

Resolution 97-3. Final Examination Policy for Undergraduates

The Faculty Council resolves:

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

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

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

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

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