



Final Examination Scheduling and Dead Week

Purpose

This policy prescribes schedule rules about the final examination period.

Persons Affected

This policy applies to faculty and students.

Definitions

None

Policy

Dead week is the week immediately preceding finals week and is an established tradition in higher education to allow students the necessary time to prepare for final examinations. During the last five class days of each long semester, written examinations (except to cover daily assignments) and themes or assignments beyond normal daily requirements are not to be assigned without written notification to the students prior to the twelfth-class day.

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 before the semester starts.

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.

Registered student organizations shall observe dead and finals week by refraining from meeting or hosting programs during this time. All student organizations shall be unable to reserve on-campus facilities including use of university grounds for events or advertising events during dead and finals week. Student organizations may not advertise on or off-campus events through any campus medium during this time period.

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.

Related Statutes or Regulations, Rules, Policies, or Standards

Faculty Handbook

Responsible Executive

Provost and Vice President for Academic Affairs, Vice President of Student Affairs



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Handbook of
Operating Procedures

Policy Number: 02-108
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Forms

None

Revision History

September 1, 2023 (original)
May 6, 2024