

## ***FINAL EXAMINATION GUIDELINES***

- A final examination or alternative end-of-term assessment shall be given in each course, regardless of modality.
- Full-semester courses must schedule their final during the published day and time during finals week; non-standard and summer courses should be administered on the last regularly scheduled class meeting day.
- The date(s), time(s), and location should be clearly stated in the course syllabus or schedule.
- Directed research, internships, independent study, thesis, and dissertation courses, as well as performance-related assessments, are exempt from this policy.
- Exemptions from this policy must be approved by the College Dean or designee.
- Face-to-face or synchronous online exams held during the semester must take place during the scheduled class times, except for faculty members who wish to schedule multiple-section exams.
  - Such multiple-section exams must be approved and scheduled by the Office of the Registrar prior to the start of the semester. The date(s), time(s), and location should be clearly stated in the course syllabus or schedule.
- No student will be required to take more than two (2) final examinations in one day.
  - In cases where a student has an examination conflict, the student is responsible for notifying their instructor(s) of the conflict.
  - Once notified by the student, it is the faculty member's responsibility to make special arrangements to ensure the student is not adversely affected.
  - In cases where a student has difficulty solving this problem, necessary adjustments will be made by the Provost and Executive Vice President for Academic Affairs.

## Fall and Spring Final Exam Schedule

|                      | Tuesday                                                                                                       | Wednesday                                                                                          | Thursday                                                                                                                  | Friday                                                                                                           |
|----------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|                      | Cell A1                                                                                                       | Cell B1                                                                                            | Cell C1                                                                                                                   | Cell D1                                                                                                          |
| <b>7:30-9:30 am</b>  | OPEN                                                                                                          | 2 cr course @8, TR*<br>3 cr course @8, TR<br>4 cr course @8*                                       | 2 cr course @ 8,<br>MWF, MW, or WF*<br>3 cr course @8, MWF<br>5 cr course @8*                                             | 2 cr course @9*<br>3 cr course @9, MWF<br>4 cr course @9*<br>5 cr course @9*                                     |
| <b>9:45-11:45 am</b> | <b>Cell A2</b><br>2 cr course @11, TR*<br>3 cr course @11, TR<br>4 cr course @11, TR                          | <b>Cell B2</b><br>2 cr course @10*<br>3 cr course @10, MWF<br>4 cr course @10*<br>5 cr course @10* | <b>Cell C2</b><br>2 cr course @11,<br>MWF, MW, or WF*<br>3 cr course @11, MWF<br>4 cr course @11, MWF<br>5 cr course @11* | <b>Cell D2</b><br>2 cr course @9:30<br>3 cr course @9:30, TR<br>4 cr course @9:30*<br>5 cr course @9:30*         |
| <b>12:00-2:00 pm</b> | <b>Cell A3</b><br>2 cr course @ 12:30*<br>2 cr course @1, TR*<br>3 cr course @12:30, TR<br>4 cr course @12:30 | <b>Cell B3</b><br>2 cr course @12*<br>3 cr course @12, MWF<br>4 cr course @12*<br>5 cr course @12* | <b>Cell C3</b><br>2 cr course @2, TR*<br>3 cr course @2, TR<br>4 cr course @2*                                            | <b>Cell D3</b><br>2 cr course @1,<br>MWF, MW, or WF<br>3 cr course @1, MWF<br>4 cr course @1*<br>5 cr course @1* |
| <b>2:15-4:15 pm</b>  | <b>Cell A4</b><br>2 cr course @3:30, TR<br>3 cr course @3:30, TR<br>4 cr course @3:30*<br>5 cr course @3:30*  | <b>Cell B4</b><br>2 cr course @3*<br>3 cr course @3, MWF<br>4 cr course @3*<br>5 cr course @3*     | <b>Cell C4</b><br>2 cr course @2,<br>MWF, MW, or WF<br>3 cr course @2, MWF<br>5 cr course @2*                             | <b>Cell D4</b><br>2 cr course @4*<br>3 cr course @4, MWF<br>4 cr course @4*<br>5 cr course @4*                   |
| <b>4:30-6:30 pm</b>  | <b>Cell A5</b><br>2 cr course @5, TR<br>3 cr course @5, TR<br>4 cr course @5*                                 | <b>Cell B5</b><br>2 cr course @5,<br>MWF, MW, or WF*<br>3 cr course @5, MWF<br>5 cr course @5*     | <b>Cell C5</b><br>MATH 114 Common Final<br>MATH 165 Common Final                                                          | <b>Cell D5</b><br>OPEN                                                                                           |
| <b>7:00-9:00 pm</b>  | <b>Cell A6</b><br><br>6:30 T or TR course<br>8 TR course*                                                     | <b>Cell B6</b><br>4 cr course MW @ 6:30<br>6:30 W course<br>8 MW course*                           | <b>Cell C6</b><br><br>6:30 R course                                                                                       | <b>Cell D6</b><br><br>OPEN                                                                                       |

\*Courses that must reschedule in cases where exam times conflict

**NOTE:** Monday evening classes (6:30 pm M or MW; 8:00 pm MW) will hold exams on the Monday of finals week during the regular class period.

Monday evening classes will compensate for lost instructional minutes by meeting according to the following schedule:

One-credit classes: 6:30-7:25 pm

Two-credit classes: 6:30-8:20pm

Three-credit classes: 6:30-9:30 pm (including one 15 min. break)

**If you have questions regarding an Off-Grid Class, please contact the Office of the Registrar at registrar@bsu.edu.**