



UNIVERSITY POLICY STATEMENT

UPS 300.005 FINAL EXAMINATIONS

Final examinations in the fall and spring semesters, 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 of the semester that is 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.

Special /Common Exam Periods

Academic departments interested in using special exam periods (often referred to as common exams) to administer final exams simultaneously to all students enrolled in the same course but in different sections must obtain approval from the appropriate College Dean and the Associate Vice President for Academic Programs prior to scheduling the common exam or notifying students. If the scheduled common exam conflicts with a student's scheduled final exam in another CSUF course, or other compelling reason, the department shall accommodate him/her by offering an alternative time for the exam.

On-line Courses

Final examinations for online courses must be completed no later than 5:00 PM on the last day of the final examination week whether they are delivered asynchronously online (i.e., not within a specified time block), synchronously online (i.e., within a specified time block), or face-to-face. For face-to-face final examinations of online courses, either on a CSUF campus or at a department approved and certified proctoring center, the department chair and scheduling office must be consulted to set up and approve the required block of time to avoid scheduling conflicts with final examinations in other classes. Any common exam times or instructor designated exam times for online courses should be posted in course outlines/syllabi according to the online policy in UPS 411.104. If the final exam time for a synchronous or face-to-face exam in an online class conflicts with a student's university scheduled final exam in another CSUF course or with a scheduled common exam in a CSUF course, or other compelling reason, the instructor shall accommodate him/her by offering an alternative time for the exam.

Intersession/Special Sessions/Mini-sessions

When the university does not specify a date and time for a final examination, final examinations in intersession, special sessions, and mini-sessions should be given on the last meeting day of the course.

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

EFFECTIVE DATE: June 16, 2015
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Source: Academic Standards Committee