



WITS FINAL EXAM POLICY

FALL 2023

Please read carefully.

WITS FINAL EXAM POLICY

During the designated final exam weeks, final exams are scheduled Sunday through Friday and must be taken as scheduled.

Students who have **more than two finals scheduled on the same day** may request that one final be rescheduled.

No proctor fee will be administered.

The form Request to Reschedule Final Exam-Fall 2023 can be found on the WITS website.

Students with **extenuating circumstances** may request **one final** be rescheduled **per semester**.

Proctor Fee: \$35

The form Request to Reschedule Final Exam-Fall 2023 can be found on the WITS website.

A rescheduled final exam must be taken during the “make-up exam slot.”

2023 Fall Semester make-up exam slot is Monday, January 8.

Email Kodesh requests to Mrs. Glazer; General Studies requests to Mrs. Kravitz.

Students applying to graduate school and requiring expedited transcripts must be aware that rescheduling a final exam will delay transcripts.

A student should not consider her request approved until she receives notice from the office. Notifications will be posted at the bottom of the request form and found on the Activity Feed-Forms of the student Populi profile.

PLEASE NOTE:

Dates and times are subject to change.

Final exams given at the end of the fall or spring semesters are to be considered a final exam even if it is not cumulative. See Student Handbook for complete exam policies.