

## **Policies Regarding Final Examinations**

Final examinations are given in all courses except those in which the instructor decides an examination is not necessary.

Students should consult the final exam schedule early in the semester to discover problems such as more than three exams in one day or insufficient time to cover the distance between successive exams. Final examination conflicts should be resolved with the course instructors.

Except for laboratory, clinical, studio, and other activity-based sections, final exams—whether comprehensive or not—are to be given at the appropriate scheduled time during the formal final examination week. Tests or major writing assignments may not be required during the week before the formal final exam week. However, papers, projects, or oral presentations may be due during the last week of class when assigned on the syllabus or announced at the beginning of the semester. Exceptions must be approved in advance by the dean of the particular school involved.

The [final exam schedule](#) is established to limit potential conflicts in a student's final exam schedule. If an exam is given, it must be held on the day and time published. If the instructor changes the exam time, and that change creates conflicts for a student, he/she should first consult with the instructor. If the problem is not resolved he/she should report the change to the instructor's [department](#) chairperson. If the problem is not resolved at that level, the student should contact the chairperson's [dean](#), or director. If the conflict is not resolved at that level the student may contact the [Office of the Chief Academic Officer](#). An instructor giving a final examination before the final exam period should be reported in the same way.

Approved by IUPUI Faculty Council December 2, 1999