

Attachment A

IGP Number 44: FINAL EXAMINATIONS PROPOSED REVISIONS

The final examination shall be a part of the evaluation of a student's performance. **While** the term **“final examination”** may refer to many different instruments and activities, it shall be given in each **undergraduate and graduate** course, except as noted below.

If the character of a course is such that a final examination is not feasible or is unnecessary, the Department Chair may waive the requirement, with the approval of the College Dean. The College Dean shall report all courses for which the final examination has been waived to the Vice President for Academic Affairs.

The final examination period ~~period~~ **schedule** shall ~~extend over five days~~ **be published on the Office of the Registrar's web site**. No University or student-sponsored activities shall be scheduled during the final examination period or during the two days immediately preceding the final examination period.

Examination Schedule Changes by Instructors

Except under very unusual circumstances, instructors must hold their final examinations at the times scheduled and announced by the ~~Dean of Enrollment Management~~ **Registrar**.

When unusual circumstances warrant a change in the scheduled time of a final examination, the instructor must:

1. Have the written agreement of all students in the class that the proposed new time for the examination is acceptable.
2. Secure the permission of the Department Chair and the College Dean.

~~In cases where an unapproved change in final examination results in the instructor completing duties earlier than the time originally scheduled for the examination, upon recommendation of the Department Chair and the College Dean, the instructor may be subject to a loss of pay for those days elapsing between the actual time originally scheduled for the examination and the day upon which the examination was given.~~

Examination Schedule Changes by Students

A student who has three finals in one day may change the date of one of the final examinations with the approval of the instructor. Requests for changes for medical or personal emergencies also may be considered. In cases not resolved between the student and the instructor, the Department Chair will seek resolution.

Approved: **New Date, 2008**

Monitor: Vice President for Academic Affairs