Final Exam Policy

Keywords:	absence, attendance, course, exams, final, students				
Policy Number:	To be assigned				
Originally Issued:	Spring 2012	**Revised:**	None	**Effective Catalog Cycle:**	Fall 2012
Approved by:	Provost	**Executive Sponsor:**	Provost	**Responsible Office:**	registrar@umkc.edu

I. Policy Statement

It is expected that every faculty member meet their classes during the scheduled final exam period in the scheduled room(s) for the final examination or other approved instructional activity.

Whenever circumstances make necessary a deviation from the announced final exam schedule, approval for such deviation must be obtained by the appropriate department chair and unit academic dean as well as the Registrar.

Faculty should remain available to students throughout the entire semester (including finals week). If circumstances necessitate faculty unavailability at any time during the semester, students should be notified, in writing, with alternate contact information (i.e., department head).

The Provost reserves the right to alter the final exam schedule due to extenuating circumstances.

Students having more than three final exams scheduled on one day may submit a written request to their Academic Dean's Office to reschedule an exam. The Dean's Office will coordinate with faculty to reschedule the exam.

II. Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III. Who Should Read this Policy?

All faculty; Academic advisors; All students; Registrar's office personnel

IV. Instructions, Procedures and Related Information

UMKC Catalog; Course syllabi; Information from the Registrar's Office; Academic Calendar http://www.umkc.edu/registrar/acal.asp

V. Contacts

UMKC Registrar's Office: **Website**: http://www.umkc.edu/registrar/default.asp
Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110
Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;
Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@umkc.edu

VI. Exclusions

This policy does not apply to graduate students or professional programs in dentistry, law, medicine or pharmacy.

VII. History & Updates

None

VIII. Appendices

None