

FINAL EXAM SCHEDULE

POLICY NUMBER: AAPC-FINALEXAMSCHE

POLICY TYPE: ACADEMIC & ADMISSIONS POLICY COMMITTEE

RESPONSIBLE OFFICIAL TITLE: PROVOST & EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: VICE PROVOST FOR UNDERGRADUATE ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – APRIL 22, 2021

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – APRIL 22, 2025

SUPERSEDES POLICY DATED: 1/28/2013

BOARD OF REGENTS REPORTING (CHECK ONE):

☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

☒ PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University expects all courses to include appropriate procedures for evaluating student performance. For many courses, these procedures will include a final exam, a final paper or project, or some other cumulative activity appropriate to the discipline and to the course.

- A. Classes offered in a standard class time meeting pattern during the full session for Fall and Spring semesters are assigned a final exam date and time in the [final exam week schedule grid issued by the Office of the Registrar](#). Instructors giving final exams or holding other class meetings during final exam week must use the assigned final exam date and time.
- B. Classes held during Fall or Spring sub-sessions, Summer session, or Winter session do not have a designated final exam date or time.
- C. Instructors with classes meeting on a non-standard pattern needing a classroom assigned during final exam week should contact the Office of the Registrar regarding room availability.
- D. A student scheduled for more than two final exams on the same day during final exam week may request a schedule adjustment. Prior to final exam week, it is the student's responsibility to work with their instructors to find an alternative testing time during final exam week for one of the exams. If none of the faculty agrees to a different exam date, the faculty member giving the third exam of the day is required to arrange a different date for the student to take the exam.

II. ENTITIES AFFECTED

Faculty and Students

III. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

[Faculty Policies & Procedures Handbook](#): Obligations to Students (16.2.2.1) – “Meeting the final the examination schedule” (*sic*)

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision/Name Change	April 22, 2021
Policy – Final Examination	January 28, 2013

FINAL EXAM SCHEDULE

PRESIDENTIAL APPROVAL

PRESIDENT

Signature *A. K. Vaidya*

Date 4/22/2021

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- ☒ This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 12 / 21.
- ☐ This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- ☐ The Board of Regents approved this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- ☐ The Board of Regents rejected this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

VICE PRESIDENT & CHIEF STRATEGY OFFICER

Signature *Bonita Brown*

Date 05/18/21

Bonita J. Brown