



FS2023-02-14_02: Revision of the Final Exam Policy

Approved by the Faculty Senate on 2023-02-14

Current/Previous Policy

All comprehensive final examinations shall be administered at the prescribed time during the final examination period. For those classes where there is no comprehensive final examination, the time prescribed during the final examination period shall be used as a regular class meeting. No student shall be required to take more than two comprehensive final examinations on the same day. Any student with more than two comprehensive final examinations scheduled on the same day who wants to reschedule the excessive examinations(s) may try to make arrangements with the instructors involved. If this is unworkable, the student must notify the Registrar by the end of the week following the deadline to drop a semester course or end of the 9th week of classes, whichever is later. The Registrar shall arrange time as necessary with the instructors involved and shall notify the student of the arrangements by the end of the thirteenth week of classes. This policy covers only comprehensive final examinations.

Approved by the Faculty Senate on 1997-10-14

Re-Confirmed by the Chancellor on 2022-10-18

New Policy

For classes that have set meeting times, the final exam shall be administered at the prescribed time during finals week. For classes with set meeting times that do not have a final exam, the time prescribed during finals week shall be used as a regular class meeting.

For classes without set meeting times (ie. online classes), the timing of the final exam or final assignment is at the discretion of the instructor within finals week.

No undergraduate student shall be required to take more than two comprehensive final exams on the same day. Any student with more than two comprehensive final exams scheduled for the same day may elect to reschedule the additional examination(s). These alternative arrangements are available only when the exams are comprehensive.

Procedure

To request rescheduling, the student should first contact the instructor(s) prior to the end of week 12 of the semester to make alternative arrangements. In the event that a student cannot come to a rescheduling arrangement with the instructor(s), they may contact the department chair(s) of the course(s), who shall ensure that the student's needs are accommodated.

Transmittal Information

Type of Action: Request for Approval ▾

Chancellor Response: Response Needed ▾