

## **UW REGULATION 6-403**

### **Final Examination Policy**

#### **I. PURPOSE**

To establish a policy for final examinations.

#### **II. FINAL EXAMINATION SCHEDULE**

- A.** The Registrar is authorized to schedule final examinations. With only the exceptions specifically designated below, exams will be given at the times thus designated and no other times. The examination schedule shall be published at least one month before the first day of final examinations.
- B.** Exceptions for which no examination time will be shown in the Final Examination Schedule are: (1) all courses listed entirely as TBA; (2) courses blocked first half of semester; (3) courses meeting off campus; (4) correspondence and extension courses; (5) student teaching; and (6) labs, discussions and recitations.
- C.** In courses in which the same material is taught in more than one section and a common examination is deemed desirable, a group examination will be scheduled by the Registrar if such can be arranged within the limits of the examination period and without creating serious conflicts.
- D.** No student shall be required to take more than two final examinations in any one day. Along with the specific final examination schedule, the Registrar shall indicate a system of priorities which will determine which course is expected to offer an examination at a different time for a student who is scheduled for more than two final examinations in one day or more than one at the same hour.

#### **III. GENERAL POLICIES**

- A.** At least one day free of classes shall separate the last day of classes and the first day of final examinations.
- B.** If, in the opinion of the instructor and department head, a final examination would be inappropriate for a particular course a final examination need not be administered.
- C.** To avoid excessive pressure on students during the week before final examinations, no examination or graded exercise should be given in the last week of classes unless it is essential for the effective functioning of the course, it is a makeup test or examination, or it is a regularly scheduled

weekly exercise. If an examination or graded exercise in the last week of classes is deemed essential, the instructor shall notify the students of it in a class syllabus distributed at the beginning of the course. Examinations or graded exercises given during the last week of classes are appropriate in the following circumstances:

1. Laboratory examinations in those courses which do not have a separately scheduled final examination for the laboratory portion of that course.
  2. Evaluations in courses which require individualized performances that cannot be incorporated into a scheduled final examination, such as recitations and musical performances.
- D.** Take-home finals may be distributed prior to final week and shall be due no earlier than the regularly scheduled final examination time for that class.
- E.** Instructors are not obligated to give final examinations ahead of schedule to those students who, for legitimate reasons connected with official University activities, cannot take the final examination at the scheduled time. In such cases, students are entitled to receive a grade of "I", subject to the usual procedures and conditions of the grade of "I".
- F.** The deadline for submission of final grades to the Registrar's Office shall be not less than ninety-six (96) hours after the close of the last examination on the schedule.
- G.** The College of Law is exempt from this policy.

Source:

University Regulation 403, Revision 2 and Change 1; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 6/16/2015 Board of Trustees meeting