**Academic Policy 1500.20**

**Final Examination Policy**

Final examinations are required to be given during the scheduled final examination period.  Comprehensive examinations are not the only ones that qualify as “final exams. Exams during the last week of class may only be given if a final exam is scheduled during the approved final exam week time.

On-campus classes with a standard class time as per Academic Policy 1200.30 will be assigned a specific examination time, published by the Office of the Registrar each Fall and Spring semester. Classes with a non-standard class time, campus mixed mode classes, 100% online primarily asynchronous but with some synchronous meetings, and 100% online synchronous classes will be manually assigned a specific final examination time by the Office of the Registrar that is within the scheduled final examination period and closest to the time of the class. 100% online asynchronous classes and any classes with no meeting pattern are required to give the final examination during a time period that is within the scheduled final examination period. Any exceptions to the above scheduling policies must be obtained from the appropriate dean and the Provost and Vice Chancellor for Academic Affairs.

During the final examination period, students are required to sit for no more than two final exams in a single calendar day period. Students with three or more final exams in a single calendar day period have the right to an alternative exam date(s) for each exam exceeding two. They must submit a formal request for an alternative date in written or electronic form, along with an official copy of their class schedule for verification purposes, to the instructors of those classes involved to see if one will voluntarily move the exam. If voluntary accommodation is not achieved, instructors of classes with lower enrollments for the final exam are required to accommodate individual students affected before classes with higher enrollments. This process is the same when there is a final exam scheduling conflict (two or more final exams scheduled on the same date and at the same time).

Students must submit requests for accommodations for final exam scheduling to the appropriate instructor no later than three calendar weeks prior to Reading Day. Instructors will provide the student with an alternative exam date and time no later than two calendar weeks prior to Reading Day.

All rescheduled final exams are to take place during the university designated final examination period. If a student has an objection to the alternative exam date/time, they may appeal to the instructor’s department chair.

It is the policy of the University to minimize student participation in extracurricular activities and academic activities other than final exams during the final examination period. Instructors may not require students to attend any academic activity on Reading Day or during the final examination period, except during the assigned specific examination time. In addition, no meetings, social activities, athletic events, or other extracurricular activities that require student participation will be scheduled on Reading Day or during the final examination period.. Any exceptions to this policy must receive prior approval from the Provost and Vice Chancellor for Academic Affairs.

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