



**Entry to Baccalaureate Practice Division
Undergraduate Examination Policy**

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Approval Authority: Baccalaureate Faculty of Rutgers School of Nursing	
Responsible Executive: Executive Vice Dean	
Policy Owner: Executive Vice Dean	
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*This policy combines and supersedes several older policies.

1. Policy Statement

To provide guidelines on the timing of regularly scheduled examinations and final exams; on the administration of deferred exams and for handling official exam conflicts.

2. Reasons for Policy

To define exam scheduling conflicts, reduce exam conflicts, and ensure final exams are not administered early.

3. Who Should Review This Policy

All undergraduate School of Nursing faculty, instructors, and students.

4. Resources and Related Documents:

[Rutgers Final Exam Policies](#)

5. Definitions

None

6. The Policy

Examinations administered at Rutgers School of Nursing comply with the university policy on examinations.

Deferred examinations from the fall semester must be taken within two weeks before the beginning of the spring semester. Deferred examinations from the spring semester must be taken within two weeks after the close of the spring semester. In case of extreme hardship, the time may be extended through the summer but must be completed no later than two weeks before the beginning of the fall semester.

Final Examinations

All final exams are scheduled by the university.

- Exam periods will be three hours long and scheduled according to the final exam schedule at Rutgers University-Newark or Rutgers University-New Brunswick.
- A student shall be said to have an exam conflict if that student has more than two exams beginning in a 25-hour period or two exams scheduled for the same exam period.
- Guidance on resolving exam conflicts can be found in the Rutgers University Final Exam Policies.
- If the course faculty requests verification of the absence from an examination, the student must provide it. Course faculty should accept printouts of the university final exam schedule that show a conflict per the above definitions.
- The University has restrictions on exams and assignments due during the last two weeks of classes. Specifically, quizzes/tests worth less than 20% of the final grade are allowed during this period. Faculty may assign papers and projects due during the last two weeks of the semester, but Faculty must provide instructions and materials needed for the assignments, papers, and projects worth 20% or more of the final grade at least three weeks before their due dates.
- The University requires that final exams be given during the official final exam period.
- Additional restrictions on exams during the final exam period, as well as make-up exams, can be found in the [Final Exam Policies](#).