



Angelo State University
Operating Policy and Procedure

OP 10.10: Final Examinations

DATE: May 4, 2018

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning final examinations.

REVIEW: This OP will be reviewed in May every three years, or as needed, by the Office of the Provost with recommended revisions forwarded through the provost and vice president for academic affairs to the president by June 15.

POLICY/PROCEDURE

1. Final Examinations

- a. Five days are to be scheduled for final examinations at the end of each long semester, fall and spring. One day is scheduled for finals at the end of each summer session.
- b. A two-hour period of time is to be available for administering individual final examinations. Within this time period, instructors may limit the time of a given exam by prior announcement. Final examinations administered online will not open prior to the week of final examinations.
- c. All courses are required to include a final examination or a culminating experience.
- d. Final examinations must be administered at the time specified by the schedule published by the university, except in the case of asynchronous courses, unless permission is granted to deviate from the specified time by the department chair and dean of the college. Permission must be granted in advance. Faculty members must receive approval for a time change before announcing the time change to the students.
- e. Laboratory examinations are given at the last scheduled meeting of the laboratory during each semester or session.
- f. The time and location for the final exam must be included in the course syllabus.
- g. Examinations, other than *bona fide* make-up examinations, may not be given during the last week of classes. For summer sessions, one day before final examinations will be set aside as a day of no examinations except for *bona fide* make-up or lab examinations.
- h. Any other variation from this policy must have prior approval of the department chair and dean of the college.