

# FINAL EXAMS AND STUDY DAYS

Within the first week of the term, each University of Michigan-Dearborn instructor is expected to provide enrolled students in attendance with a syllabus specifying the major requirements and evaluation methods of the course. If a final exam is planned, it must be administered during the period of time set aside following the last day of classes for final examinations. Neither students nor faculty members may make changes in the published examination schedule without prior approval of the Registrar.

## Final Assessment Policy

Assessment of student learning is an important element of maintaining a high quality education at the University of Michigan-Dearborn. To that end, the University considers the administration of a final assessment (e.g., a final exam, a term project, a term paper, or similar) to be a common practice.

It is the policy of the University to adhere to the final examination schedule as published in the Schedule of Classes each semester. This policy applies to all students.

1. **Final Exam Scheduling:** The week of classes preceding the scheduled final examination period should be used primarily for continued instruction in order to satisfy the number of contact hours required for the course. No final examinations are to be given during the seven days preceding the start of the examination period. Mid-term exams are permitted, provided that there is a final examination or meaningful assessment scheduled during the final examination period. Lab practicums and seminar projects/presentations may be scheduled during the last week of classes.

Individual students may be granted a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course.

2. **Examination Conflicts:** A conflict occurs when a student has two or more final examinations scheduled at the same time. For instances of conflicts, adjustments are made according to this schedule:

- For Fall semester and Summer I semester the course section whose subject code abbreviation is nearest the beginning of the alphabet is adjusted.
- For Winter semester and Summer II semester the course the course section whose subject code abbreviation is nearest the end of the alphabet is adjusted.
- If the conflicting courses are in the same discipline/subject code, the higher course number is adjusted.
- If the conflict is the result of one course instructor changing their final examination day/time (see Number 4 below), the instructor who changed their day/time must work out the conflicts with their students.

3. **Excessive Final Examinations:** Excessive final Examinations occur when a student has three or more final examinations scheduled in any 24 hour period (or on any day during the final examination period). A

course(s) may be moved from the 24 hour period (leaving a maximum of two courses), using the following rules:

- For Fall and Summer I semesters, the course section whose subject code abbreviation is nearest the beginning of the alphabet should accommodate the student.
- For Winter and Summer II semesters, the course the course section whose subject code abbreviation is nearest the end of the alphabet should accommodate the student.
- If more than one course belongs to the same discipline/subject code, the higher course number should accommodate the student.

4. **Final Exam Rescheduling:** For those rare circumstances when there is a need to reschedule the final exam for the entire class, the instructor of record must first obtain the approval of the department chair and subsequently the signatures of all the students enrolled in the class approving of the schedule change, which should be sent to the Registration and Records. These approvals must be obtained no later than 30 days prior to the scheduled exam day. Department chairs will ensure that final exam rescheduling is reserved for only rare circumstances. When department chairs approve such requests, the department must inform the Registrar's Office and obtain a new classroom space for the exam.

Students with excessive final examinations may seek accommodation with the assistance of the Registrar's Office before the final day of the regular drop period for the term. When students fail to make arrangements via the Registrar's Office by this deadline, accommodation is not guaranteed. For timely requests, once notified by the Registrar's Office, it is the responsibility of the faculty to make reasonable efforts to provide the student with an alternative examination time.

A student may address complaints related to the final examination procedures in a course to the chair of the department or the dean of the college in which the course is offered, or to the Office of the Student Ombuds.

All final grades are due at 2:00 p.m. two days after the last final examination date, regardless of when each final assessment is scheduled.