

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	DATE
Rescheduling a Final Exam	R-63	February 2014

Purpose: To address taking a final exam at a time or date other than the scheduled time or date.

Any student who wishes to take a final examination at a time or date other than the scheduled time and date prescribed on the CSU Final Exam Schedule must obtain the permission of the instructor involved and the dean of the appropriate college or school unless the student has more than three exams in a calendar day (see below).

The process for rescheduling a Final Exam due to extenuating circumstances is:

1. The student obtains the “**PERMISSION TO RESCHEDULE FINAL EXAM**” form from the departmental administrative assistant.
2. The student takes the completed form along with a **detailed description of the extenuating circumstances** to the instructor of the course. If the instructor agrees to the change, then an alternative time for the exam will be arranged. The exam should be scheduled during a regularly scheduled finals slot on a time and date which is convenient to both student and instructor.
3. The student will then take the form to the appropriate dean. The dean will then grant permission **only** if he/she considers the student’s appeal to have sufficient merit.
4. After student has obtained signatures from both instructor and dean, the student will present the form to the Business Office and pay a \$30 Rescheduled Exam Fee.
5. The student presents the form along with receipt to instructor prior to taking make-up exam. [Note: Instructor will not administer exam without this form]

*Instructor returns form to office of the appropriate Dean after turning in final grade to registrar. [Note: Instructor of record must administer exam to receive payment] Dean will notify the Office of the Vice President for Academic Affairs to authorize payment to instructor by Business Office.

The process for rescheduling a Final Exam due to having more than three exams in one calendar day is:

1. If a student has more than three exams in a calendar day, the student must notify the instructor(s) of the fourth and subsequent final exams scheduled within a single day. Such notification should be given to the specific instructor before the end of the twelfth week of classes of the fall and spring semesters.
2. The student obtains the “**PERMISSION TO RESCHEDULE FINAL EXAM**” form from the departmental administrative assistant. The form may also be found through the following link:
3. The student takes the completed form along to the instructor of the course. The exam should be scheduled during a regularly scheduled finals slot on a time and date which is

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convenient to both student and instructor. The rescheduling fee will be waived.

By action of the Dean's Council February 2014