Final Examinations

UNIVERSITY POLICY #231

Authority:
Approval Date: June 23, 1986
Effective Date: June 23, 1986
Revision History: May 1, 2006; July 1, 2010; February 28, 2017; May 9, 2018
President's Signature: On File

SECTION 1: Policy

1.1 A final examination period is scheduled at the end of each semester. This schedule is provided for the consultation of both faculty and students and allows for advanced planning by everyone involved. It only applies to 16-week classes during the fall and spring semesters. Online classes do not follow the final exam schedule. This policy does not address or interfere with necessary ADA accommodations.

1.2 The fifteenth week of the fall and spring semester is designated as "dead week." The intent of dead week is to establish a period of substantial and predictable study time for students. Regular course meetings and activities are expected to continue, and new material may be introduced during this time. However, during dead week instructors may not administer exams, tests, or quizzes that count as 15% or more of the final course grade. Instructors may schedule the submission of papers or projects, or student presentations, that count as 15% or more of the final grade during this time, but only if the assignment is specified in the course syllabus. If take-home exams are given, they must be scheduled for submission at the time and date of the regularly scheduled final exam period.

1.3 Exceptions to dead week restrictions include laboratory exams, make-up exams, 8-week/half semester courses and one-credit courses.

1.4 Any deviation from the published final examination schedule or dead week restrictions requires the written approval of the Department Chairperson or Program Director. If such a change is approved, the offices of the College Dean and the Provost must be notified by the approving Department Chairperson or Program Director in order that these offices can correctly respond to student inquiries.