7.1 Finals Week and Review Day Policies

Review Day (Day Prior to the start of scheduled final examinations)

No required class meetings, examinations or activities may take place on the day before final exams for the fall and spring terms. Faculty members may hold additional office hours or give a review session on Review Day provided these activities are strictly optional.

Policy For Final Examinations And the Last Week of Class

Final examinations are scheduled by the Registrar. Except for courses requiring a common time, all finals will be scheduled based on the day and the hour the course is offered.

All examinations during Finals Week will be given only during the stated final examination period and are to appear on the Registrar’s schedule. No exams (other than laboratory exams) may be scheduled during the last week of class.

Academic activities that are explicitly disallowed by this policy include:

- Scheduling an examination (other than a laboratory exam) during the last week of class.
- Scheduling a final examination make-up during the last week of class.
- Assigning a take-home final examination that is due during the last week of class.
- Assigning any type of assignment, project, or examination with a due date after the last day of Finals Week.
- Assigning more than one major assessment (any effort worth more than 15% of the overall course grade) to be due during Finals Week. Projects with their corresponding presentations can count as one major assessment. For classes with both a major project and a final exam, the project must be due before Finals Week.
- Assigning make-up exams to begin before 7 AM or end after 10 PM.

Academic activities that are allowable by this policy:

- Introducing new course content and materials during the last week of class.
- Conducting laboratory finals during the last week of class.
- Requiring homework or in-class assignments during the last week of class.
- Giving in-class quizzes during the last week of class:
  - Quizzes are short, low stakes exercises worth a small percentage of the overall course grade that take place on a regular basis.
  - Exams are major exercises that take place only a few times a semester.
- Requiring major course assignments such as projects (paper with presentation) to be due during the last week of class or Finals Week, provided there is only one major assessment due during Finals Week. All major course assignments (anything worth over 15% of the overall course grade) must be assigned or announced at least 4 weeks in advance. Presentations must not be scheduled in conflict with other courses.
- Assigning take-home finals due anytime during Finals Week. Students must be allotted at least 48 hours for a take-home exam.
- Conducting make-up exams during the last week of class for students who miss (with an excused absence) a scheduled exam prior to the last week of class.

Students with more than 2 exams or more than 6 hours of testing on the same day may request a make-up exam (to be provided by the course indicated in campus guidelines).

Faculty wishing to create exceptions to this policy should obtain permission from their Department Head. Students looking for clarifications on exceptions to this policy should speak with their instructor first. If need be, students can then reach out to the Department Head. Any situation that cannot be resolved by the Department Head can be referred to the appropriate Dean who will make the final decision.

Last Revision:

June 10, 2022