

UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **Exams (number AP1007)**
Cabinet Division: **Registrar's Office (Enrollment Management)**
Date Created: **9/26/10**

I. Background and Purpose

*Starting in 2011, a large number of UWS academic policies were looked at and revised or newly approved. A numbering system was created to indicate what year the policy was revised. In keeping with that practice, pre-existing policies that were not changed are being brought into the same format. Because they have been previously approved, a generic date of 9/26/10 is used as the date and policies will be assigned numbers starting with AP1001. Approvals are not necessary as they were approved prior to the date indicated above.

II. No constraints

III. Definitions

IV. Policy Statements

Exams

Final examinations are scheduled during the last week of each semester. The final exam schedule for each term is listed at <http://www.uwsuper.edu/registrar/exams.cfm>.

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:

- The examinations scheduled for that day will be moved to the day immediately following the last scheduled examination day.
- 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.
- 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.
- 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.

IV. Policy Procedures

V. VI. Compliance

- 6.1 Approved by
- 6.2 No consequences.
- 6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

- 7.1 No attachments