

POLICY ON FINAL EXAMINATIONS

FAM 832.4

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Purpose and Scope

The purpose of this FAM is to describe policies for the final examination period.

Policy Statement

The days designated for "final examinations" are counted among the academic workdays constituting the officially defined academic term. Faculty members, therefore, must have a final class-related activity with their students for any course classified as a lecture or seminar. The final class-related activity must take place during the university's scheduled "final examination" week.

If a course has a synchronous (in-person or online) final exam, the exam should occur during its designated day and time listed in the final examination schedule; note: this option is only available for in-person, synchronous online, or hybrid courses. In courses with a final exam that is not synchronous, the exam should occur within a reasonable timeframe during the final examination week.

If a course does not include a final exam, the faculty member must use the final examination week to engage students in another final course-related activity, such as but not limited to synthesizing the course material, giving final presentations, completing course papers or projects, or meeting individually with the faculty member to discuss final assignments. These activities may occur in-person or virtually, synchronously or asynchronously, no matter what the overall mode of instruction of the course. It is the purview of faculty members, as experts in their disciplines, to determine what final class-related activities will most benefit student learning. If an activity requires the whole class to be together at a certain time (e.g., giving presentations, having a final class discussion, etc.), it should occur at the designated day and

time listed in the final examination week schedule; note: this option is only available for in-person, synchronous online, or hybrid courses.

All final exams, activities, and assignments must be due no later than the last day of the final examination week listed in the class schedule.

Petitions to Deviate from the Published Final Exam Schedule

Where relevant, deviations from the published exam schedule, or changes in time or location of the final exam or final class activity must receive prior approval from the Department Chair (or School Director) and Dean. The form from the Office of Academic Scheduling and Curriculum requesting any deviations is [available here](#). Petitions and forms for requesting such approval should be submitted as early in the term as possible, but no later than the twelfth week of the term.

Approvals

Approved by the Faculty Senate on April 25, 2023

Signed by the President on _____

History

First created: _____ [Date] by _____

Revised: 2023 [Date] by EPRC

Renumbered: _____ [Date] from _____ to _____

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Approved by the CSUSB Faculty Senate on April 25, 2023

Signed and dated by

Claudia Davis (Senate Chair)

Date

Tomás Morales (President)

Date