

## **Policy on Undergraduate Examinations**

Examinations are classified as **(1)** final examinations at the end of each term; **(2)** special examinations; and **(3)** other course examinations as determined by the instructor.

Announced tests in undergraduate courses will be administered at a regularly scheduled meeting of the course. Exceptions to this regulation may arise in specialized courses requiring performance or oral tests, and in multiple-sectioned laboratory classes requiring practical laboratory tests. Faculty having sound reasons for scheduling tests at times other than regularly scheduled meeting times are to obtain approval from the department head prior to the beginning of the term, and are to present a written schedule of these changes to the class during the first few days of the term. Rescheduled tests are not to interfere with other scheduled academic endeavors of the students involved, and an appropriate reduction in regularly scheduled class time is to be given to compensate for the rescheduled test period.

### **Final Examinations**

A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for a final examination with the approval of the department head, who will report such action to the dean and provost. Faculty who are not giving a final examination are to present to the class at the beginning of the term a written description of the forms of evaluation to be used and the means of determining final grades. The professor teaching a 6000-level course or higher shall determine whether a formal final examination is appropriate.

Final examinations are to be given as scheduled in the term examination schedule. Exceptions to this policy require prior approval by the provost. Rescheduled examinations must not interfere with scheduled academic activities of the students involved.