

## FINAL EXAMINATION POLICY

It is the general policy in most courses to have examinations or other graded assignments during a quarter and a final examination. At the start of each quarter, instructors shall fully inform students of the manner of their evaluation as well as the requirements and assignments.

Final examinations shall be administered only during final exam week and only at the time scheduled by the University. Exceptions to the rule will be made only for compelling reasons. The written authorization of the department chair (with a copy to the school dean) is required for such an exception. Students and faculty are to be informed of this rule. Suspected violations should be reported to department chairs and school deans.

The day and starting time of the first class meeting per week determines the examination time, except that the time of the lecture determines the time of the examination for lecture-laboratory, lecture-activity, and lecture-discussion courses.

If a course contains a separate laboratory, activity, or discussion segment, a final examination on that segment, if desired by the instructor, may be given during the last class meeting of that segment.