



California University of Pennsylvania

Graduate School POLICY: Finals Week

A. Purpose & Scope

To define and describe the finals week examination schedule.

B. Definition(s)

C. Policy

Final examinations are given the last week of each Fall and Spring semester. All final examinations will be administered throughout the week according to a Final Examinational Schedule, which is prepared and distributed by the University Registrar and indicates the time slots for specific exams. A comprehensive examination is not always required, however, there may be other requirements according to the dictates of a particular course. All evening and Saturday class finals will be held at the time of their regularly scheduled class.

D. Procedure(s)

Final exams will not be given at times other than those specified on the final exam schedule.

During the week prior to the final exam week, no examinations will be given in classes, however, quizzes and short examinations are acceptable.

If a student is scheduled for more than three final exams in one day, he/she may reschedule tests by consulting with the appropriate instructors, department chairperson, or dean.

Students should report to the same classroom used throughout the semester unless otherwise indicated.

E. Effective Date: 2005 Faculty Handbook

Updated Date: August 15, 2010

Amended Date: February 11, 2020