



UNIVERSITY POLICY STATEMENT

UPS 300.005

FINAL EXAMINATIONS AND ACTIVITIES

Final examinations in the fall and spring semesters will be given during the sixteenth academic week (following the fifteen weeks of instruction) at times scheduled by the university. Lecture, seminar and discussion courses of all modalities require an activity during week sixteen which can be a final examination or other culminating activity (presentation, project submission, etc.). Once established, the final examination schedule may not be changed unless approved by the head of the academic unit 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 culminating activity is due during the final exam period, it shall be due no earlier than the day scheduled for the final examination in that class and no later than the end of the last day of the final examination week.

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 appropriate Associate Vice President 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 them 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 and/or substitute activities in intersession, special sessions, and mini-sessions should be given on the last meeting day of the course.

Heads of academic units and the deans of each college shall be responsible for ensuring that this policy is followed.

Source: Curriculum Committee

EFFECTIVE DATE: July 17, 2023

Supersedes: UPS 300.005 dated 06/16/15
and ASD 4-22 rev.