



# WITS FINAL EXAM POLICY

## SPRING 2025

Please read carefully.

### WITS FINAL EXAM POLICY

During the designated final exam weeks, final exams are scheduled Sunday through Thursday. Work schedules or other commitments need to 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:

- If two Kodesh finals and one General Studies final is scheduled on the same day, the student is able to reschedule one Kodesh final.
- If one Kodesh final and two General Studies finals are scheduled on the same day, the student is able to reschedule one General Studies final.

No proctor fee will be administered. **The form Request to Reschedule Final Exam-Spring 2025 can be found on the WITS website. Forms MUST be submitted a least 24 hours prior to the scheduled final.**

Students with **extenuating circumstances** may request **one final** be rescheduled **per semester**. Proctor Fee: \$35

**The form Request to Reschedule Final Exam-Spring 2025 can be found on the WITS website. Forms MUST be submitted at least 24 hours prior to the scheduled exam.**

A rescheduled final exam can only be given through the office. Speak with Mrs. Glazer (Kodesh) or Mrs. Kravitz (General Studies).

### PLEASE NOTE:

- A student should not consider her request approved until she receives notice from the office.
- Students applying to graduate school and requiring expedited transcripts must be aware that rescheduling a final exam will delay transcripts.
- 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.