



Campus Administrative Policy Statement

Title: Final Exam Week

Source: Academic and Student Affairs

Prepared by: Assistant Vice Chancellor for Academic and Student Affairs

Approved by:

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A. Introduction

This policy applies to all courses, graduate and undergraduate, which have exams that are centrally scheduled. Centrally scheduled final exams are conducted during the final week of the Fall and Spring semesters and the Summer term.

B. Policy Statements

1. The class syllabus is to be distributed during the first week of classes and must specify whether there will be a final exam in the course. Unless notified otherwise in writing during the first week of classes, students should assume that (a) an examination will be given, or, (b) in lieu of a final examination, the class will meet as usual during the final exam period.
2. If a final exam is included in the course, it must be given during final exam week. The final examination in a course must be given as centrally scheduled and not at other times, even if the faculty member and all students in a course agree to such a change.
3. If no final exam is to be given, the instructor must still meet the class for two (2) hours at the centrally scheduled final exam time during final exam week, in order to comply with CCHE requirements for contact time.
4. Faculty are expected to be available and maintain normal office hours and duties during final exam week.
5. The week of classes preceding the centrally scheduled final exam period should be used for continued instruction and may include the introduction of new material. Non-cumulative exams and other graded assignments may be given or may be required to be submitted during the final week of classes.
6. All testing accommodations for students with disabilities must be approved by and coordinated through the Disability Resources and Services Office. Faculty and students should contact Disability Resources and Services for assistance.

C. Scheduling

1. Auraria centrally schedules final exams for all classes that meet Monday through Friday, including evening classes. Auraria publishes on its web site and distributes to the CU-Denver Registrar's Office, a detailed, class-by-class list of final exam room assignments each semester.
2. The Academic Calendar on the Registrar's Office web site shows scheduled final exams for full-semester and last five-week module courses.
3. Saturday classes, Sunday classes, weekend classes, off-campus classes, and arranged classes will conduct exams during regular class periods.

D. Exam Schedule Conflicts

1. If a student has two exams scheduled during overlapping times, it is the responsibility of the instructor of the earlier class to arrange a time for a "conflict exam."
2. When students have three or more final examinations on the same day, they are entitled to arrange an alternative exam time for the third and additional exams scheduled on that day. Students are required to provide evidence that they have three or more examinations on the same day. Arrangements of alternative exam times must be made with the faculty member no later than three weeks prior to the scheduled date of the exam. If the student and faculty member cannot agree on arrangements, the exam schedule shall be adjusted in the following way: (a) where there are only three exams, the middle exam will be rescheduled; (b) where there are four exams, the middle and the last exam will be rescheduled.
3. An instructor may grant individual students an early or late exam, provided the instructor is satisfied that (a) the exception is based on good and sufficient reasons not related to a disability, and (b) that such an exception for an early or late exam will neither prejudice the interests of other students in the course nor place an undue burden on the instructor.

E. Emergency Closure Related to Centrally Scheduled Final Exams

1. If the campus or individual campus building is closed or must be evacuated on the centrally scheduled week day of a final exam, the exam schedule for each week day closed is moved to the next available working day following Final Exam Week at the same times and locations.
2. If the campus or individual campus building is closed or must be evacuated on the Saturday or Sunday during which final exams are scheduled, the exams will be held the following day--Sunday for Saturday exams and Monday for Sunday exams—at the same time and location.