

# D11.0 FINAL EXAMINATION POLICIES

Final examination week is a mandatory component of the academic term designed to meet New York State and regional accreditation requirements for instructional hours.

The University scheduled final examination time periods meet this requirement. Final examinations are to be given during this time period and instructors must make clear in their syllabi how they will meet this requirement. If the final assessment is not conducive to a scheduled classroom format, the alternative must be clearly stated on the syllabus, disclosed to the department head, and satisfy the course instructional credit hours as defined in policy D01.V. Under no circumstances shall a final examination or final assessment be scheduled on Reading Day.

If the method of student evaluation includes a formal final examination, this exam must be scheduled during exam week as specified in the university calendar. Instructors should make clear in their syllabi whether they are giving a final exam, or if they are planning an appropriate educational activity for the exam week. Instructors will notify their college scheduling officer to include their course in the final examination schedule. The Registrar's Office will provide the final examination schedule to the entire RIT community no later than the first day of each term, and make it available to the entire RIT community. Instructors may not change the official date and time of the exam. In extraordinary circumstances, instructors may request their department head for a change in time. This request must be received by the end of week three. The department head will work with the college scheduling officer in an attempt to change the time of the exam. The decision of the department head shall be final.

~~In case of conflict where the~~ If a student has two finals scheduled at the same time, the student must request a scheduling change. ~~service course examinations will take precedence over home department examinations. If both examinations are service course examinations, the class with the larger enrollment will have precedence.~~

~~Students shall not be required to take more than two examinations or more than twelve (12) hours of exams on a single day. In such an instance, the student may request a scheduling change. Students have the right (if they wish) not to take three or more final exams in one day. In a case where the student does have three or more finals scheduled on the same day~~

Whenever a scheduling change needs to be made, service course examinations will take precedence over home department course examinations. If two or more of the examinations are in the home department, the department head will resolve the issue. If two or more examinations are service course examinations, the class with the larger enrollment will have precedence over the others.

33 In all cases ~~requiring a scheduling change, the student should submit a written request for rescheduling no later~~  
34 ~~than four weeks before the first day of final examinations. The written request should be submitted to the head~~  
35 ~~of the home department with a copy to the instructor being asked to provide the rescheduled examination. The~~  
36 ~~department head will, after consultation with the parties involved, notify the student of the date of the~~  
37 ~~rescheduled examination no later than two weeks before the first day of final examinations. by the last day of~~  
38 ~~the 10th week of classes during fall or spring term or in the case of summer term or other sessions less than 16~~  
39 ~~weeks by the last day of 2/3 of the session, the student should submit a written request for rescheduling to the~~  
40 ~~head of the home department, with a copy to the instructor being asked to provide the rescheduled~~  
41 ~~examination. By the last day of the 12th week of classes the department head will, after consultation with the~~  
42 ~~parties involved, notify the student of the date of the rescheduled examination. The decision of the department~~  
43 head shall be considered to be final.

44 ~~If the instructor chooses not to give a formal final examination, it is the expectation that the instructor will treat~~  
45 ~~the exam week as a full component of the academic term. During this exam week, appropriate educational~~  
46 ~~activities should be scheduled, including the opportunity for students to benefit from the instructor's~~  
47 ~~professional counsel.~~

48 **Effective Date:**

49 Approved August 1980

50 **Policy History:**

51 Revised May 3, 2001

52 Edited August 2010

53 Revised March 28, 2013

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