

## **EAC Policy – Students with 3 or More Final Exams on the same day**

**Approved 4-15-20**

Students who have more than two Final Exams scheduled on the same day may take the following steps to reduce the number to two exams:

1. Understanding that Common Exams are often used for assessment of learning outcomes across sections, students taking common exams should request that Common Exams be rescheduled only in the rare case that they have three Common Exams scheduled in one day. In the case that the student has three Common Exams scheduled in one day, the student should contact the faculty member of the final exam that is scheduled second (of the three) in order to accommodate a rescheduling.
2. If a student has three exams scheduled in a day, the student should contact the faculty member of the final exam that is scheduled second (of the three) in order to accommodate a rescheduling, so long as that second final exam is not a Common Exam. If the second is a Common Exam, the student should contact the faculty member of the final exam scheduled first in the day, again, so long as that first final exam is not also a Common Exam. If the first final exam is also a Common Exam, then the student should contact the faculty member of the final exam that is scheduled third in the day in order to accommodate a rescheduling.
3. If a student has four final exams scheduled on one day, the student should contact the faculty members of the second and fourth exams to accommodate rescheduling unless either of those is a Common Exam, in which case the student should contact the faculty members of the first and third exams to accommodate rescheduling, again unless either of those is a Common Exam. If neither of these is possible without asking to reschedule a Common Exam, the student should pick any two final exams (of the four) scheduled in that day to reschedule and contact the associated faculty members for accommodation.
4. Faculty members are expected to offer reasonable accommodations to allow students to reschedule as indicated above. If a student encounters any difficulty in making accommodations, the student should contact the Dean's Office for the class(es) involved for assistance.

Students are expected to reach out to faculty for rescheduling accommodations no later than three weeks before the start of the final exam period.

Faculty can contact the Registrar's Office, as needed, when a student makes a request for accommodations to verify that a student has more than two final exams scheduled on the same day.