

Examinations and Grading Options



Revised: March 26, 2015

Entities Affected by this Policy

All Students

Issuing Office

Office of the Provost

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I. Policy Statement

Except for laboratory classes, a formal final evaluation, which can be in the form of a final exam is required in all courses and must be given during the final examination week. Take home exams approved in advance by the department head may be used and are due at the officially scheduled examination time.

Courses with four or more sections may be grouped for a common exam if the department so wishes. There are several common exam periods during the week, and one will be assigned for a particular course.

Undergraduate students may occasionally have three or more exams in one day. If this is the case, students may request relief by having special examinations assigned according to the following policy. This request may be made to the Provost's Office at least three days before the examination date. While examinations for undergraduate and graduate level courses are considered in the determination of final examination conflicts, only undergraduate level examinations are eligible to be rescheduled.

In the fall and spring terms, the courses with higher course numbers will be asked to give a special exam (MKTG 346 is higher than ACCT 111).

In the winter and summer terms, the courses with lower course numbers will be asked to give the special exam (ACCT 111 is lower than MKTG346).

To request relief, please download the [appeal form](#) and submit it to the Office of the University Registrar, Curtis Hall Room 261 at least three (3) days before the examination(s) in conflict are scheduled.

II. Senior Privilege

Senior Privilege does not exempt students from attending class and/or taking final exams. Senior Privilege affords seniors a one-time opportunity to take an additional final exam to make up a failing grade in a course required for graduation. The following criteria apply:

1. Senior Privilege may be invoked only once during an undergraduate career.
2. The failing grade must have been incurred during the period in which a student is classified as a senior, and the failing grade must not have been assigned as the result of any academic dishonesty.
3. The student must have been in college during the term in which the course was taken (i.e. not on Co-op).
4. The make-up exam used for Senior Privilege must be taken during the second day of exam week in the student's final term.
5. The grade for the exam must be reported to the Office of the University Registrar by the fourth day of the exam period.
6. The student's permanent record will record the fact that the student took the course two different times; the grade earned in each will appear on the record and both grades will be included in the GPA calculation.

Interpretation: Students are required to adhere to class attendance requirements for all other courses as specified by university policy. Senior Privilege does not exempt students from attending class and/or taking final exams in courses for which they are enrolled during the last term of their senior year.

If the student meets the requirements indicated above, the following procedure should be followed:

1. The student obtains a Senior Privilege application form from the [SRC Website](#) and fills in the required information.
2. The student has his/her appropriate academic advisor verify their eligibility and signs on the approval line; then it must be signed by the Office of the University Registrar.

3. The student takes the completed form to the Student Financial Services Office (SFS) where he/she will pay the required special examination fee; the Comptroller's office must stamp the form to verify payment.
4. The student schedules an appointment with the instructor to establish the time for the exam;
5. After the exam is administered, the student will submit the Senior Privilege form to the instructor so that the instructor may record the grade received and sign the form to indicate that the student completed the exam. The instructor shall make certain that the academic unit's seal, or the Dean or Director's signature, appears on the form.
6. By the fourth day of exam week, the instructor submits the form to Office of the University Registrar for recording of the grade.

III. Final Examinations for Seniors in the Spring Quarter

In the Spring Quarter only, senior undergraduate students in their last quarter of academic work who have applied for a degree may petition to be exempted from a final examination in courses that require one. Students may not petition to be exempted from term projects or papers that should be due by the end of Week 10.

The course instructor may grant a final examination exemption if the instructor is willing to assess a course grade without such an exam, and must take into account the following considerations:

- The student's final grade is "passing" or "not passing" by Week 9 of the quarter,
- The course will have a final examination and,
- The instructor deems it appropriate to have a final exam

If a final exam is required and the instructor denies the petition, then the exam must be given during the last week of classes, regardless of the final examination schedule for the course. There is no early grade submission for graduating seniors, and grades should be submitted in accordance with grade submission deadlines.

IV. Credit by Examination

Drexel University's policy on "credit by examination" allows undergraduate students a one-time opportunity to gain course credit toward graduation by taking a comprehensive examination in a course, that is, without registering for the course or attending any classes-in fact, the student must never have attended (or currently be enrolled in) the course in which credit by examination is being sought. The grade earned in the examination is included in calculating the student's cumulative grade point average.

Students on co-op may apply for credit by examination; however, approval will be granted only if the exam does not interfere with the student's co-op experience. Students on academic probation are not permitted to pursue credit by examination.

Students have 30 days in which to take the examination once permission has been granted. Permission is considered granted once the "Credit by Examination" application form, available in the Office of the University Registrar, has been completed and returned to the SRC. It is the student's responsibility to obtain all necessary signatures. The charge for Credit by Examination is the current year's Special Examination Fee and is payable in the Student Financial Services prior to the examination date. Once paid, the fee is nonrefundable.