



<b>Title:</b> <b>Policy on Final Exams</b>	<b>Policy Category:</b> <b>Academic</b>
<b>Issuing Authority:</b> <b>Office of the Provost</b>	<b>Responsibility:</b> <b>Vice Provost for Academic Affairs</b>
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### **Policy Statement/Background:**

The last week of classes is an especially busy period for students since many semester projects, lab reports, term papers, portfolios, etc. become due. Any final examination, which could be adequately administered during the final examination time period scheduled for the course, must be given during finals week and not add another burden to the students' final week of normal classes.

### **Policy:**

Final examinations must be given during finals week at the scheduled time, which is published in the Exam Schedule. Final examinations must not be given in the last week of classes without advance permission of the dean of the instructor's school or college. Such permission is rarely given and will be granted only for the most pressing academic reasons.

If there is no final examination as such, but only a series of quizzes, the last examination (or test or quiz) must take place on the assigned day during finals week.

Final unit examinations may be given during the last three meetings of a class only if a regular final examination is also scheduled at the appropriate period during finals week.

The time or date of a final examination may not be changed without permission of the dean of the instructor's school or college. Because it is likely to cause conflicts or too many examinations on one day for some students, such approval is rarely granted.

**Definitions:**

None

**Contact:**

Additional information about this policy is available here:

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**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Office of the Registrar Exam Schedules](#)
- [Academic Calendars](#)
- [Undergraduate Bulletin: Final Examinations](#)