



1. PURPOSE

In order to ensure academic success, fairness, and consistency, this policy alerts students to the fact that they are required to take all final exams with their class as scheduled with exceptions allowed for the two circumstances noted below.

2. WHO IS AFFECTED BY THIS POLICY

Undergraduate and graduate students.

3. POLICY STATEMENT

In order to be fair to all students and to maintain an environment that is conducive to academic integrity, students are required to sit for their final exams during the regularly scheduled exam time. Exam times are announced at the beginning of every semester, and students are responsible for checking their examination schedule prior to making any travel arrangements.

The Office of Academic Affairs does not recommend taking three or more exams on the same day. In this case, a student may petition for one of the exams to be moved by submitting a Petition to Reschedule a Final Exam webform.

In the rare case that a student has an exam conflict (two exams at the same time), they may petition for one exam to be moved by submitting a Petition to Reschedule a Final Exam webform.

Any other questions concerning exams should be submitted to the Office of Academic Affairs.

Students may not ask their professors to make exceptions for any reason.

4. RESPONSIBILITIES

Students are responsible for checking their exam schedules and properly submitting a Petition to Reschedule a Final Exam webform. The Office of Academic Affairs is responsible for reviewing submissions and assisting students with valid requests.

5. APPROVALS & HISTORY

This long-standing policy was reviewed by the Office of Academic Affairs in FALL 2023 and approved by the Leadership Team in FALL 2023. Next review in FALL 2025.

6. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs

5 bd de La Tour-Maubourg

Paris, 75007

+33 1 40 62 06 04