

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

13.99.99.C4.01 Final Examinations and Study Week

Approved June 19, 2006

1. STUDY WEEK

The five class days before the final examination period in the fall and spring semesters are designated as Study Week. Classes will continue as scheduled on four of the days. The fifth day (the day before final examinations begin) is designated as Reading Day. No classes, examinations, or required university activities should be scheduled for students on this day. Examinations, presentations or papers that have due dates during Study Week must be announced to the students on the syllabus during the first week of classes.

2. FINAL EXAMINATIONS

2.1 Final examinations must be scheduled during the regularly scheduled examination time listed in the official class schedule. If papers or take-home examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official class schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the critiques/presentations must occur on the regularly scheduled exam day.

2.2 Students are not required to take more than two final examinations in any one day. Any student with three or more final examinations scheduled on the same day may request to take one of the examinations on another day during the final examination period. The process is described below.

A) The student should first try to resolve the matter with the appropriate instructor(s).

B) If the matter remains unresolved, the student should submit a request for an alternative final exam time in writing to the Office of Student Affairs. This request must be submitted by the drop date (the last day to drop a course for the semester with an automatic grade of W as stated in the semester class schedule).

C) The Office of Student Affairs will select which of the exams should be taken at an alternative time and formally contact the faculty member at least 15 working days before the final examination period. Preference for selection of which course would have an alternative final exam time must be based on the course with the smaller class size and, then, courses with final exam times in between other exams.

D) The faculty member will then arrange an alternative time for the student to take the final exam for that course that does not conflict with the student's final exam schedule or require the student to take more than two final exams in one day. If

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students have difficulties in rescheduling the examination, they should consult with the Office of Student Affairs. Final exams given outside the regularly scheduled time may vary in content and format at the discretion of the faculty member.

Contact for Interpretation: Vice President for Student Affairs in consultation with the
Provost and Vice President for Academic Affairs