

**Proposed Change to Final Examinations**  
**First Reading April 24, 2020**

3.7.3.1 Final examinations

If an instructor chooses to require a proctored final exam, a take-home exam, or a final project in a given course, the end of semester exam period shall be used as follows:

- 1) Proctored exam ~~– scheduled on campus for a 3-hour block assigned by the Registrar:~~  
**The examination is proctored and will be administered on campus during a time block assigned by the Registrar. The time allowed to complete the exam must be announced to the students in advance. The time allowed may not exceed 3 hours.<sup>1</sup>**
- 2) Take home exam - no take home exams can be due until at least 72 hours after the beginning of the exam period and must be due by the last day of the final exam period.
- 3) Final project (e.g. presentation or final paper) - final projects must be due no later than the last day of the end of the final exam period.

Faculty should be available during the final exam period until all semester grades for his or her courses have been submitted to the Registrar. No final examinations shall be given or scheduled in one- or two-credit laboratory courses during the final examination period. No final exams in other full-semester classes shall be given prior to the start of the final period.

Formal withdrawal from any course before the end of the semester automatically cancels the student's rights to an examination in that course.

Final examinations are scheduled for three-hour periods by the registrar. For a course not requiring a proctored final exam the instructor shall notify the Registrar that no exam time need be scheduled. Conflict examinations are provided wherever a student cannot take a regular examination because of a conflict in examinations on the published examination schedule. In all cases of conflict, the course having the smallest number of rostered sections takes precedence, except that in cases of conflicts in courses having the same number of sections, the course having the fewest students shall take precedence. Conflicts in the regular examination schedule must be reported by the students to the registrar not later than the third day following the publication of the examination schedule.

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<sup>1</sup> **Approved unanimously by Ed Pol on April 15, 2020**