Policies Regarding Final Examinations

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary. Students should consult the final exam schedule early in the semester to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams. Final examination conflicts should be resolved with the course instructors.

Except for laboratory, clinical, studio, and other activity-based sections, final exams—whether comprehensive or not—are to be given at the appropriate scheduled time during the formal final examination week. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the division head of the particular course involved.

The final exam schedule is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam time, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructor's division head. If the conflict is not resolved at that level the student may contact the Associate Dean of Academic Affairs. An instructor giving a final examination before the final exam period should be reported in the same way.

Notes for Academic Affairs Committee: Approved by IUPUI Faculty Council December 2, 1999; should be approved by IUPUC Faculty Senate. We already follow (or attempt to follow) this policy.