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ACDEANNOTE 1531
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ACADEMIC DEAN AND PROVOST NOTICE 1531

From: Academic Dean and Provost

Subj: FINAL EXAMINATION SCHEDULE AND EXCEPTIONS

1. The final examination schedule has been published. Midshipmen can obtain their schedules in one of several ways. From the Dean's homepage, click on the **Schedules** link and then on the link called **Final Examination Schedules**. Alternately, on the General Academics page of MIDS, click on **Final Exams - Query Midshipmen Schedule**. Either will provide the official final examination schedule. In every case where two examinations are in conflict, an alternate examination has been scheduled to resolve the conflict. Midshipmen will be informed of the location of their examinations by their instructors.

2. The schedule is tightly constrained and has been arranged to accommodate many constraints. It also occurs over a relatively short period of time. As a result, there are some midshipmen who will have several examinations with little spacing between them. Midshipmen should check their schedules as soon as possible and prepare their study plans in advance.

3. Final examinations have a very high priority for midshipmen and faculty. Exceptions to the final examination schedule will be **rare**. Final examinations will not be rearranged because a midshipman has made travel arrangements that fail to take into account the final examination schedule. Too, midshipmen may not schedule elective surgical procedures such as PRK that will conflict with their final examination schedules. Finally, final examinations will not be rescheduled to allow for personal convenience.

a. Use of scheduled alternate examinations. Midshipmen may take a scheduled alternate final examination in place of a primary examination with permission of their instructors in advance. In some cases, a scheduled alternate examination must be taken to resolve a conflict among primary examinations. This does not require a special request as described below.

b. Midshipmen in one of the following special circumstances may request a new (not previously scheduled) alternate examination. The request must be submitted via the midshipman's company officer and the instructor and department chair concerned to the ADAA not later than **Tuesday, 27 November 2007**. The request must include the rationale as well as the proposed alternate date and time. The proposed alternate examination should be later than the primary examination whenever this is possible.

(1) Compressed examination schedule. Midshipmen who have 3 examinations in one day or 4 or examinations over 2 consecutive days may request a new alternate examination if none exists to provide relief. The new alternate will be scheduled later than the primary examination.

(2) Events of great personal significance. In some cases, it may be possible to accommodate midshipmen who wish to attend significant personal events such as weddings or graduations of **immediate family members** that are in conflict with final examinations. Midshipmen making such requests must consider returning to the Naval Academy prior to Friday, 14 December 2007 to complete their examinations.


F. I. DAVIS
By direction

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