



UNIVERSITY OF NORTH FLORIDA

Policy Number	Subject	Effective Date	Revised Date
	Final Examinations	4/4/89	4/19/99
Responsible Division/Unit: Academic Affairs			

I. OBJECTIVE & PURPOSE

To monitor the administration of final examinations.

II. STATEMENT OF POLICY

(Definition: (When appropriate)

Approved by the Faculty Association, April 6, 1989.

1. Final examinations, other than “take-home” examinations, may be given only during the officially scheduled periods for such examinations.
2. If a “take-home” final examination is given, students shall not be required to return the completed examination prior to the scheduled final examination period for the course.
3. No comprehensive examinations may be given during the seven calendar days immediately preceding the first day of the scheduled final examination period. Tests or quizzes on components of the course, scheduled on the syllabus, may be given during this time period.
4. All classes will meet during the scheduled final exam time period. Professors are not obligated to give final examinations in courses where they deem such examinations unnecessary. However, they must inform students by at least one week prior to the withdrawal date if a final exam will not be given. If a final exam is not required, the final exam time should be used for other course related activities.
5. Student evaluations of instruction shall not be conducted during the final examination period.

III. STATEMENT OF PROCEDURES *(Optional)*