

> [MSU 2012-2014 Catalog](#)

Examinations

- [Common Hour Exams](#)
- [Final Exams](#)
- [CLEP and Challenge](#)

Common Hour Exams

1. The nominal examination time may be from one to two hours.
2. For each Common Hour Examination, students will be excused from an equivalent period of instruction.
3. Requests regarding the date, duration, and room assignments for Common Hour Examinations must be submitted to the Registrar's Office by the 20th class day of the prior semester.
4. Departments must provide for make-up examinations or other equivalent means of evaluating the student who is absent from the scheduled examination for legitimate reasons.
 - 4.1 Make-up examinations for conflicts are to be given only to those students who, at the same hour:
 - i. Have another Common Hour Examination
 - ii. Have a regularly scheduled class
 - iii. Are engaged in an activity or event sanctioned in paragraph 310.01 of the Student Conduct Code [\[insert link\]](#). (Official student representatives with a regularly scheduled practice or meeting that conflicts with a Common Hour Exam see point 5 below.)
 - iv. Sustained a personal emergency that prevented participation in the scheduled examination.
 - 4.2. During the third week of classes, the Registrar's Office will disseminate a list of the students who have conflicts among scheduled common hour examinations (4.1.a.). This list will be updated regularly after that date and made available to all instructors. A priority list for resolving conflicts between common hour examinations (4.4.) will also be published during the third week of classes.
 - 4.3. Students are responsible for identifying all conflicts. Apart from unforeseeable, personal emergencies (4.1.iv.), students are required to confirm the need for make-up examinations with the instructor as early as possible, but no later than ten days before the scheduled examination.
 - 4.4. In the event of a conflict between scheduled common hour examinations (4.1.a.), the priority of scheduled versus make-up examination will be determined by the priority list published by the Registrar's office. The order of priority will vary from semester to semester.
 - 4.5. Dates for make-up examinations will be arranged by the instructor. The examinations are to be equivalent to the original examinations as a means of evaluating the student. These examinations and their scheduling are to be non-punitive.
5. Students officially representing MSU who have regularly scheduled practices or meetings that conflict with a Common Hour Exam may arrive up to 30 minutes late. However, such a student must notify his/her instructor at least 24 hours in advance. Such students shall receive equivalent time to complete the exam. [If for any reason, the allowance of the 30 minute delay is not practical because of room schedules or disruption, the student will be accommodated by arranging the exam for another location or time.](#)
6. All faculty should consider the Common Hour Examination schedule when planning their own evening examinations and other activities. Common Hour Examinations take precedence over all activities that occur

outside of scheduled class hours.

Final Exams

Final examinations in one-credit courses are given during regular class periods. *Final examinations for all other courses are scheduled by the Registrar, and may not be rescheduled or given prior to the start of the final examination period.* According to University policy, the examination period is instructional time, and it is expected that some instructional use is made of this period if a final examination is not given.

A student who has three or more final examinations in any one day [or an exam schedule which exceeds 5 consecutive hours of examination](#) should first contact the instructors of the courses to see if one exam can be rescheduled. If this rescheduling cannot be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of the final examination week to assist in resolving the conflict.

CLEP and Challenge Exams

See [Advanced Standing](#).

> [Back to Table of Contents](#)



[Text-only](#)

Updated: 6/0