

Updated Policy for Class Cancellation – specific to Final Examinations and Emergency Weather Closures.

Policy:

- Any cancellations during the week of final exams will result in exams being rescheduled at a time during the finals week as circumstances allow. In keeping with the Syllabus policy, each course syllabus should state the instructor's policies regarding scheduling make up exams. Likewise, the instructor may indicate in their syllabus the grading implications for a weather-related final exam cancellation. For the most timely notification of weather-related cancellations or postponements, members of the University of Southern Maine are strongly encouraged to sign up for text and/or email message alerts at <http://www.usm.maine.edu/usmalert>
- If students have non-negotiable commitments (e.g. religious observations, travel arrangements, or work) that prevent them from taking the exam at the university-mandated rescheduled time, the instructor has discretion in providing a fair and reasonable response. Examples include: Instructor may indicate a different, mutually agreeable time for the exam. Instructors may indicate that they will follow the Incomplete Grade Policy. Instructors may indicate a suitable alternative to the exam as approved by the Department, or they may indicate that the existing grade will stand as the semester-long grade.

In all circumstances, grade reporting must follow the prescribed schedule and be submitted to the Registrar within 7 days of the last day of exams.