

Final Examination Guidelines

Changing the Day and Time of a Scheduled Final Examination

In order to change the time of a scheduled final examination, a request to the Dean should be made to officially update the information and assign a classroom.

Requests can be emailed to Cynthia Caci, Senior Director of College Advising (ccaci@uw.edu). Please include the following information in the request:

Quarter

Course information (curriculum prefix, number, and section)

SLN

Instructor(s) name(s)

Proposed date, start- and end-times (if you plan to use a department-controlled room, include that information as well)

In the request, a statement that all students have agreed to the proposed new date and time must be included. Student signatures are not required as part of the request, but the instructor should maintain a record of this.

*With the dean's permission the final examination may be postponed or moved to an earlier time **within the examination period** if agreed to by all students and the instructor. Before approving the rescheduling of a final examination, the dean shall obtain assurances that the change will not have an undue adverse impact on the students. We will then notify the Registrar of the approval granted for the date of a final examination.*