

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	DATE
Rescheduling a Final Exam	R-63	February 2014

Purpose:

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The process for rescheduling a Final Exam due to having more than three exams in one calendar day is:

1. If a student has more than three exams in a calendar day, the student must notify the instructor(s) of the fourth and subsequent final exams scheduled within a single day. Such notification should be given to the specific instructor before the end of the twelfth week of classes of the fall and spring semesters.

2. **FINAL**
departmental administrative assistant. The form may also be found through the following link:

[Link to PERMISSION TO RESCHEDULE FINAL EXAM form](#)

3. The student takes the completed form along to the instructor of the course. The exam should be scheduled during a regularly scheduled finals slot on a time and date which is convenient to both student and instructor. The rescheduling fee will be waived.

December 2021.

2014

Updated fees by Registrar
Updated fees by Registrar March 2023.