

Title: Final Exam Policy (formerly titled Three Finals in a Day and subsuming Policy 2.4 Emergencies During Finals Week)	Policy No: 4.4
Category: Academic Standards and Accreditation	Effective: Fall 2000 Effective w/revisions: Spring 2014

Policy Statement: Final examinations shall be administered according to the official final exam schedule published online. Exceptions are noted in the table below.

COURSE TYPE	FINAL EXAM SCHEDULE PROCEDURE
Traditional	The final exam shall be scheduled according to the published UCO Final Exam Schedule.
Hybrid	The in-class final exam shall be scheduled according to the published UCO Final Exam Schedule. For online final exams, the instructor shall establish a predetermined three-day window during finals week for students to take the online final exam. Online final exams are not impacted by emergency university closings.
Online (100%)	The instructor shall establish a predetermined three-day window during finals week for students to take the final exam. Online final exams are not impacted by emergency university closings.
Self-Paced Online	Self-Paced Online Courses (SPOC), including final exams, must be completed within 180 days of enrollment. The instructor, in consultation with the student, shall establish a predetermined window for the student to take the final exam. Online final exams are not impacted by emergency university closings.

- A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of the excess examinations will start with the lowest course (not CRN) number(s).
- Students enrolled in online and/or hybrid courses resulting in a final exam schedule conflict must adhere to the Rescheduling of Final Exam procedures as outlined in Related Procedures section of this policy.
- Final Examination Conflicts with Commencement Exercises: Students scheduled for commencement exercises that have a final exam conflict will be allowed to reschedule their final exam.

Weather and/or Emergency Closing During Finals Week: The UCO Faculty Handbook Policy 4.1.28.2 states:

If the university (or off-site institution) is closed or the opening delayed during finals week, the following procedures will be implemented:

1. On the day of a delayed opening, final exams scheduled to begin prior to the opening time will be canceled.
2. Final exams scheduled to be taken when the university (or off-site institution) is closed will be canceled.
3. The student's final course grade will be calculated based on the work in the course completed to that point in time. Final exams will not be rescheduled, and a grade of an "I" will not be given as a result of the canceled exam.
4. Individual performance-based evaluations (e.g., applied music lessons) impacted by closure or delayed opening may be rescheduled at the faculty member's discretion.
5. Exams conducted online are not impacted by this policy.

Background: The final examination schedule is published in the official Schedule of Classes. Its purpose is to avoid scheduling conflicts. However, a student may take a series of classes in a semester for which more than two final examinations may occur on the same day. Previously, no formal policy to deal with the student's scheduling dilemma was available to resolve the issue.

Purpose: To promote student success by providing consistent schedule processes in the event of final examination conflicts and weather or emergency related closings. Prior to the implementation of this policy, there were no procedures to resolve and promote consistency of the following final exam conflicts: three (3) or more finals in one day, final exam conflicts, and emergency university delays or closings during finals week.

Implementation Date: Fall Semester 2000

Related Procedures: To reschedule a final examination:

- 1) the student must petition the appropriate dean(s) using the attached form;
- 2) the petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question;
- 3) the approval will be delivered to the faculty member by the student;
- 4) dean(s) will send a copy of approved form to AVP/Student Affairs, (Box 151);
- 5) the faculty member shall reschedule, with the student, a day and time agreeable to both;
- 6) the exam must be administered only during the official final examination week;
- 7) the new exam date must not interfere with the timely submission of grades for the entire class.

Coordinating Offices: Chairs, Deans, Student Affairs

Point-of-Contact for Academic Affairs: Associate Vice President for Student Affairs/Registrar

Policy approved by the Vice President for Academic Affairs on July 20, 2000.

Policy revision approved by the Provost and Vice President for Academic Affairs on May 12, 2014.

Key Words: Final Examinations, Examination Schedule, Rescheduling Final Exam

PETITION FOR RESCHEDULING FINAL EXAMS

University Policy: A student is not required to take more than two final examinations on the same day. When three or more final examinations are scheduled on the same day, as listed in the official examination schedule, rescheduling of excess examinations will start with the lowest course **(not section)** number(s).

TO: _____
Dean's Name/College Additional Dean's Name/College (if needed)

FROM: Student _____ Phone #: _____
First Name Last Name

Student ID #: * _____

List on the chart below, final exams scheduled on the same day (**ATTACH CLASS SCHEDULE**):

Course Prefix/ Number	Class Days/ Time	Exam Day/ Time	Instructor	Exam to be Rescheduled Check (T)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

INSTRUCTIONS:

- 1) Student completes form and submits it to the dean(s) whose course(s) is(are) requested for final exam rescheduling.
- 2) Petition must be made no later than five calendar days prior to the beginning of exam week for the semester or term in question.
- 3) Approval by dean(s) will be delivered to the faculty member(s) by the student.
- 4) Dean(s) will send a copy of approved form to the Associate Vice President for Enrollment Management (Box 151).
- 5) Faculty member shall reschedule with the student a day and time as appropriate and record this change below.
- 6) Exam must be administered only during the official final examination week.

APPROVALU

 Dean's Signature Date Course Prefix #

 Additional Dean's Signature (if needed) Date Course Prefix #

 Faculty Member's Signature Date

 Additional Faculty Member's Signature (if needed) Date

 New Day/Time

 New Day/Time