

## FINAL EXAMINATION POLICY

June 11, 2007

Student learning is enhanced by final examinations and other comparable culminating evaluations. These afford students an opportunity to review, synthesize, and demonstrate an understanding of a course as a unified whole. The Academic Calendar provides Preparation Days and a Final Examination Period for every regularly scheduled class. Faculty members are responsible to use the Final Examination Period to advance the expected learning outcomes of their classes and related academic programs. This Final Examination Policy governs all university activities after the final day of class, regardless of what that activity is called or what it entails.

To ensure the orderly and uniform use of the Final Examination Period and to protect Preparation Days against encroachment, all activities after the last day of class shall conform to the following:

1. Class activities, assignments, papers, make-up examinations, or any other form of class work must be due *no later than* the last scheduled class instruction day, thus enabling students to concentrate solely on their final examinations.
2. Preparation Days and the Final Examination Period are to be protected for their intended purposes. No other activities or events will be scheduled on campus. Any review sessions during this time must be voluntary.
3. Final examinations:
  - o A final examination or comparable culminating evaluation of student learning is expected for every course. Exceptions must be approved by the dean and chair.
  - o Scheduled final examinations are to be administered in accord with the published Final Examination Schedule as to date, time, and place. They are not to be given or taken early.
  - o Finals taken in the Testing Center must be completed during the Final Examination Period. Finals should be designed so that they can be completed within a period of time equivalent to a regularly scheduled final.
  - o Any other culminating evaluation of student learning (e.g., oral examination, take-home examination, portfolio review, juried performance, etc.), must be completed during the Final Examination Period, should not require more time to complete than a regular final examination, and must not conflict with another scheduled final examination.
4. Students with conflicting final examination times, three or more final examinations in one day, or other legitimate academic conflicts (such as licensing examination or conference presentation), may consult with their teacher(s) to arrange an alternative final

examination place and time, preferably during the Final Examination Period but in all cases prior to the Grade Submission Deadline.

5. Students must plan their schedules to complete their final examinations during the regularly scheduled examination times. If unplanned, non-academic extenuating circumstances (such as serious illness, personal injury, etc.) prevent completion of a final examination before the Grade Submission Deadline, an Incomplete Grade Contract (available from the Records Office) should be completed and submitted.
6. Any exception to this policy must be authorized by the chair and dean.