

**University of Mount Union**  
**Final Exam Schedule for Fall 2023**

	Exam Time	Scheduled Class Meeting Time
Sunday 12/10/23	6:00 – 9:00 pm	MWF 11:15am – 12:20pm
Monday 12/11/23	8:00–11:00 am	TR 7:30am – 9:10am
	1:00– 4:00 pm	MWF 10:00am – 11:05am
	6:00– 9:00 pm	MWF 3:00pm – 4:05pm
Tuesday 12/12/23	8:00-11:00 am	MWF 8:45am – 9:50am
	1:00- 4:00 pm	MWF 1:45pm – 2:50pm
	6:00- 9:00 pm	TR 2:20pm – 4:00pm
Wednesday 12/13/23	8:00-11:00 am	TR 9:20am – 11:00am
	1:00- 4:00 pm	MWF 12:30pm – 1:35pm
	6:00- 9:00 pm	T, TR evening courses and all others not covered
Thursday 12/14/23	8:00-11:00 am	MWF 7:30am – 8:35am
	1:00- 4:00 pm	TR 12:30pm – 2:10pm
	6:00- 9:00 pm	M, MW evening courses

STUDENTS MUST TAKE THE FINAL EXAM AT THE SCHEDULED TIME. ANY INDIVIDUAL REQUESTS TO CHANGE THE FINAL EXAM TIME MUST BE MADE WITH A PETITION TO THE ACADEMIC POLICIES COMMITTEE. PETITIONS MUST BE COMPLETED AND SUBMITTED TO THE REGISTRAR BY FRIDAY OF THE TWELFTH WEEK OF CLASSES.

FOR CLASSES WITH A LAB, THE EXAM TIME IS DICTATED BY THE LECTURE TIME.

**\*WHEN CLASS IS HELD ONLY ONE DAY PER WEEK WITH A DIFFERENT COURSE HELD IN THE SAME ROOM ON ANOTHER DAY THE FIRST CLASS HELD THAT WEEK WILL FOLLOW THE APPOINTED EXAM TIME AND THE SECOND WILL BE THE EXAM TIME FOR “ALL OTHERS”.**

THE ALTERNATE FINAL EXAM POLICY FOR ATHLETES FOLLOWS:

## ***Final Exam Policy for Athletes***

Although the University discourages scheduling athletic competitions during final exam week, such events may occur due to tournaments, playoffs, or other unforeseeable reasons. The University supports student-athlete involvement in these events and seeks to facilitate a cooperative process for administering final exams when conflicts occur. The following policy describes the conditions and procedures for arranging for alternate scheduling for final exams without requiring a formal petition to the Academic Policies Committee.

Students assume the primary responsibility for notifying their instructors of the conflict, and for making appropriate arrangements to take all exams before the end of the final exam period.

If a conflict is likely to occur, the following procedures will be followed:

- The Athletic Department shall notify the Office of Academic Affairs of potential conflicts during final exam week at least one week before the competition. As soon as possible, the Athletic Department will provide a list of all students participating in the event, including athletes, trainers, assistants, managers, reporters, etc.
- The Office of Academic Affairs will notify the Faculty of the potential conflict, including the list of all student participants. This policy shall apply only to students whose names appear on this list. The notification will include the specific dates and times when the students will be departing (and when they will be returning, if known).
- Once a potential conflict has been determined, students will contact their instructors to discuss alternate arrangements for their finals in affected courses. The student and instructor will work together to find a mutually agreeable date and time for the exam. (Note that it is always acceptable, with instructor approval, for a student to take a final exam with another section of the same course.) If the instructor prefers, the Academic Support staff will administer exams during scheduled times; faculty will be notified of the specific details of this option.
- Alternative arrangements should generally adhere to the following:
  - Final exams should not be taken before Reading Day (though exams *may* be taken on Reading Day, if both parties agree), and
  - must be completed no later than the last regularly scheduled day of exams.
- Alternative examination arrangements are contingent upon participation in the athletic competition. In the event that Mount Union does not participate in the event, all alternative arrangements become void, and students will revert to the regular final exam schedule published by the Registrar. Likewise, if an individual student is not participating, he or she will revert to the regular final exam schedule.