

Final Exam Responsibilities

Read about the responsibilities for the final exam schedule.

Who is responsible	What to keep in mind
Students	<ul style="list-style-type: none"> • When enrolling in classes, students should check the final exam schedule to avoid having exam time conflicts or multiple final exams on the same day. In cases when this is unavoidable, students may ask instructors for a make-up exam on a different day, but whether to make this arrangement is entirely at the discretion of the instructor. <ul style="list-style-type: none"> ◦ Students should not wait until the end of the semester to discuss final exam conflicts with the instructor. • Final examinations or papers for undergraduate courses must not be required to be completed or turned in during the regular semester's period of instruction, including the Reading/Review/Recitation Period (see the FAQs on final exams). • Students with disabilities: make sure that your instructor has received a copy of your accommodation letter and, as early as possible, discuss with your instructor any accommodations you will need for the final exam. For more information, see the Disabled Students' Program.
Faculty/Staff	<ul style="list-style-type: none"> • Be aware of the rules for final exams as laid out in the Handbook of the Committee on Courses of Instruction; see the FAQs on final exams for details. • All final exams must be given during the scheduled times. • The form of final evaluation for a course, as well as the date and time, must be included in the syllabus at the beginning of the semester. • Final examinations or papers for undergraduate courses must not be required to be completed or turned in during the regular semester's period of instruction, including the Reading/Review/Recitation Period (see the FAQs on final exams). • Exceptions to the Academic Senate policy must be approved in advance by the Departmental Chair and the Committee on Courses of Instruction (COCI); see the deadlines below. • Familiarize yourself and your students with the Checklist for Scheduling Conflicts with Academic Requirements. • Review the Religious Creed Policy. • Understand your responsibilities to students with disabilities, as well as the deadlines for securing proctors. • The Faculty Guide to Campus Life is a resource for answering additional questions you have.
Registrar	<ul style="list-style-type: none"> • Academic departments are notified of final examination room assignments the 10th week of instruction. • The Schedule of Final Examinations is available on the 11th week of instruction on both the Online Schedule of Classes and the Mobile Schedule of Classes.
University	<ul style="list-style-type: none"> • The university makes reasonable efforts to accommodate students who have religious conflicts with scheduled exams by providing alternative times or methods to take the exams. <ul style="list-style-type: none"> ◦ Students should not wait until the end of the semester to discuss final exam conflicts with the instructor. ◦ If a conflict with the student's religious beliefs does exist, the instructor attempts to provide an equitable alternative. ◦ Read the Academic Senate Religious Creed Policy.
Other information:	
Deadlines for Undergraduate Courses	<ul style="list-style-type: none"> • The deadline to submit a request to COCI for a permanent final examination exemption or a permanent reinstatement of a final exam is at least two weeks before the start of instruction. Requests must be received (submitted and approved by department reviewers) in the online Course Management System (CMS) at least one week before the COCI meeting. To request a change, course contacts should modify the final exam status on the Credit page. • Requests to change the final exam group must be submitted on a Petition for Final Exam Group Change form at least two weeks before the start of instruction but no later than the end of the 5th week of instruction. If a request for a change in exam group is submitted later than two weeks before the start of instruction and is approved, the final exam may be offered in the newly scheduled group. However, the final exam must also remain available to students in the original group. See the FAQs on final exams for details. • Department Chairs may approve a change in the final exam format (e.g., written exam, final paper, or project) before the end of the 5th week of instruction. However, if the change was not announced in the syllabus from the first week of instruction, then the original final exam format must also remain available to the students.