Final Exam FYI
June 2, 2008

AU allows 2.5 hours for students to take their final exam in each course. Given the wide variety and types of final exams that are employed, AU policies on the final exam period are necessarily broad and most students expect to have the entire 2.5 hour period to take their exams.

Therefore, if an instructor wishes to limit the time allowed for students to take the final exam then the syllabus should clearly state the limitations at the beginning of the semester.

Some common limitations that are to be explained in the syllabus are:

any limitations on the time allowed for the final that are less than the allotted 2.5 hours
any requirement that students must begin the final exam at the posted starting time
any requirement that prohibits students from beginning the exam after any other student has completed the exam.

Of course other limitations and special requirements probably exist and need to be clearly stated in the course syllabus.

Reminder:
The AU Faculty Handbook (Chapter 4, section 4D, paragraphs 5-7) is clear on the following requirements for the final exam:

“A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for final examination with approval of the department head, who will report his or her action to the dean and Provost. A faculty member not giving a final examination is to present to the class at the beginning of the semester a written description of the method by which final grades will be determined.

Final examinations will be administered during the hours specified in the semesterly examination schedule. Due to the specialized nature of many small upper-level undergraduate courses and graduate courses, deviations from this requirement are sometimes warranted. Such deviations are to be approved by the Provost, and rescheduled examinations must not interfere with scheduled academic activities of the students involved. The professor teaching a 600-level course shall determine whether a formal final examination is appropriate.

For detailed regulations on special examinations, e.g., those allowed because of a student's absence from a final examination due to illness, obligation to report for active military duty, etc., faculty are referred to the Tiger Cub.”