



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-118.2, FINAL EXAM

Covered Individuals: All Students

Covered Locations: All Locations

Effective Date: August 30, 2021

Strategic Priority: SP 1

HLC: Criterion 3

Consultations: Interim CAO, Academic Dean, VPMEF, Registrar, Director of MVA, Executive Director of FS, AVPDER, 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 Department Chair in consultation with the 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

Chief Academic Officer (CAO)

RELATED DOCUMENTS, FORMS, AND POLICIES

Faculty Handbook

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-118.2	April 30, 2025 (by PC)	Updated contact person if final exam taken outside of window.
AA-118	February 15, 2023	Policy put into new template.
118	July 15, 2021	Policy passed at President's Council.