



FINAL EXAM POLICY

Contents

| | |
|---|---|
| FINAL EXAMINATION POLICY | 2 |
| DEFINITION OF FINAL EXAMS | 2 |
| SCHEDULING FINAL EXAMS..... | 2 |
| FACE-TO-FACE CLASSES..... | 3 |
| ARRANGED (ARR) IN PERSON CLASSES | 3 |
| FULLY ONLINE (Fall and Spring)..... | 3 |
| FULLY ONLINE (Winter and Summer) | 3 |
| HYBRID CLASSES (Fall and Spring)..... | 4 |
| HYBRID CLASSES (Winter and Summer)..... | 4 |
| ALTERNATE TO FINAL EXAM | 4 |
| APPROVAL TO CHANGE A FINAL EXAM TIME | 4 |
| THREE FINALS IN ONE DAY..... | 4 |
| RETENTION OF EXAMS..... | 5 |
| WEATHER AND/OR EMERGENCY CLOSING DURING FINALS WEEK | 5 |
| OTHER | 5 |

FINAL EXAMINATION POLICY

DEFINITION OF FINAL EXAMS

In many courses, final examinations are an integral part of the learning and evaluative process. Some courses, by virtue of the structure, material, or style of presentation, do not require a final examination. The following policy in no way requires an instructor to administer a final examination.

The term "final examination" as used above shall be defined as *any examination of more than one-half hour's duration that is given in the terminal phase of a course*. As defined, "final examinations" may be either comprehensive, covering the majority of the content of a course *or* limited to only a portion of the content of a course.

No examinations of more than one-half hour's duration should be scheduled during the last five regularly scheduled class days of a semester, unless the class is "ARR" (Arranged). Final exams and make-up exams/quizzes/classes may not be scheduled on Reading Day. Reading Day is reserved for preparation for final exams and may not be used for make-up exams or any activities that conflict with the student's ability to study for final exams.

SCHEDULING FINAL EXAMS

Final examinations in semester length courses at the University are to be given only during the scheduled final examination period in accordance with the official schedule of examinations published by the Registrar's Office. For the Fall and Spring semester, the Registrar's Office will distribute the final exam schedule on the same day that the Schedule of Classes is published. The academic calendar will reflect final exam dates in advance. The Final Exam Schedule shall be systematically rotated in an effort to distribute the two-hour final exam periods equally from semester to semester. Additional time beyond the two-hour exam should not be allotted, as the assigned room may be immediately occupied by the next class exam. Large classes may be scheduled earlier in the rotation to allow sufficient time for grading by the published deadline. Six days shall be scheduled for final exams. Saturday will be used as an exam day when necessary*. The departmental exam schedule will be published after the mid-point of the semester.

Final examinations for 8 Week 1 classes are to be held during the last two class days of the 8 Week 1 session, as listed on the Academic Calendar. Final examinations for 8 Week 2 classes are to be given during the scheduled final examination period in accordance with the official schedule of examinations published by the Registrar's Office.

Final examinations for Summer and Winter classes should be held on the last regularly scheduled class meeting.

**Faculty members who are unable to attend Saturday exams due to religious observance may utilize all the normally available alternatives for planned absences, approved in advance by the appropriate department chair or dean (e.g., arrange for a substitute instructor, construct an alternate plan, etc.).*

Campuses are required, under existing State law (Education Law §224-a), to excuse, without penalty, individual students absent because of religious beliefs, and to provide equivalent opportunities for make-up examinations, study, or work requirements missed because of such absences. Faculty should work directly with students to accommodate absences for the conflicts above.

FACE-TO-FACE CLASSES

Final examinations in semester length courses must be held during the scheduled two-hour final examination period in accordance with the Final Exam Schedule, as published by the Registrar's Office. Examinations are scheduled in the same room the class meets with the exception of departmental examinations and special assignments requested by the instructor of the class. Additional time beyond the two-hour exam should not be allotted, as the assigned room may be immediately occupied by the next class exam.

If the instructor of a Face to Face class wishes to give an online final examination, it should be noted on the Schedule of Classes so that students are aware when they register for the class.

ARRANGED (ARR) IN PERSON CLASSES

Classes that have meeting times of "ARR" should administer final exams during the last class. For guidance on Fully Online and Hybrid, see below.

FULLY ONLINE (Fall and Spring)

- Fully online class finals can be given anytime during finals week.
 - Final exams for online classes cannot be given on the last scheduled class day.
 - All class finals must be completed by 5:00 p.m. on the last day of the final exam week for semester length classes.
 - It is suggested that the instructor establish a predetermined window during finals week for students to take the final exam. Instructors of fully online classes are required to specify in the syllabus when—during the official final exam period—they will hold their final exam or by what date and time students are required to submit their summative assessment.
- Fully online final exams may be impacted by emergency University closings.
- Online classes with in person final exams: The final exam or end-of-course exam must be scheduled by the last day of the final examination week and must be indicated in the Schedule of Classes at the point of registration. The date must also be listed in the course syllabus. Arrangements should be made, in advance, with the Registrar's Office to secure space for the final exam.
- Fully online final exams for mini session classes must be completed by 5:00 p.m. on the last class day of the mini session.

FULLY ONLINE (Winter and Summer)

- Final examinations for Summer and Winter classes must be held on the last regularly scheduled class.

HYBRID CLASSES (Fall and Spring)

- In class final exams will be scheduled according to the final exam schedule.
- In order to avoid room conflicts, the Registrar's Office will contact all faculty teaching hybrid classes to determine whether they will be holding an in person exam and make any necessary room reservations.

HYBRID CLASSES (Winter and Summer)

- Final examinations for Summer and Winter classes are to be held on the last regularly scheduled class day.
- In order to avoid room conflicts, the Registrar's office will contact all faculty teaching hybrid classes to determine whether they will be holding an in-person exam and make any necessary room reservations.

ALTERNATE TO FINAL EXAM

While individual faculty members may choose not to give a final exam in a class (e.g., substituting a final paper assignment or presentation), they are not permitted to change the assigned date of a final exam. When assigning a paper or project instead of an exam, it is advisable to make the due date either on the scheduled exam date or by 5:00 p.m. on the last day of the final exam schedule.

APPROVAL TO CHANGE A FINAL EXAM TIME

Instructors who request to change their final exam time must do so in writing with the Registrar's Office (scheduling@albany.edu) who will work in conjunction with Deans, Department Chairs, and the Vice Provost for Undergraduate and Graduate Education to make a determination on the request.

Requests must be made at least four weeks in advance of the first day of final exams for the semester in which the exam is to be given. Approval to move a final exam within finals week may be granted in the event that there are exceptional circumstances and strong pedagogical reasons for the move. In addition, the request must demonstrate that it is in the best interest of the students. Otherwise, requests for changes are unlikely to be approved as they result in student conflicts with other scheduled exams and activities.

The above regulations notwithstanding, the instructor in any course should always retain the freedom to reschedule a final examination for an individual student should such a student present a case of unquestionable hardship in his or her scheduled examinations (e.g., illness, death in the family or religious observance). Such rescheduling should, however, be done in the final examination period if at all possible.

THREE FINALS IN ONE DAY

If a student has three examinations in one day as a result of a departmental exam or of the official rescheduling of an examination after the initial final examination schedule has been published, then that

student has the right to be given a makeup exam for the departmental or rescheduled exam. The request for such an exam must be made in writing to the instructor in the appropriate course no later than two weeks before the last day of classes of the given semester. If possible, the makeup exam should be given within the final examination period.

RETENTION OF EXAMS

Each instructor should retain the final examination in his/her courses for one semester so those students wishing to see their final examination may do so. This requirement does not apply in those instances in which the instructor chooses to return the examination to the students at the end of the course.

WEATHER AND/OR EMERGENCY CLOSING DURING FINALS WEEK

In the event of cancellations or delays during an exam day, alternate exam times may be scheduled and will be communicated to the campus. Options the campus will consider will include, but are not limited to:

Delay: On the day of a delayed opening, final exams scheduled to begin prior to the opening time will be rescheduled to Saturday (if not scheduled as an exam day), Sunday, or the day immediately following the last scheduled exam day, whichever comes first.

Closings: Final exams scheduled when the university closes for inclement weather will be rescheduled to the following Saturday (if not scheduled as an exam day), Sunday, or the day immediately following the last scheduled exam day, whichever comes first.

Weather-related announcements involving cancellations or exam delays on all campuses will be communicated via the following methods:

- UAlbany Alert notification on the UAlbany homepage
- Other official notifications also can be accessed through the following outlets:
 - **Text message or e-mail notifications from NY Alert**
Recipients must sign up for these notifications and can do so by logging on to [MyUAlbany](#) and choosing "SUNY NY-Alert Emergency contact Info" under Self-Service. Official email notifications are sent from ualbanyalert@albany.edu.
 - **Web updates** at www.albany.edu/emergency
 - **Social media** via the UAlbany Alert [Twitter](#) channel
 - **Emergency phone line** at (518) 442-7669 which contains 24/7 updated emergency information
 - **Local news media**

OTHER

Final exams for different courses may be scheduled together at the same time/location by the Registrar's Office, if necessary, to maximize room utilization.

Candidates for graduation who have a final examination scheduled during their college commencement recognition ceremony shall be given the option of rescheduling that exam. Faculty may verify the date and time of college commencement ceremonies on the UA Commencement Weekend website.

If an instructor does not plan to administer an exam during their scheduled final exam time, they are encouraged to notify the Registrar's Office by October 1st for Fall classes and March 1st for Spring classes so space can be adequately reallocated.