

7.1 Final Examination Scheduling and Review Week/Day Policies

REVIEW Day (Friday prior to Final Examination)

No required class meetings, examinations or activities may take place on the Friday immediately preceding final exams for the fall and spring terms. At their own discretion, faculty members may hold additional office hours or give a review session on Review Day provided these activities are strictly optional. This day has been created as a break from regularly scheduled and/or required academic activities to allow students to prepare for their final examinations as they see fit.

Final Examinations and REVIEW Week (Last Week of Classes) Policy

Final examinations are scheduled by the Registrar. With the exception of courses requiring a common time, all finals will be scheduled on the basis of the day and the hour the course is offered.

In general, all final examinations will be given only during the stated final examination period and are to appear on the Registrar's schedule. Faculty policy adopted in January 1976 provides that no exams (final or otherwise) may be scheduled during the week preceding final examinations week (Review Week), with the possible exception of laboratory exams. The scheduling by an individual faculty member of a final exam during the week preceding final examinations week is to be avoided because it tends to hinder the students' timely completion of other course work and interfere with the schedules of other instructors. Faculty members should not override this policy, even if the students in the class vote to do so.

Academic activities that are explicitly disallowed by this policy include:

- Scheduling an in-class examination (final or otherwise, with the possible exception of laboratory exams) for any course during the week preceding final exams
- Scheduling an early make-up final examination - unless the student needs to miss the regularly scheduled final for school related business (athletics, school-related travel, etc...) and requested by the student and approved by the instructor.
- Assigning a take-home final examination that is due during the week preceding final exams – unless the student needs to miss the regularly scheduled final for school related business (athletics, school-related travel, etc.) and requested by the student and approved by the instructor.

Academic activities that are allowable during the week preceding final exams include:

- The introduction of new materials
- Laboratory finals
- Required homework
- Required in-class assignments such as quizzes or worksheets (NO EXAMS)

- Quizzes are shorter exercises that take place on a fairly regular basis (e.g. 15-30 minutes in duration, 6-10 times a semester).
- Exams are major exercises that take place only a few times a semester (e.g. 50-120 minutes in duration, 2-4 times a semester).
- Major course assignments such as Final Presentations or Term Projects provided the assignment was assigned at least 4 weeks in advance or was clearly indicated in the course syllabus (Presentations must not be scheduled in conflict with regularly scheduled courses in departments outside of the one scheduling the presentation.)
- Take home finals (provided they are not due prior to finals week).
- Make-up exams for students who miss a scheduled exam in the prior week due to emergency, illness, athletic event, or other CSM sanctioned activity (provided this absence has been approved by the Associate Dean of Students)

Note, these policies apply ONLY to undergraduate courses. Students enrolled in graduate courses, undergraduate or graduate, are bound by policies – if any – published in the Graduate Catalog.

Last Revision:

January 6, 2020