

School Procedures of the University of North Texas Health Science Center	Chapter 15 – School Procedures Student Affairs, Education and Funding
15.215 SBS - Final Examinations	

If a final examination is administered, faculty members are expected to schedule it during the last scheduled day of class.

If a final examination is not given in a particular course, the faculty member is expected to use the final examination period for summary, evaluation, or other productive purposes.

Students who have as many as three final examinations scheduled on one day may appeal to their Program Director to reschedule one of those examinations on another day during the final week of the semester.

Application.

This procedure applies to all courses in the School of Biomedical Sciences (SBS).

Definitions.

None.

Procedures and Responsibilities.

1. Schedule final examination.

Responsible Party: Course director.

2. Request reschedule of one exam if three final examinations are held on the same day. Request must be made in writing (e-mail) to the Course Director and Assistant Dean.

Responsible Party: Student.

3. Grant or deny request by student.

Responsible Party: Course Director and Assistant Dean.

References and Cross-references.

Approved: September 1993
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