Resolution 97-3. Final Examination Policy for Undergraduates

The Faculty Council resolves:

Section 1. Except in unusual circumstances, undergraduate courses must include a final assessment (i.e. final examination). A traditional final examination is written, is administered at a predetermined time as specified in the final examination schedule, and takes place at a designated location. Exceptions to this must be approved by the Provost.

Departmental Chairs (i.e. heads of instructional units) must give permission for faculty to use non-traditional examinations, such as a portfolio of a semester's work or a take-home examination. The chair should submit to the appropriate Dean an annual summary of the exceptions that were granted.

Faculty employing non-traditional final examinations must adhere to the established examination schedule. For example, take-home examinations should be due at the time of the scheduled final examination. Faculty members have a responsibility to give students adequate time for this examination, and should keep in mind that students have other examinations and other responsibilities.

A change in the timing of a scheduled final examination must be approved by the Provost.

Sec. 2. This resolution is effective for final examinations administered during the fall semester, 1997, and thereafter.