
Revision Responsibility: Registrar
Responsible Executive Office: Senior Vice President and Dean of the College
Committee Approval: Academic Council

Purpose:

To detail how the Registrar creates the final exam schedule.

Policy:

- Finals week is six days, including a reading day. For the most part, the Registrar should keep classes that met on a certain day throughout the term on that same applicable day in the finals schedule; for example, a class that normally meets MWF should not be put on a Tuesday or Thursday during Finals Week. The exception to this is classes that land on Reading Day; whatever day the Reading Day lands on for the semester, those classes could have their finals on Saturday instead. The Registrar should avoid but can make other exceptions as well, if needed, to create the schedule.
- Each exam should have a 2 hour time slot and blocks should be arranged into those slots randomly each semester so faculty equally get morning and afternoon time slots over the semesters. Finals start at 9am, 2pm, or 6pm.
- The Registrar should work with the Art Department to accommodate their needs which usually include all the Studio Art Blocks having exam times and Block H, I, or J being an afternoon block during finals week.
- Science Lab Blocks 1-5 need a time on the finals schedule that do not conflict with their married lecture time.
- Language Labs A-D, Classes in the Protected Period for Student Life, and G.1 and G.2 Blocks do not need a time on the exam schedule.
- Exams will be given in the classrooms where classes regularly meet during the term unless students are notified otherwise. Our Human Heritage (FYHH) exams will be given during Lecture B's time and will meet in the Academic Complex room 215/Recital Hall. First Year Core Seminar Courses (Ventures/Connections) finals meet during their lecture block's final time, not lab block's final time.
- No student should be required to take more than two final exams on one day. Students will be expected to take the initiative to resolve any conflicts with the appropriate faculty, and if a resolution is not reached the student will appeal to the Academic Dean.
- Exams for graduate classes will meet during their normal evening day but only from 6-8pm.