

Reminder about Final Exams at Kettering

Dr. TeBeest

Over the past several years, students have approached me and other faculty with increasing frequency asking to take their final exam **before** the scheduled time because they “*already made plane reservations*” or were otherwise leaving campus the day of their final exam or even sooner. For example, in past terms some students made plane reservations that were to leave Detroit at 1:00 even though their final exam ran until noon.

This letter is a reminder that at Kettering University, final exams run during Week 11 **from Thursday morning through noon Saturday**, and that period constitutes an official part of the academic calendar. ***You are therefore expected to take your final exam for our course at its scheduled time.***

I do not schedule our final exam — administration does. Also, I will not know the time of our final exam until administration announces the final exam schedule. Consequently, if I were a student, I would not make travel plans for the term’s end until *after* the final exam schedule is announced by administration. ***I expect you to take the final exam for our course at its scheduled time.*** I will not consider requests to take the final exam before the scheduled time simply because “travel arrangements were already made.” As Kettering students, you know that final exams run during Week 11 from Thursday morning through noon Saturday, and you know that you should take final exams seriously.

Also, if another instructor reschedules a final exam and causes a scheduling conflict, then it is that instructor's responsibility to resolve the conflict.

I have read this policy, and I understand what is expected of me.

Print Name: _____

Signed: _____

Date: _____