**Georgia State University Policy**

**2.10.03 Clustered Final Exams**

**Policy Summary**

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period.

**Full Policy Text**

A student shall not be required to take more than two examinations within one 24-hour period during the published final examination period.

**Administration of Policy**

*Mandating Authority:*
University Senate

*Responsible Office(s):*
Academic Deans and Department Chairs (see individual colleges)
Senate Committee on Admissions and Standards

*Responsible Executive(s):*

**Policy History**

*Approving Body: Senate*

**Rationale or Purpose**

This policy eliminates the routine use of the Dean's office to resolve problems.

**Additional Information**

More than two examinations within 24 hours are referred to as clustered examinations. A student is considered to have an inappropriate clustering of final examinations when more than two examinations fall within 24 hours (for example, examinations at 8:30 a.m., 11:30 a.m., and 6 p.m. on the same day, or examinations at 6 p.m. on one day, and at 8:30 a.m. and 2:30 p.m. on the following day); the student is not considered to have an inappropriate clustering of examinations if the third examination in sequence begins at the same time on the subsequent day as the first examination (for example, 6 p.m. on one day, and 2:30 p.m. and 6 p.m. on the following day). Students who have three or more clustered examinations may request of one professor that the
examination be rescheduled according to the following procedure:

- If a final examination was rescheduled and thereby created a "cluster," the instructor of the rescheduled examination will provide a special administration for the adversely affected student.
- If one or more of the clustered examinations is a "common examination" with an established conflict resolution time, the student will request to resolve the conflict by taking one of the common examinations in the conflict resolution time. If two or more of the examinations are "common examinations" the student may choose which "common examination(s)" is to be rescheduled.
- If one of the clustered examinations is not a common examination or the result of rescheduling, the instructor of the middle examination(s) will provide a special administration for the adversely affected student.

Students must inform the instructor, in writing and at least 14 days before the beginning of the final exam period, that a clustered examination situation exists with respect to that instructor’s course and that the student will need to take the final examination as a special administration. If a student fails to inform the instructor, in writing and at least 14 days before the beginning of the final exam period before the mid-point of the session, the instructor is not required to provide a special administration of the final examination.

Once a student has taken an examination, he or she cannot request a reexamination on the basis of this policy.

University Senate approved October 4, 2001

**Additional Helpful Resources**

Faculty Handbook    http://www2.gsu.edu/~wwwfhb/fhb.html