

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Final Examination Cancellation/Reschedule (number AP0901)**
Cabinet Division: **Provost's Office (Administration)**
Date Created: 4/21/09 and 2/10 (approved by Faculty Senate & later approved by the Chancellor)

I. Background and Purpose

- 1.1 An official final examination schedule is issued for each term. All faculty and instructional academic staff who teach courses which are regularly scheduled and which conclude at the end of a semester must give a final examination or culminating learning activity during the time period scheduled in the final examination schedule.
- 1.2 This policy defines what happens when final exams need to be cancelled due to weather.
- 1.3 This policy defines how final examination scheduled times can be changed for a student, or an entire class.

II. Constraints

- 2.1 There are no constraints.

III. Definitions

- 3.1 See below.

IV. Policy Statements

- 4.1 “ In the event that final examinations on a given day have to be cancelled due to inclement weather or other emergency circumstances, the following procedures shall apply:
 - 4.1.1 The examinations scheduled for that day will be moved to the day immediately following the last scheduled examination day.
 - 4.1.2 If the cancellations happen during the first part of a split examination week, the make-up day will be the Saturday within the exam week.
 - 4.1.3 If instructors can determine an alternate time for their examination outside of the above, they are permitted to do so. It is their responsibility to communicate this to members of the class.
 - 4.1.4 If instructors can determine an alternate examination format (i.e. take home exam, web exam) they are permitted to do so. It is their responsibility to communicate this to members of the class.”
- 4.2 Rescheduling final examinations.
 - 4.2.1 Faculty and instructional academic staff requests for an exam time (*for the an entire class*) other than what is scheduled must be presented to the Provost for each exemption sought.
 - 4.2.2 It is the decision of the faculty or instructional staff member as to whether or not to honor *individual student* requests to move a final examination time.
 - 4.2.3 When a student misses a final examination, the disposition of the case is up to the instructor concerned. If it seems apparent that the examination was missed because of lack of preparation, a grade of "F" may be recorded; if the absence is an excusable one, the instructor may give a make-up examination or an incomplete. When a grade of incomplete is given, a date of completion must be agreed upon by the student and the faculty. If a final grade is not submitted by the end of the subsequent term, the “I” grade will lapse to an F.

V. Policy Procedures

- 5.1 See above

VI. Compliance

- 6.1 Approved by Faculty Senate (4/22/2009 and 2/2010) and the Chancellor subsequently approved;
- 6.2 No Consequences
- 6.3 The Provost is required to report any class cancellations to key personnel. A decision will be made as soon as information is clear what direction to take.

VII. Attachments

- 7.1 None