A final examination is required in all courses of 3 credits or more and must be given according to the Final Exam Schedule outlined below. Exceptions may be made for such courses as independent studies, practicum and internships, performance, studio, and activity courses. In courses of less than 3 credits, final examinations are conducted during the regularly scheduled class periods.

In order to provide students with adequate opportunity to prepare for final examinations, no tests may be given in courses of 3 credits or more within 7 academic days prior to the beginning of the examination period.

Final examinations are scheduled for 2 hours. Rooms for examinations in the regularly scheduled periods are the same as the lecture rooms unless a change is arranged with the dean of the college and is announced to the class by the instructor.

Any deviation from this policy must be approved by the dean of the college in which the course is offered.

**SPECIAL PERIODS**

The examinations for some multi-sectioned classes will be assigned to four special periods by the academic deans. When determining exam times for 75 minute classes, or 150 minute classes, please use the schedule below and choose an exam time that starts on or before the normal class meeting time.

**LAW EXAMINATIONS**

Special and regular examinations for law students will be arranged by the Dean of the Law School.

**PROFESSIONAL SEMESTER**

The courses for the professional semester in Elementary or Secondary Education will have their examinations as arranged by the Chairperson of the Department of Education.

**OTHER CHANGES**

Approval must be obtained in advance from the appropriate academic dean for any changes to the Final Exam schedule for a course of 3 credits or more, including changing days, times, and rooms for exams. The deadline for requesting deviations is Friday, November 30, 2018. Instructors may, however, work out alternate exam times for individual students with legitimate conflicts only with approval of the instructor’s dean.

**NOTE TO THE FACULTY ON GRADE DEADLINES:** Monday, December 17, 2018 12:00 PM - NOON deadline for reporting all grades.

Please consult the academic calendar for the Law School for due dates of law grades.