



WITS FINAL EXAM POLICY

FALL 2024

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-Fall 2024 can be found on the WITS website.** Forms **MUST** be submitted a least 24 hours prior to the scheduled final. Failure to do so will result in having to take the final as shown on the final schedule.

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

The form Request to Reschedule Final Exam-Fall 2024 can be found on the WITS website. Forms **MUST** be submitted at least 24 hours prior to the scheduled exam. Failure to do so will result in having to take the exam as shown on the final schedule.

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

Make-up exams for the 2024 Fall Semester is Thursday, January 9.

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.