7. **Final Examinations**

Except for 1-hour practica and courses which are scheduled to meet only for part of the semester (a one-month lab, for example), final examinations or equivalent learning and evaluative experiences are to be administered in all courses at the scheduled time period for final examinations during the week set aside for them at the end of the semester. If weather or other emergency requires the University to close on a day designated for final exams, those exams will be given on the next available day. Take-home exams should be announced at least one week before—and preferably indicated in the course syllabus—and will be due by the period scheduled for the final exam in that course.

During the week immediately preceding finals week, no final exams or new assignments for substantial papers are to be given. This does not include seminar presentations, laboratory reports, term papers, or similar endeavors announced well in advance and on which progress has been assumed during the semester. All such projects should be due before finals begin. Students and faculty both deserve time devoted to finishing and reviewing coursework and to preparing for final exams in all their courses. Faculty are expected to supervise and give their individual attention to classes taking examinations. All faculty members with large or multiple section classes should report their proctoring needs and/or plans to their division chair, who will help make necessary adjustments and will, in turn, report such adjustments to either the VPAA or the VPGCS as appropriate. Faculty members are expected to take appropriate action to provide for the best possible facilities for conducting examinations. If the room in which the class has been taught is inadequate for a final examination, a change of facilities must be discussed with the Registrar’s Office, which is responsible for the final exam schedule and room arrangements. Unless special arrangements have been made in advance with either the VPAA or the VPGCS as appropriate, the final examination for a course is to be administered at the time and location indicated on the official schedule prepared by the Registrar and distributed to all faculty members before the beginning of each academic year. It is the faculty member’s responsibility to inform his/her department chair and division chair of any such changes approved by either the VPAA or the VPGCS as appropriate.

Students who are scheduled for three exams on one day of final examination week may request through either the VPAA or VPGCS offices, as appropriate, a rescheduling of one of their exams. Students’ written final examinations should be preserved for a minimum of six weeks after the date of the examination. In the event that a faculty member will be inaccessible to the campus during that period (away for summer or sabbatical, or having terminated employment at Muskingum), he/she should leave the examinations and grade records with the department chair or division chair.

(Admin./Consultation, Rev. 1/88; 9/03)