

# FINAL EXAMINATIONS

## Final Instructional Class Days and Reading Periods

The following applies to the standard academic terms, including the Fall Semester, Spring Semester, and Full Summer Session. It does not apply to the Early Short Summer Session and Late Short Summer Session. Given the variability in the exact timing of the Full Summer Session, the Office of the Registrar will adjust the final instructional class days and reading periods for this semester only in order to meet required instructional time. This policy replaces the former Dead Week (Week Preceding Final Examinations) policy.

### 1. Final Instructional Class Days

- Final Instructional Class Days are scheduled during each regular term including the Full Summer Session and are the last two instructional days of the term immediately preceding the first reading period.
- No tests or quizzes are to be administered on these days. Lab quizzes and/or practicums may be given in courses comprised of both a lecture and a scheduled lab, wherein the lecture carries at least two credits.
- For all courses, graded homework or assignments, lab reports, course projects, demonstrations, studio reviews, and presentations may be due during these two days, provided that they are listed on the syllabus at the start of the semester.
- All quizzes and tests should be graded and reported to students on or before the last Final Instructional Class Day.

### 2. Reading Periods

- Reading Periods will be designated to provide time for students to prepare for final examinations.
  - No classes meet. This includes labs, recitations, projects, design/capstone courses, and studios.
  - No assignments, projects, presentations, or other graded activities are allowed.
  - Instructors may schedule optional study review sessions for students during reading periods, but no credit or extra credit may be attached to these optional sessions. New content may not be covered, and any materials (e.g., handouts, slides, practice problems, etc.) that are provided at these optional review sessions must be made available to all students. This provision does not require that such optional sessions be audio or video recorded.
- Requests for exceptions to the Final Instructional Class Day and Reading Period policies may be made in writing by the Dean of the College (or their designee) to the Student Rules and Regulations Committee (SRR). The SRR will then make a recommendation to the Undergraduate Institute Curriculum Committee or Graduate Institute Curriculum Committee, as appropriate, for approval or denial. Requests must be made no later than the academic term prior to the desired term of implementation and will be regularly reviewed.
  - Student concerns may be discussed with the faculty member and/or reported to the Chief Academic Officer of the department of instruction, or with the Assistant Provost for Academic Advocacy and Conflict Resolution. For more information, see the Student Academic Grievance Policy.

## Final Examinations

- In all courses of the Institute offered for a letter grade, a final assessment, either a final examination or some alternative form, shall be administered. The decision on the type of final assessment shall be made by the instructor of record, and an announcement of the course's final assessment policy shall be made to the class by the end of the first week of the term (close of Phase II registration) and included in the course syllabus.
- A change to a class's type of final assessment after the close of Phase II registration must be announced to all students in the class before the last day to withdraw from a single class.
- In regularly scheduled, full-semester courses of the Institute, final examinations shall be scheduled during the Final Examination Period at the time specified in the official Final Examination Schedule as distributed by the Office of the Registrar, and meeting times for alternative final assessments shall not be scheduled during the Final Examination Period at any time other than the time specified in the official Final Examination Schedule.
- No assessment other than a final examination or an alternative final assessment may be due during the Final Examination Period.
- Requests to change a class's final examination time within the Final Examination Period must be submitted to the Chief Academic Officer of the department of instruction for approval no later than one week before the beginning of the Final Examination Period. Any such request must have the unanimous approval of the class as shown by secret ballot, as well as approval by the instructor of the class.
- A change in the scheduling of a final assessment during the Final Examination Period for an individual student ordinarily will not be permitted; however, such a change may be allowed for hardship cases at the discretion of the instructor. The request for a change must be justified in writing by the student and shall be submitted to the instructor prior to Final Examination Period and may be rescheduled to an appropriate time.
- In the event a student has two final assessments scheduled for the same time, the course having the lower number shall be considered in conflict and the student shall notify the instructor no later than two weeks before the first day of the Final Examination Period. In such case, the final assessment in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.
  - If the student notifies the instructor after the above deadline but before the first day of the Final Examination Period, the student shall, at the discretion of the instructor:
    - receive a course grade of "I" (Incomplete), with an opportunity to take a makeup final examination the following academic term (and have the course grade changed as warranted by the results of the test), or
    - be given the final assessment during the Conflict Examination Period or at an alternative time during the Final Examination Period.
  - A student who fails to notify the instructor of the conflict before the first day of the Final Examination Period shall, at the discretion of the instructor:
    - receive a score of zero on the final assessment, or
    - be given the final assessment during the Conflict Examination Period or at an alternative time during the Final Examination Period.
- In the event a student is scheduled for three final assessments in one day, the assessment scheduled for the middle period shall be

considered in conflict and the student shall notify the instructor no later than two weeks before the first day of the Final Examination Period. In such case, the final assessment in that course shall be given during the Conflict Examination Period or, by agreement of the instructor and the student, at a mutually satisfactory time.

- a. If the student notifies the instructor after the above deadline but before the first day of the Final Examination Period, the student shall, at the discretion of the instructor:
    - i. receive a course grade of "I" (Incomplete), with an opportunity to take a makeup final assessment the following academic term (and have the course grade changed as warranted by the results of the test), or
    - ii. be given the final assessment during the Conflict Examination Period or at an alternative time during the Final Examination Period, or
    - iii. be given the final assessment at the time scheduled for the course.
  - b. A student who fails to notify the instructor of the conflict before the first day of the Final Examination Period shall, at the discretion of the instructor:
    - i. receive a score of zero on the final assessment, or
    - ii. be given the final assessment during the Conflict Examination Period or at an alternative time during the Final Examination Period, or
    - iii. be given the final assessment at the time scheduled for the course.
9. At the discretion of the instructor, students who arrive late, who exit the room without permission, or who are absent for an excessive period of time may forfeit their opportunity to complete the final assessment.
10. Students will have the full two hours and fifty minutes to complete the final, unless otherwise stated on the syllabus. Students must be notified in writing of any changes to the duration of the final exam before the withdrawal deadline.