

## FINAL EXAMS POLICY

1. Students may drop classes through April 23 (*the Friday preceding finals*).
2. During the regular semester, the three days prior to the beginning of finals (April 26, 27, & 28) are considered "**dead days**" in that **no examinations, quizzes, extracurricular events (other than unscheduled league play-off events)** or required field trips are to be scheduled, and no papers, reports or projects be due or presented during these days.
3. If students feel that the dead days policy is not being followed, students should speak with the faculty. If no resolution is reached, students should contact the department chair and ask for their help. If that route is unsuccessful, students should speak with the dean of their college.
4. Departments/Academic Units will schedule room assignments for final exams through the office of the Vice President for Administration and Finance.
5. Exams for single classes must follow the schedule.
6. Multi-section exams scheduled by an instructor must have the approval of the Associate Provost for both time and room space. These are scheduled on a first-come, first-serve basis.
7. Multi-section exams **must be approved one week before the first final exam** (*Thursday, 5 p.m., April 29*) and classes notified of the schedule.
8. In case of conflict between single sections and multi-sections, the single section takes precedence for the student's time.
9. Occasionally, the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Associate Provost on the Weatherford campus or from the Dean at the Sayre campus.
10. **NO EARLY FINALS.** Early finals are any final given prior to 8:30 a.m. on the Thursday of finals week. (Lab finals are scheduled prior to finals week.)
11. Students unable to meet the regular examination schedule will receive an "I" (*Incomplete*) and will have the next full semester in which they are enrolled to complete their work.

### NIGHT CLASSES ONLY

First meeting date for **Night Classes** scheduled for M only– January 11; W or MW – January 6; R or TR - January 7; T only – January 12. See Final Examination Schedule for last meeting date.

### STUDENT IMMUNIZATION

Oklahoma state law requires all full or part-time students to have on file with Student Health Services written documentation of vaccination against Hepatitis B and Measles, Mumps, and Rubella (MMR). In addition, first-time enrollees who will be living on campus must be vaccinated against meningococcal disease. For more information log onto [www.swosu.edu/administration/shs](http://www.swosu.edu/administration/shs) or contact Student Health Services at 580-774-3776.

### ADA INFORMATION

Students with verified disabilities are entitled to reasonable accommodations in order to complete educational goals while attending Southwestern. For accommodations to be provided, students must request accommodations and provide complete documentation to the Dean of Students. Documentation must be from a licensed professional in the field of the disability. Students must sign a waiver of release of information and the Dean of Students will notify faculty of needed accommodations. If specific physical accommodations will be required, please notify the Dean of Students upon admission to the University (STF-214, 1-580-774-3767).

### INCLEMENT WEATHER STATEMENT

Southwestern rarely cancels classes for inclement weather. However, if there is a need to close the university, the SWOSU hotline number (580-774-3225, selection #4) will be updated by 6:30 a.m. and area radio and television stations will be notified as soon as possible. If there is no announcement related to class cancellations, it can be assumed that the university will be open and classes will be held as scheduled.

### AFFIRMATIVE ACTION COMPLIANCE STATEMENT

This institution in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act of 1990, and other federal laws and regulations does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.