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## Examinations

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### 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 20<sup>th</sup> class day of the prior semester.
4. Departments must provide for make-up examinations or other equivalent means of evaluating the student who are 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 varied 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 who are officially representing representatives for MSU who have regularly scheduled meetings or practices or meetings that conflict with a Common Hour Exam may request of their instructor that they be allowed to arrive up to 30 minutes late for a Common Hour Exam. The approval of such a request, however, is entirely at the discretion of the instructor. The instructor must be notified at least ten days in advance. Students and instructors are encouraged to work with the Testing Center to assist with any accommodations if alternate testing possibilities cannot be arranged readily within the program or department.

~~5-6. 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.~~

~~6-7. 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 can't be resolved, then the student should contact the assistant dean of his or her college at least one week before the beginning of final examination week to assist in resolving the conflict.

## CLEP and Challenge Exams

See [Advanced Standing](#).

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Updated: 6/09/06