



# California University of Pennsylvania

## **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 Examination Schedule, which is prepared and distributed by the University Registrar and indicates the time slots for specific exams. While a comprehensive examination is not required, a culminating exercise must be held during this time. 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, with the exception of lab courses; however, quizzes 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 college 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

**Updated date:** November, 2013