

## **Final Examination Scheduling**

**Original Implementation:** June 16, 1982

**Last Revision:** January 29, 2019

Faculty members will hold class during finals week according to the official final exam schedule. Any exceptions must be approved by the academic unit head prior to the start of the semester.

Class meetings during finals week, for courses taught at times not listed in the final exam schedule, including but not limited to distance education courses, online courses, and evening or weekend courses, should be scheduled in consideration of resource availability.

All final examinations or course activities must be scheduled to conclude by midnight on the last day of the final exam schedule. Exceptions may be made by the appropriate academic dean.

**Cross Reference:** Faculty Handbook; Dead Week (7.8)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs