

EXAMINATIONS

Final examinations are held during the last week of each semester. An examination schedule is posted on the Web at www.registrar.neu.edu. It is the student's responsibility to know the time and location of each of his or her examinations.

- Students who have a final examination conflict (two examinations at the same hour or three examinations in one day) should go to the Office of the Registrar, 120 Hayden Hall, within the first two weeks of classes.
- Instructors may not give more than one half-hour examination in the week prior to final examinations.
- Final examinations must be held when scheduled by the Office of the Registrar.
- Students must adhere to instructor's rules of conduct during examinations.
- Students who have concerns about exams scheduled during the final week of classes, rescheduling of final examinations, or conduct during an examination should report their concerns to their college student services office, who will in turn notify the vice provost for undergraduate education.
- Students have the right to see their graded papers and examinations and discuss them with the instructor even if the papers are not returned.
- Any change of regularly scheduled classes or examinations must have the unanimous consent of the students involved unless other mutually acceptable arrangements for students to attend the alternative class or examination are worked out between the faculty member and the student(s) involved.
- In order that they may be available if a question arises about the final grade in a particular course, all final examinations, term papers, or projects that are not returned to students must be retained by the instructor or by the department for a period of one year.