



EXAMINATIONS, FINAL

No: SAAP 1-9

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Authority: Faculty Documents 214R1 & 2691

Initiator: Provost

Responsible Party: Provost

All courses shall have a final assessment (examination, project, paper, performance or other product or demonstration as appropriate to the course) as determined by the department or the responsible faculty body. If it is determined that a final in-class examination will be given, the following will apply:

1. Final examinations in full-term courses of two credits or more taught during the fall or spring semester shall be conducted during the final examination period approved for that term by the Faculty Senate as part of the academic calendar, and scheduled in detail by the Registrar's Office.
2. Final examinations in one-credit courses in any term may be conducted on the last scheduled meeting day of the class or during the final examination period approved for that term by the Faculty Senate as part of the academic calendar, and scheduled in detail by the Registrar's Office.
3. There is no separate examination period established for summer session, UWinteriM, or mini-term classes. Final examinations in these courses shall be conducted on the last scheduled day of the class.
4. Unless specifically noted at the time the course is listed in the Schedule of Classes, it shall be assumed that courses taught entirely online will not have in-person final examinations that can only be completed on campus. It is also assumed that online asynchronous courses will have asynchronous exams. If instructors of online courses wish to have in-person exams or synchronous exams for asynchronous courses, they must indicate that in the Schedule of Classes at the time of publication and notify the Registrar's Office so they can be included in the final exam schedule.
5. Regardless of the term, number of credits or class meeting length, final in-class examination may not exceed two hours in length. With valid academic reasons, a department/program may submit a request to the Dean for a longer final examination period for a course. After review, the Dean will forward his/her recommendation to the Provost. Provost's approval is needed for scheduling a longer final examination period. The final approval must be obtained before the Schedule of Classes deadline set by the Registrar's

Office for the applicable term.

6. In the event that the final examination for a particular class must be rescheduled, it should, if possible, be conducted during the “optional” examination time slot built into the final examination schedule. Class examinations cannot be given earlier than their normally scheduled time unless given during the optional examination time slot. The time of a final examination for a class may be changed only with the prior approval of the dean/director or that individual’s designee. Notice of any proposed change must be provided to both the Provost and the Registrar’s Office (to prevent the possibility of room conflicts).
7. No student shall be required to take three or more final examinations on the same day. Any student with three or more final examinations (online or in person) scheduled on the same day who desires to reschedule the excessive examination(s) must make arrangements with the instructors involved. If a student is scheduled for excessive examinations due to a course offering a “combined” examination, the instructor for the combined examination shall arrange for an alternate examination date for the student. If the student and instructor are unable to reach mutual agreement about alternate arrangements, the student must notify the Registrar at least three weeks before the published study day for the semester. The Registrar shall arrange times as necessary with instructors involved and shall notify the student of the arrangement at least one week before the published study day. This policy covers only comprehensive final examinations that follow the final examination schedule published by the Registrar’s Office.
8. If students have examination conflicts due to classes that have “combined” examinations, the instructor for the combined examination shall arrange for an alternate examination time for the student(s) affected.
9. Instructors may schedule make-up final examinations to accommodate individual student emergencies that can be satisfactorily documented. The timing of such examinations should be established jointly between instructor and student, but generally should be no later than 30 days after the originally scheduled examination.
10. At least one full “emergency make-up day” shall be included in the final examination schedule approved by the Faculty Senate. In the event that an additional make-up day(s) is required, the Provost shall have the responsibility for determining such date(s).
11. In the event of a pandemic or other declared campus emergency that occurs close to or during final examinations, instructors will have the latitude to offer alternative options such as grading based on the work already completed for the class, take-home examinations, testing on the learning management system, etc.