

Policies of the University of North Texas	Chapter 6
06.031 Pre-Finals Days, Reading Day, and Final Examinations	Faculty Affairs

Policy Statement.

So that students can more adequately prepare for final examinations, UNT sets aside days preceding final examinations during which no new material may be disseminated and extracurricular and organizational activities are suspended. The policy further stipulates that final examinations must be administered at the designated time of each long semester and each summer term unless authorized under this policy.

Application of Policy. All faculty and students.

Definitions.

1. **Pre-Finals Days.** “Pre-finals days” mean the two calendar days preceding the Reading Day of each fall and spring semester. The dates will be established as part of the final examination schedule.
2. **Reading Day.** “Reading day” means the Friday of the week immediately preceding final exams each fall and spring semester. The date will be established as part of the final examination schedule.

Procedures and Responsibilities.

- A. **Reading Day and Pre-Finals Days.** On Reading Day no classes will be held. During pre-finals days, no new curricular content will be disseminated, student organizations do not meet, and no extracurricular activities will be required. Compressed or irregularly scheduled classes, and classes that meet only once per week on Wednesdays, Thursdays, or Fridays are exempted from this requirement. Any deviation from these requirements must be approved in advance by the appropriate chair/director and dean.

Responsible Party: Dean, program director

- B. **Final Examinations.** Faculty members are required to administer final examinations at the designated times during the exam week of each long semester and during the specified day of each summer term if a final examination for the course is required. Any deviation from the published schedule must be approved in advance by the appropriate academic dean. Students who have more than two final examinations scheduled on one

day may request to reschedule one of the examinations on another day during the final examination period, as follows:

1. Procedures for Requesting Rescheduling of Final Examination. Students may request to reschedule their final exam with their respective faculty member. This request must be made in writing to the instructor of record for the course in which the examination is scheduled. This request must be made by the last regularly scheduled class meeting before pre-finals days.

The request should identify the course name as well as the date and time each final is scheduled; and offer a time when the student is available to take the exam. Instructors of record may, but are not required to, reschedule an examination on the date requested by the student.

Should none of the faculty members agree to reschedule an examination, students may appeal to the dean or the dean's designee of their respective major. The decision of the dean (or the dean's designee) is final.

2. Extraordinary Events Affecting Final Examinations. In the event of extraordinary situations that impact the functioning of the entire university, the final examination schedule may be modified. In such cases, pronouncements by the provost and vice president for academic affairs regarding rescheduling of examinations will supersede the published schedule for final examinations. Department chairs may engage faculty directly about correcting grades of "incomplete" that result from extraordinary circumstances.

Responsible Party: Students, provost and vice president for academic affairs

References and Cross-references. None

Approved: 11/82

Effective:

Revised: 8/95; 6/99; 7/03; 1/09; 10/15