



# WITS FINAL EXAM POLICY

## SPRING 2024

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. Work schedules or other commitments must be adjusted to conform to the final exam schedule.

Students who have **three or more 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-Spring 2024 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-Spring 2024 can be found on the WITS website.**

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

**Make-up exams for the 2024 Spring Semester is Monday, June 3.**

**No exceptions.**

**The forms Make-Up Exam Scheduling Form-Kodesh and Make-Up Exam Scheduling Form-General Studies can be found on the WITS website.**

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.

### 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.