



SPECIAL FINAL EXAMINATION

FOR USE ON CALGARY CAMPUS ONLY

(version: Jan 2016)

POLICY

The following is a summary of the Academic Calendar relating to final examinations and making requests to reschedule final examinations:

- Final examinations must be held at the place and time set by the Registrar and shall not exceed three hours.
- Students who cannot write final examinations for reasons beyond their control may request alternative scheduling from the Dean. In other words, for sudden or extraordinary circumstances that occur at the time of a term's scheduled final examination period, students may seek permission to write an equivalent, invigilated final examination at a different/alternate time. Students must make a written request for rescheduling final examinations to the Dean via your academic advisor. It is only upon receiving the Dean's approval that instructors will be authorized to arrange rescheduled final examinations.
- Students are expected to consult the official Academic Schedule and online examination schedules before a term begins and/or as early in the term as possible. It is each student's individual responsibility to know when final examination periods begin and end, **BEFORE** making travel plans. A case cannot be made by stating, "I didn't know when the final would be held, and I needed to finalize my travel plans prior to receiving the course outline."

Unacceptable reasons for requesting an alternate final examination:

- Personal holiday or vacation.
- Travel plans for pre-planned, family-related visits, events or activities.

Acceptable reasons for requesting an alternate final examination:

- Two final exams conflict.
- Student has 3 final exams within 24 hours; the instructor associated with the second exam is the one who would normally be expected to accommodate the need for a rescheduled exam for that student.
- Student has 4 final exams in 48 hours; the instructor associated with the third exam is the one who would normally be expected to accommodate the rescheduled exam.
- Competing and non-reschedulable work related obligations (Student must provide documentation from supervisor on company letterhead, if appropriate).
- Illness (Supporting documentation required, advisor may also request additional forms to be completed).
- Family or personal emergency (Supporting documentation required, advisor may also request additional forms to be completed).
- Religious reason (Supporting documentation required, advisor may also request additional forms to be completed).

PROCEDURE

- As soon as possible, complete the top three sections on Rescheduled Final Exam form and submit to your academic advisor. Provide your supporting documentation, any additional items that your advisor requested and your exam schedule, available through The Bridge, to accompany this form. Your request will go to the Dean or Dean's designate.
- Once a decision is made, the Dean or Dean's designate will complete section four and return this form to the Calgary Campus office, who will notify you and your Instructor of the decision.
- If your request is approved, arrange an alternate final exam writing time with the instructor. Have the instructor complete section five of this form and return to the Calgary Campus office for your file.

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Complete the top three sections of this form and return to the Calgary Campus Office.

1. STUDENT INFORMATION

Name:		ID #:	
Semester:	<input type="radio"/> Fall 20 __ __	<input type="radio"/> Spring 20 __ __	<input type="radio"/> Summer 20 __ __
Email:		Phone:	
Current Address:			

My signature below acknowledges: I HAVE READ the policies and procedures on the other side of this form and I UNDERSTAND my request will most likely not be granted for pre-planned, personal- or family-related events.

If authorized, I AGREE to waive any right to appeal my grade in this course on the basis of completing the final examination at a time other than the Registrar's Office scheduled time.

If authorized, I UNDERSTAND that I must not discuss or divulge any aspect of the examination until after the final examination period is over. I also understand that by doing so, it is considered an academic misconduct and an academic misconduct violation will be pursued, as described in the *University of Lethbridge* calendar.

Student Signature:		Date:	
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2. COURSE INFORMATION

Course:		Section:	
Instructor Name:		Exam (date & time):	

3. REASON FOR THE SPECIAL FINAL EXAMINATION (attach final exam schedule & supporting documentation)

4. DEAN DECISION (OR DEAN'S DESIGNATE)

Dean's Signature:		Date:	
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5. INSTRUCTOR INFORMATION

After approval is finalized in the previous section, the instructor and student will mutually determine the date, time and location of the rescheduled final examination.

Re-scheduled Exam (date & time):		Room:	
Instructor Signature:		Date:	

** Please return this completed form to the Calgary Campus Office **