



**University Policy Statement
California State University, Fullerton**

UPS 300.005

FINAL EXAMINATIONS

Final examinations, if required by the instructor, will be given at times scheduled by the university. Once established, the final examination schedule may not be changed unless approved by department and program chair and the dean of the college. Makeup final examinations may be given for reasons of illness, verified emergency, or other serious and compelling reasons approved by the instructor. An instructor shall not shorten the academic semester by scheduling an in-class final examination before the week scheduled for final examinations. No major examinations shall be given during the last week scheduled for instruction unless there is also to be a final examination at the time assigned in the Class Schedule. When a take home final examination (or paper/project) is due during the final exam period, it shall be due no earlier than the day scheduled for the final examination in that class.

Department and program chairs and the deans of each college shall be responsible for ensuring that this policy is followed.

EFFECTIVE DATE: November 8, 2006

Supersedes: UPS 300.005 dated 6-16-86
and ASD 06-84

Source: Academic Standards Committee