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Academic Affairs  
*Faculty Senate*

## **POLICY ON FINAL EXAMINATIONS FAM 832.4**

Although University policy does not demand the administration of a final, comprehensive examination on the day, time, and place specified in the Class Schedule, the days designated for "Final Examinations" are counted among the academic work days constituting our legally defined academic term. Since a quarter includes only eleven weeks of instruction, it is important that instructors take full advantage of the entire term.

Every faculty member, therefore, has an obligation to conduct some class business with his or her students on the day and at the time formally designated for the "final examination" for each of his or her classes. This includes activity courses as well as lecture discussion courses. (Laboratory courses which are attached to a lecture course and for which no specific exam time is scheduled do not require a separate final exam.) If an examination is not administered during the scheduled final examination period, the instructor may wish to use the scheduled final examination period to review or summarize the course, review and/or discuss with the class "take-home" exams, projects, term papers, or other exam material previously completed, or evaluate and critique student work.

Should an instructor determine that his or her final course assignments can be called neither "major, comprehensive final examinations" nor "hour exams" nor "projects," he or she must exercise professional expertise and responsibility, common sense, and good will to translate the terms of this policy into the form, faithful both to the letter and to the spirit of the policy.

Deviations from the published exam schedule, changes in time or location of the final exam, or requests to be absent from campus for professional meetings or travel during the time that an exam is scheduled must receive prior approval from the Department Chair/School Director. Petitions and forms for requesting change in the final exam schedule should be submitted as early in the term as possible, but no later than the eighth week of the term.