

## 13.99.99.C0.01 Course Examinations and Study Week

*Approved June 19, 2006*

*Revised April 20, 2015*



---

### Procedure Statement

---

Texas A&M University – Corpus Christi faculty are expected to provide notice to students of course examinations and observe the designated Study Week.

---

### Reason for Procedure

---

This procedure outlines the responsibilities of the faculty and students in regards to course examinations and Study Week.

---

### Procedures and Responsibilities

---

#### 1. STUDY WEEK

The five class days before the final examination period in the fall and spring semesters are designated as Study Week. Classes will continue as scheduled on four of the days. However, the day before final examinations begin is designated as Reading Day. Classes, examinations, or required university activities may not be scheduled for students on this day. In-term examinations, presentations or papers that have due dates during Study Week must be announced to the students on the syllabus during the first week of classes.

#### 2. COURSE EXAMINATIONS

Instructors are expected to provide notice of the dates on which major exams will be given and due on the course syllabus, which must be made available by the first class meeting.

##### 2.1 In-Term Examinations

2.1.1 In-term examinations should be given during the regularly scheduled class time (except make-up examinations may be given at other times arranged to reasonably accommodate student class schedules).

2.1.2 In-term examinations may only be given at times other than the regularly scheduled class period if 1) approved by the Chair of the department with advisement of the Dean of the college and 2) listed in the course syllabus by the first class meeting.

2.1.3 An instructor giving an in-term examination that is outside of the regularly scheduled class time must make any and all reasonable accommodations

to provide an alternative time to students who have conflicts with the proposed time period, provided that the instructor is notified of such conflict in a timely manner.

When there is a conflict between an in-term examination scheduled outside of the regularly scheduled class time and a regularly scheduled course, required university activity, or required course activity (e.g., performances, meetings, lectures, rehearsals, athletics events or training), the regularly scheduled course or required activity will take precedence.

**2.1.4 Take-home examinations and examinations from courses offered fully online are specifically exempted from Section 2.1 of this procedure.**

2.2 Final Examinations

2.2.1 Final examinations must be scheduled during the regularly scheduled examination time listed in the official class schedule. Instructors are required to use the regularly scheduled examination time for a course examination or activity. If papers or take-home examinations are assigned in lieu of a final examination, the due date must be at the regularly scheduled examination time listed in the official class schedule. If final presentations or final critiques assigned in lieu of final examinations require multiple days to complete, then the final day for the critiques/presentations must occur on the regularly scheduled exam day.

2.2.2 Students are not required to take more than two final examinations in any one day. Any student with three or more final examinations scheduled on the same day may request to take one of the examinations on another day during the final examination period. The process is described below:

A) The student should first try to resolve the matter with the appropriate instructor(s).

B) If the matter remains unresolved, the student should submit a request for an alternative final exam time in writing to the Office of Academic Affairs. This request must be submitted by the drop date (the last day to drop a course for the semester with an automatic grade of W as stated in the semester class schedule).

C) The Office of Academic Affairs will select which of the exams should be taken at an alternative time and formally contact the faculty member at least 15 working days before the final examination period. Preference for selection of which course would have an alternative final exam time must be based on the course with the smaller class size and, then, courses with final exam times in between other exams.

D) The faculty member will then arrange an alternative time for the student to take the final exam for the selected course. The exam may not conflict with the student's final exam schedule or require the student to take more than two final exams in one day. If students have difficulties in rescheduling the examination, they should consult with the Office of Academic Affairs. Final exams given outside the regularly scheduled time may vary in content and format at the discretion of the faculty member.

---

**Contact Office**

---

Contact for interpretation and clarification: Provost and Vice President for Academic Affairs in consultation with the Vice President for Student Engagement and Success

(361) 825-2722