



Final Exams and Procedures

**1-010
Academic Affairs**

1.0 POLICY

1.01 Oklahoma Panhandle State University requires instructors to reserve the final week of the semester for final exams.

***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 accelerated format courses (e.g. 4-weeks; 7-weeks; 8-weeks) will be held during the last regularly scheduled meeting.
- d. Final examinations in 16-week hybrid, hyflex, 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 and hyflex courses, the final class meeting, exam, or alternative uses of the final may be held in-person or online.

1.02 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.

1.03 Faculty members are expected to administer final exams no earlier than, and in accordance with, the final exam schedule that is published by the Office of Academic Affairs. When extenuating circumstances arise, faculty members may request a deviation, but all requests must be approved by the Department Chair and the Dean of the respective college and reported to the Vice President of Academic Affairs.

1.04 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 date must not interfere with the timely submission of grades for the entire class.

Policy History

Latest Revision: November 2024

First Adopted: December 2022

Revision History: November 2023, November 2024