FINAL EXAMS AND STUDY DAYS

1. Within the first week of the term, each University of Michigan-Dearborn instructor is expected to provide enrolled students in attendance with a syllabus specifying the major requirements and evaluation methods of the course. If a final exam is planned, it must be administered during the period of time set aside following the last day of classes for final examinations. Neither students nor faculty members may make changes in the published examination schedule without prior approval of the Registrar.

2. Final examinations may not be scheduled at any time other than that listed in the Schedule of Classes without the unanimous written and anonymously collected consent of the students enrolled in the course. Said consent must be submitted to the Registrar no later than five weeks before the last day of classes for the term. The Dean and the department chair of the academic unit must be notified of the change in the exam date and/or time within two weeks of the change.

3. No exam or make-up exam can be held on the scheduled Study Day. The Study day is considered a reading day and must be preserved as such.

4. Unit exams (tests over materials covered in a segment of the course) may be scheduled at any time during the term, including during the scheduled final exam time for the course. However, an exam given during the last week of classes for the term may count for no more than 30 percent of a student's final grade for the course. An academic unit may set a policy that is more restrictive. (For example, instructors in the College of Arts, Sciences, and Letters may not give an examination during the last week of the term that counts for more than 25 percent of the course grade).

5. Examination Conflicts: A Conflict occurs when a student has two or more final examinations scheduled at the same time. For instances of conflicts, adjustments are made according to this schedule:
   - For Fall semester the course section whose subject code abbreviation is nearest the beginning of the alphabet is adjusted.
   - For Winter semester the course the course section whose subject code abbreviation is nearest the end of the alphabet is adjusted.
   - The same pattern will be observed for the Summer I and Summer II semesters with the course section whose subject code abbreviation is nearest the beginning of the alphabet being adjusted in the former case and the course section whose subject code abbreviation is nearest the end of the alphabet being adjusted in the latter case.
   - If the conflicting courses are in the same department, the higher course number is adjusted.
   - If the conflict is the result of one course instructor changing their final examination day/time, the instructor who changed their day/time must work out the conflicts their students encounter.

6. Excessive Final Examinations: Excessive final Examinations occur when a student has three or more final examinations scheduled in any 24 hour period (or on any day during the final examination period). For instances of excessive final examinations, adjustments are made according to this schedule:
   - For Fall semester the course section whose subject code abbreviation is nearest the beginning of the alphabet is adjusted.
   - For Winter semester the course the course section whose subject code abbreviation is nearest the end of the alphabet is adjusted.
   - The same pattern will be observed for the Summer I and Summer II semesters with the course section whose subject code abbreviation is nearest the beginning of the alphabet being adjusted in the former case and the course section whose subject code abbreviation is nearest the end of the alphabet being adjusted in the latter case.
   - If the conflicting courses are in the same department, the higher course number is adjusted.
   - If a student is scheduled for three or more exams, s/he may seek accommodation with the assistance of the Registrar. Accommodation must be arranged before the final day of the regular drop period for the term.

Grades are due 48 hours after the completion of the final examination.