



ACADEMIC AFFAIRS POLICY

Number/Title: AA-118 – Final Exam Policy

Effective Date: August 30, 2021

Strategic Plan: SP 1

HLC: Criterion 3

Consultations: Vice President for Academic and Student Affairs, Academic Deans, Registrar, Regional Directors

New

Revision Change*

***Anything that is a revision must include the original policy.**

PURPOSE

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

DEFINITIONS

None

POLICY

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

PROCEDURES

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 school 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.


RELATED DOCUMENTS, FORMS, AND POLICIES

Faculty Handbook

Revision History

| Revision Number: | Revision Date: | Revision Change |
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Vice President for Academic and Student Affairs Approval:

| Signature: | Name: | Date: |
|---|------------------------|----------|
|  | Douglas L. Binsfeld | 07.15.21 |
| | Sent to UPC on: | |