



## FINAL EXAM POLICY

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Effective:	[Leave this date blank.]
Prior Versions:	Unknown
Responsible Office:	The Office of the Provost administers this policy working with the Office of the Registrar, deans, department chairs, and faculty.
Review By:	[Date will be assigned by Executive Policy Committee]

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### **I. PURPOSE**

To ensure a uniform final examination schedule in order to facilitate fairness and help maximize the educational experience for students. While it may be appropriate to exempt some undergraduate courses from administering a final examination, such as independent studies, laboratory courses, seminars, project-based courses and colloquia, a final examination is an integral part of the instructional program.

### **II. POLICY**

All courses are required to meet during the university-assigned final exam schedule as published by the Registrar's Office each semester.

Any departure from the scheduled time and location, including exceptions governed by Multiple Final Examinations Policy, must be approved in advance by the Department Chair and the Dean of the appropriate College.

### **III. APPLICABILITY**

This policy is applicable to all instructors of record.

### **IV. SANCTIONS**

A first violation of this policy will normally result in a warning but may result in an adverse evaluation during a faculty member's annual evaluation. Repeated violations of this policy will result in progressively higher sanctions.