

## About This Policy

**Effective Dates:**

11-04-1947

**Last Updated:**

04-02-2019

**Responsible University Office:**

Office of the Vice Provost for Faculty &amp; Academic Affairs

## Scope

All academic units on the Bloomington campus.

## Policy Statement

Instructors have academic freedom to determine the most appropriate and effective ways to evaluate student success in their courses. Thus, instructors may administer but are not required to administer periodic examinations, final examinations, or other cumulative evaluation mechanisms. However, if examinations are administered, then the following policy shall be observed.

### Timing and Location of All Examinations

Examinations shall be administered during the regular class period assigned for each individual course and in the regular classroom, assigned learning space, or online learning space. Exceptions to this require prior permission from the Vice Provost for Undergraduate Education, or, in the case of graduate student examinations, from the dean of the school offering the course.

### Final Examinations

There shall be a 5-day period at the end of each term reserved for final examinations (finals week). If a final exam is administered in a course, the following shall be observed:

1. For classes starting between 6:00am and 12:59pm, final exams shall be held during the first class meeting time during finals week and be no longer than the length of the regular class period.
2. For classes starting at 1:00pm or later, final exams shall be held during the Wednesday or Thursday class meeting time during finals week and be no longer than the length of the regular class period.
3. Instructors that will be using their scheduled time and classroom shall notify the registrar by the end of the first week of the term.
4. Instructors that will require exceptions to their scheduled time, learning space, or exam length shall seek permission from the Vice Provost for Undergraduate Education and notify the registrar by the end of the first week of the term. In the event that exceptions create time-conflicts for students, the instructor asking for the exception is obligated to adjust the student's exam time, provided the student notifies them by the tenth week of the semester.
5. The final exam period for any semester course shall be no longer than two hours.

### Timing of Examinations

No examinations shall be scheduled for classes at times when any student enrolled in the course has another regularly scheduled class at the same time. In addition, no examination shall be given outside the regular class hours for any course without prior permission from the Vice Provost for Undergraduate Education, or, in the case of graduate student examinations, from the dean of the school offering the course.

### Final Examination Period/Free Week

There shall be a 5-day examination period at the end of each term. Examinations must be given according to the schedule established by the Office of the Registrar. It is the student's responsibility to check the final examination schedule to determine the date and time of final examinations for their classes.

The week prior to the examination period shall be free of major or final examinations, except for practical tests serving to conclude laboratory periods. Final projects, papers, or similar non-examination cumulative evaluation mechanisms, including those assigned in teams, may be due during free week or finals week provided they are specifically assigned with a clear due date in the class syllabus or other information distributed to students no later than the first week of classes. Final examinations for course sections that are not scheduled to meet through the last weeks of classes (e.g., first eight-week classes) should be held during the last class meeting.

**More Than Three Final Examinations in One Day**

In the event that a student is scheduled to take more than three final examinations in one day, the instructor/department of the fourth (and subsequent) final examination is obligated to adjust the student's examination time, provided the student notifies them by the tenth week of the semester~~by the halfway point of the semester~~.

The student may exercise the following options:

1. Take all final examinations when they are scheduled;
2. Consult with all instructors or departments giving the final examinations to determine if any make-up examination(s) is or can be scheduled (e.g., taking the final examination for a different section). If no makeup examination is available, the student must, by the halfway point of the semester, notify the instructor or department of the course scheduled for the fourth (and subsequent) final examination of the day. That instructor or that department will then be obligated to adjust the schedule for the student's final examination.

**Absence from Final Examination**

Students are expected to attend final examinations at their scheduled times. Students who anticipate absences from final examinations should discuss these absences with their instructors as soon as possible to make arrangements for the satisfaction of course requirements. Academic departments or schools may, at their

discretion, adopt more specific guidance on this matter. The final decision in the dispensation of these matters is the instructor's.

Students who fail to attend or complete the final examination of a class and who have a passing grade up to that point should be given an Incomplete only if the instructor has reason to believe the absence or non-completion was reasonable.

Students who are absent from or do not complete a final examination for reasonable circumstances must contact the instructor or, if unable to contact the instructor, the Dean of Students Office immediately, and in all instances prior to the instructor's submission of final grades (usually 72 hours after the scheduled examination) in order to avoid the possibility of an "F." If the instructor determines that further evidence is necessary to confirm that the absence or noncompletion was reasonable, the instructor may temporarily assign a grade of Incomplete and direct the student to

work with the Dean of Students Office to verify and document the reason for the absence or lack of completion. The final decision in the dispensation of these matters is the instructor's.

## History

Approved: BFC 11/4/47, 10/1/63, 04/02/19