

# Final Exam Policy and Procedures

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**Approved by:** Theresa Billiot, VP Academic and Student Affairs

**Policy Owner:** Registrar

**Last Reviewed:**

**Last Revised:**

**Revision Approved by:**

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## Final Exam Regulations

1. Oklahoma State Regents for Higher Education regulation 3.19.3 require that “those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.”

### **\*EXCEPTIONS**

- a. Final examinations in “arranged” courses should be held during the last scheduled meeting of the course.
  - b. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.
  - c. Final examinations for 1<sup>st</sup> 8-week and 2<sup>nd</sup> 8-week classes will be held during the last regularly scheduled meeting.
  - d. Final examinations in 16-week hybrid or online courses will be held during finals week, at times noted on the Final Exam Schedule. At the discretion of the instructor of record for hybrid courses, the final class meeting, exam, or alternative uses of the final may be held in-person or online.
2. Final exams must be administered during the final exam period at the scheduled time and in the scheduled location. Alternative uses of the final exam may be designated by the course instructor. These alternatives must be of academic substance. Examples may include group presentations, final project presentations, peer evaluations, and discussion on course content.
  3. No faculty member is authorized to depart from the published final examination schedule for either a class or an individual without approval. Early final examinations are prohibited. Any deviations from the examination schedule **MUST** be approved by the Chair and Dean and reported to the Vice-President of Academic and Student Affairs.
  4. A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:
    - a. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester at a day and time agreeable to both instructor and student.
    - b. The student must notify the instructor or department of the third and subsequent final exams scheduled. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes in 16-week course semesters.
    - c. Any rescheduled final examination dates must not interfere with the timely submission of grades for the entire class.