Policy for Changing a Student’s Final Examination

A change in a student’s final examination schedule will be approved only for emergency reasons, such as serious illness (a note from Health Services or family physician is required) or the death of an immediate family member (a letter or phone call from a parent, guardian, or physician is required). Letters and phone calls should be directed to the appropriate faculty member.

Final examination schedules will not normally be changed for any of the following reasons: wedding of the student, relative, or friend; part-time or full-time job or job interview; internship or field study; vacation; graduation of relative or friend; convenience of travel schedule; or only one final examination remaining at the end of the week. Exceptions to these guidelines can be made, but should be based on a very compelling case.

Using these guidelines, the student may submit a Request to Reschedule a Final Examination form to the instructor, who, with approval of the department chair, has authority to reschedule the final examination to a new time not conflicting with other regularly scheduled examinations or classes if he or she desires. This form is available on the Provost Office website (http://academics.georgiasouthern.edu/forms/) under the Forms section entitled Reschedule Final Exam Form.

Policy for Changing a Student’s Final Examination if There is a Conflict

A conflict is defined as three exams in a calendar day or two exams at the same time. Conflict Periods are scheduled at the stated times in the semester exam schedule, which can be accessed at: http://em.georgiasouthern.edu/Registrar/students/classinformation/. To resolve a conflict in which a student has two examinations scheduled for the same period, the instructor of the lower numbered course shall reschedule the exam to another time mutually agreed on by the instructor and the student, or to one of the Conflict Periods.

To resolve a conflict in which a student has three examinations scheduled in one calendar day, the examination scheduled for the middle period shall be rescheduled to another time mutually agreed on by the instructor and the student, or to a Conflict Period on another day. It is incumbent upon the student to petition his/her professor no later than the last week of classes so that an alternative arrangement can reasonably be made. The form is available on the Provost Office website (http://academics.georgiasouthern.edu/forms/) under the Forms section entitled Reschedule Final Exam Form.