13.99.99.C0.01 Course Examinations and Study Week

Revised: December 15, 2025
Next Scheduled Review: December 15, 2030
Revision History

Procedure Summary

Texas A&M University-Corpus Christi faculty are expected to provide notice to students of course examinations and observe the designated study week. This procedure outlines the responsibilities of the faculty and students related to course examinations and study week.

Procedure

1. COURSE EXAMINATIONS

Instructors are required to provide notice of the dates on which major examinations will be given and/or due on the course syllabus, which must be made available by the first class meeting.

1.1. In-Term Examinations

1.1.1. In-term examinations should be given during the regularly scheduled class time. Make-up examinations may be given at other times arranged to reasonably accommodate the student's class schedule.

1.1.2. In-term examinations may only be given at times other than the regularly scheduled class time if approved by the department chair with advisement of the academic unit (e.g., college, school) dean/director and listed in the course syllabus by the first class meeting.

1.1.3. An instructor giving an in-term examination that is outside of the regularly scheduled class time must make any and all reasonable accommodations to provide an alternative time to students who have conflicts with the proposed time period, provided that the instructor is notified of such conflict in a timely manner.

1.1.4. A regularly scheduled course or required activity will take precedence when there is a conflict between it and in-term examination scheduled

outside of the regularly scheduled class time. A required university or course activity may include performances, meetings, lectures, rehearsals, athletics events, or training.

1.1.5. Out-of-class examinations and examinations for courses offered fully online are specifically exempted from the requirements of section 1.1 of this procedure.

1.2. Final Examinations

1.2.1. Final examinations must be scheduled during the regularly scheduled examination time listed in the official university final examination schedule. Faculty members are required to meet during the regularly scheduled examination time for a course examination or alternate activity. This requirement does not apply to fully online courses.

1.2.2. If papers or out-of-class examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official university final examination schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the presentations/critiques must occur on the regularly scheduled examination day for all but fully online courses.

1.2.3. Students who have a conflict with the scheduled final exam time due to participation in an official university activity/event can request the final examination to be moved as outlined in section 1.2.5 of this procedure.

1.2.4. Students are not required to take more than two (2) final examinations on any single day. Any student with three (3) or more final examinations scheduled on the same day may request to take one (1) of the examinations on another day during the official university final examination period. The request will follow the process outlined in section 1.2.5 of this procedure.

1.2.5. The process for requesting to move an examination is as follows:

(a) The student should first try to resolve the matter with the appropriate faculty member(s).

(b) If the matter remains unresolved, the student should submit a request for an alternative final examination time in writing to the Office of the Provost and Vice President for Academic Affairs (Provost). This request must be submitted by the drop date as

stated in the semester class schedule.

(c) If the request meets the requirements of section 1.2.3 or 1.2.4 of this procedure, the Office of the Provost will select which of the examinations should be taken at an alternative time and contact the faculty member at least 15 working days before the scheduled final examination. The Office of the Provost will also notify the faculty member's department chair and dean/director of the rescheduled final examination. Preference for selecting which course will have an alternative final examination time must be based on the course with the smaller class size and then, courses with final examination times in between other examinations.

(d) The faculty member will then arrange an alternative time for the student to take the final examination for the selected course. The examination may not conflict with the student's final examination schedule or require the student to take more than two (2) final examinations in a single day. If the student has difficulties in rescheduling the examination, they should consult with the Office of the Provost. Final examinations given outside the regularly scheduled time may vary in content and/or format at the discretion of the faculty member.

1.3. Examination Proctoring

1.3.1. Faculty members may require live or automated examination proctoring for out-of-class examinations and examinations for courses offered fully online.

1.3.2. Faculty members may require any rescheduled examination to be proctored.

1.3.3. If the faculty member requires proctoring for an examination, any of the following acceptable arrangements may be used:

(a) The appropriate faculty member proctors the examination;

(b) A faculty-selected designee proctors the examination;

(c) A faculty-approved external proctoring center proctors the examination; or

(d) An online examination proctoring service proctors the examination live or via automated proctoring.

1.3.4. Student-athletes taking rescheduled examinations via proctoring have additional requirements.

1.3.4.1. The scholastic coordinator may proctor an examination with permission from the faculty member.

1.3.4.2. Proctoring examinations by a member of the coaching staff or other athletic personnel is prohibited.

2. STUDY WEEK

The five (5) class days before the official university final examination period in the long fall and spring semesters are designated as Study Week. Classes will continue as scheduled on the first four (4) days of Study Week. The day before final examinations begin is designated as Reading Day. Classes, examinations, or required university activities may not be scheduled for students on Reading Day. In-term examinations, presentations, or papers that have due dates during Study Week must be announced to the students on the syllabus by the first class meeting.

Related Statutes, Policies, or Requirements

There are no related requirements.

This procedure supersedes:

- *13.99.99.C4.01, Final Examinations and Study Week*

Contact Office

Contact for interpretation and clarification:	Provost and Vice President for Academic Affairs 361.825.2722