEGD programs; job interviews; shadowing exercises; and externships. With respect to final examinations, these are considered non-excused absences. Please note, the designation of "excused" and "non-excused" absence for final examinations differs from that applied regular, daily activities and defined by the Policy on Excused Absences. If a question exists as to whether participation in a proposed activity constitutes an excused or non-excused absence, clarification should be sought from the Associate Dean for Student Affairs and Admissions.

Some courses offer final examinations prior to a period designated for such and some administer their final exams during the scheduled examination period. This policy covers both situations. Before agreeing to participate in one of the non-excused activities, check the school's

final examination schedule. It will have the dates of all final examinations offered, including those not occurring during the final examination period.

If a final examination is not taken on its scheduled date because of an unexcused absence, as defined above, a grade of "F" will be issued and it will be a part of the student's permanent academic record. Arrangements must then be made between the student and the course director for remediation and testing. The grade earned on this examination will be used to calculate the student's grade in the course and his/her GPA. The original "F" will remain on the transcript.