



## ACADEMIC AFFAIRS POLICY

---

**NUMBER/TITLE:** AA-118, FINAL EXAM

**Covered Individuals:** All Students

**Covered Locations:** All Locations

**Effective Date:** August 30, 2021

**Strategic Priority:** SP 1

**HLC:** Criterion 3

**Consultations:** VPASA, Academic Dean, VPETF, Registrar, Director of FA, Faculty (Academic Affairs Committee)

---

### POLICY STATEMENT

Courses must adhere to the final examination schedule as published each session.

### PURPOSE

To utilize a uniform final examination schedule that facilitates fairness and maximizes the educational experience for students.

### DEFINITIONS

None.

### POLICY IMPLEMENTATION

It may be appropriate not to give a final exam/project in some undergraduate courses, such as independent studies, laboratory courses, seminars, and project-based courses.

Faculty members may not offer scheduled final examinations on any other date or at any other time than the date and time scheduled by the University, unless dictated by extenuating circumstances and also subject to prior written authorization of the academic dean. A reasonable assessment is expected for students to complete within the scheduled exam period to facilitate fairness and maximize the educational experience.

The University Registrar must publish a final exam schedule for the Fayette Campus. Final exams periods for center and online courses must be identified in the course syllabus and completed in the final week of the course. The last date of submission for the final exam/project/presentation should be stated as well.

### CUSTODIAN

Vice President for Academic and Student Affairs

### RELATED DOCUMENTS, FORMS, AND POLICIES

Faculty Handbook

### HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-118	February 15, 2023	Policy put into new template.
118	July 15, 2021	Policy passed at President's Council.