

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

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<b>TITLE</b>	<b>NUMBER</b>	<b>DATE</b>
<b>Rescheduling a Final Exam</b>	<b>R-63</b>	<b>February 2014</b>

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**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.