**CDR Exam Policy/Exception Protocols:**

**All students will be granted a one-time exception, regardless of reason, per semester (NOT per course), when the following criteria are met:**

1. **They are signing up to take the exam for the same day and time their class is taking the exam (or students otherwise have written faculty approval to take the exam at a different time), *and***
2. **There is available space, *and***
3. **The student must sign up for all their exams for the remainder of the semester and confirm in writing they completed the sign-up as well as acknowledge the caveats by emailing** [**CDRspecialist@syr.edu**](mailto:CDRspecialist@syr.edu)**.**

**CDR cannot guarantee we will be able to process these late requests. In these cases, exams will need to be taken in the regularly assigned classroom.**

**To make an exception request, students will need to connect with a CDR Access Coordinator during drop-in hours or by calling 315-443-4498 or emailing**[**cdrspecialist@syr.edu**](mailto:cdrspecialist@syr.edu)**.**

**The confirmation email must include the following information:**

* **Confirmation they signed up for all their remaining exams for the entire semester and/or final exams (if available for sign-up) during business hours of the same day they make the exception request.**
* **Acknowledgement they may have to wait to start an exam if CDR has not received the exam from the instructor due to their late sign-up and**
* **Provide the complete sign-up information:**
* **Date/time of exam. \*If different then the class time, attach the written approval from faculty to take at that date/time.**
* **Course Name, section and specific TA or Instructor when there are multiple instructors listed.**
* **Requested accommodations**

**Notes/Caveats for students to keep in mind:**

* **The one-time exception covers all exams published on the course syllabus as well as final exams.**
* **CDR recognizes students will not be able to sign up for finals and/or exams that were scheduled later in the semester by faculty and not listed on their syllabus. Final exam signups open approximately 3 weeks before the final exam period begins and close approximately two days prior to the first day of final exams.  Please anticipate email and text communication from CDR regarding these dates.  Additional exceptions are rare and only in cases of a documented medical event/hospitalization, that can be verified.**
* **Students can check their disability student portal for their pending and approved sign-up’s.**
* **Please note that CDR is not open on weekends and any communication that arrives during the weekend will be addressed the following Monday.**