



## UW School of Dentistry Predoctoral Final Exam Policy & Procedure *effective Spring Quarter 2007*

### General Procedure

The Registrar at the University of Washington School of Dentistry will work on the students' behalf to arrange final exam dates and times each quarter. She will contact the quarterly faculty within the first three weeks of the quarter and ask them to review and make any changes to last year's exam schedule. Once the exam schedule is complete, the Registrar will email it out to the Class Presidents. Class Presidents are expected to represent their classmate's wishes. If any changes are wanted, the Presidents will have exactly 5 days to talk with the faculty to receive approval and then email the Registrar with the request. They must cc the professor, so that the Registrar knows they have faculty approval. After the 5 day window, the schedule will become final.

### Last Minute Changes

Last minute changes to the final exam schedule will only be accepted from the faculty member teaching the given course. These requests must be submitted via email.

### Room Assignments

The final exam schedule is always pending room availability. Room assignments are made through Classroom Services, and are not secured until mid-late in the quarter of the final exams. Students and faculty will be made aware of room assignments and, thus, the *final*/finals schedule, once the Registrar is informed and is able to update the schedules.

### Subject to Change

In rare, special circumstances (such as lack of room or professor availability), the final exam schedule may change. The Office of Student Services, Admissions, and Outreach, via the Registrar, will coordinate this change and notify the students immediately.

### The Bottom Line

Final exam week is scheduled years in advance through the UW academic calendar:

<http://www.washington.edu/students/reg/calendar.html>. Students trying to make out-of-town plans should always refer to this information when booking tickets, or planning any other activities outside of school.

Final exam week – the entire week – is a required part of dental curriculum. Students who miss any or all of their exams due to non-school activities must face ramifications stipulated by their professor/s. Refer to the School's Absence Policy for further details.