FINAL EXAMS PROPOSAL

The proposal offers new language for the General Announcements section titled Information for Undergraduate Students, subsection on Final Examinations (p. 28). The section titled General Information for All Students, subsection on Faculty Grading Guidelines (pp. 9-10), also would be updated according to the final language adopted in the proposal.

An approved amendment to the proposal adds new language to be inserted in the section titled Information for Graduate Students, subsection on Academic Regulations (p. 64).

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Information for Undergraduate Students, Final Examinations

The decision to give a final exam as a required part of the course rests with the instructor. All tests and examinations are conducted under the honor system. No examinations or other course assignments may be due between the last day of classes and the first day of the final examination period.

Examinations are considered final examinations when they:
- Cover more than the material learned since the last exam, or
- Are the only exam in the course, or
- Require comprehensive knowledge of the entire course.

Such exams may be given only during the final examination period.

All class periods will be assigned a final examination time by the Registrar's Office. Instructors may choose to use that time for a scheduled final. If they choose this option, the Registrar will assign a room, and the final exam will be administered in that room at the designated time. Instructors may choose instead to give a take-home exam or no exam at all. Some instructors assign end-of-term projects or papers rather than final examinations. With regard to due dates, final papers or projects will be treated the same as take-home exams.

Take home exams should be available to the students as soon as possible after the end of classes, but must be available no later than the end of the next business day after classes have ended. Take home exams may be no longer than five hours in length. The due date of take-home exams may be no earlier than the end of the examination time assigned to that class by the Registrar. Instructors may specify due dates later than this time, but not later than the end of the last day of the examination period.

No student should be given an extension of time or opportunity to improve a grade that is not available to all members of the class, except for verified illness or justified absence from campus. However, students cannot be required to take more than two scheduled exams in two consecutive calendar days. Students also cannot be required to complete more than two take-home and/or scheduled final exams on the same calendar day (unless this is the last day of the examination period). In both instances, if the student wishes to make alternative arrangements and is unable to work out such arrangements with the instructor(s) involved, the instructor of the third and any subsequent exams will be required to allow the student to take that exam at another time.

Graduate Students, Academic Regulations

Graduate courses, especially those with significant undergraduate student enrollment, should follow the guidelines for undergraduate courses regarding scheduling of projects, papers, and final examinations during the last week of classes, the reading period and the final exam period. However, instructors have the discretion to modify those guidelines as appropriate for specific courses, but such modifications and the final schedule must be made clear at the beginning of the semester.