

Policies for Final Exams with Registrar-Sanctioned Dates

Endorsed by AAAC 11 April 2007

Amended and Endorsed by SACUA 16 April 2007

Amended, Approved, and Endorsed by Senate Assembly 16 April 2007

1. Information about the registrar-sanctioned dates for final exams should be made more accessible for instructors and students. The information should be an integral part of the class-rosters for instructors and class schedules for students.
2. Changes from these dates should only be made with the agreement of the registrar and the instructor teaching the course. The class-rosters and class schedules should be updated by the registrar's office with this new information. The changes must accommodate all students in a class, with a suitable alternative being provided for students who have a compelling reason for being unable to take the exam on the new date. The original registrar-sanctioned date provides a default, if no other mutually satisfactory date can be found.
3. The dates of final exams must be finalized by the instructor, approved by the registrar, if they need to be changed, and published by the end of the first week of classes. Students must notify the instructor of any conflict with the date of an exam by the Drop/Add deadline for each semester.
4. Exams outside of the class period cannot be given in the last week of classes.
5. Final projects or take-home exams for undergraduate classes that have a due date during the last week of classes or during the finals period must be given to students at least one week in advance of the due date. This policy would allow students to accommodate the possibility of multiple deadlines in a short period of time. The policy should also be encouraged for graduate classes.
6. Students should not be allowed to enroll in courses that have final exams formally scheduled at the same date and time without permission of instructors in the affected courses.