

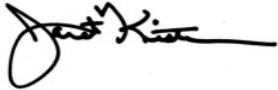


FLORIDA STATE UNIVERSITY  
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

April 13, 2017

**MEMORANDUM**

To: Academic Deans and Department Chairs

From: Janet Kistner, Ph.D.   
Vice President for Faculty Development and Advancement

Subject: Undergraduate Final Examination Policy

Please remind instructors in your units of the Florida State University Faculty Senate policy regarding final examinations. The policy is designed to ensure that students receive a full semester's worth of instruction, including regular class meetings during the weeks prior to exams, and that culminating course activities are held during exam week at the day and time specified on the Exam Schedule located in the *Registration Guide* on the University Registrar's website at (<http://registrar.fsu.edu/>). This policy is in place to ensure fairness to students, adequate contact hours in each course, and consistency in scheduling. Violations of the policy place unfair burdens on students and can lead to disciplinary actions against faculty members. Please contact my office if you have questions regarding this information, and thank you for emphasizing this issue with your faculty at this time. This memorandum is available on the Office of Faculty Development and Advancement website (<http://www.fda.fsu.edu/academic-resources/academic-policies>) under *Academic Resources*, and the full policy can be found in the *Florida State University General Bulletin* located at [http://registrar.fsu.edu/registration\\_guide/spring/exam\\_schedule/](http://registrar.fsu.edu/registration_guide/spring/exam_schedule/).

Please note that beginning Fall Semester 2017, substantive changes approved by Faculty Senate will take effect, including reducing the number of exams within a twenty-four hour period that justify a make-up exam.

***The Undergraduate Final Examination Policy provides:***

1. Final examinations in undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published.
2. All students, including graduating seniors and graduate students enrolled in an undergraduate course having a final examination, are required to take the examination.

3. The scheduling of a final examination at any time other than the regularly scheduled final examination period is prohibited by Faculty Senate policy. The final exam schedule is found in the Registration Guide located at <http://registrar.fsu.edu/>.
4. Unless an exam is given during the final examination period, no test, exam, or quiz may be given during the last week of classes.

Classes meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting at 8:00 a.m. on Tuesday and at 9:30 a.m. on Thursday will hold its examination at the exam time scheduled for Tuesday 8:00 a.m. classes.

***Exceptions to the Examination Policy for an Individual Undergraduate Student:***

Approval by the academic dean of the college in which the course is taught is required for any change in examination time for an individual undergraduate student. The student must first receive written permission from the instructor, if the instructor is willing to give a make-up examination at a specified time within the exam week. The student must then petition the dean of the unit in which the course is taught, giving the reason for the requested exception, and including the instructor's written permission. The dean will then notify the instructor and the student in writing if approval is granted.

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, four or more examinations in a 24-hour period, or for certain emergencies. *Arrangements must be made prior to the scheduled exam.*

In case of conflicting examinations, group examinations take precedence over exams scheduled by class meeting time. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier (by day or time) takes precedence over a course meeting later.

***Exceptions to the Examination Policy for an Entire Undergraduate Class:***

Courses that utilize the Office of Distance Learning (ODL) Assessment and Testing Center for a block exam, or which are otherwise limited to specific days and times because of seating and scheduling constraints, will take precedence in the case of final exam schedule conflicts. It is the student's responsibility to identify such conflicts as early as possible and to notify all instructors in advance so that accommodations may be made.

No instructor of an undergraduate course may give a final examination during the separate examination period at a time other than that which appears online at <http://registrar.fsu.edu/> unless the instructor has obtained prior approval from the Undergraduate Policy Committee. This approval must be requested, in writing, to Dr. Eric Chicken, Chair, at [echicken@stat.fsu.edu](mailto:echicken@stat.fsu.edu). To reschedule a final examination without prior approval places the instructor in jeopardy of administrative reprimand by his or her dean and the Provost and Executive Vice President for Academic Affairs.

***Undergraduate Distance Learning Exams***

If the instructor of an online course requires a final exam, the instructor shall have the prerogative to set the window during which a final exam is administered, provided that the

window is within the University's official final exam period. A final exam window must be disclosed in the course syllabus. It is the student's responsibility to identify if an exam conflict exists and to make arrangements with the instructor immediately to take the exam at an alternate time during the University's official final exam period. If a student has such conflicts, the final exams of the student's non-online classes shall have priority and the time of the online exam will be the first exam subject to adjustment. If such agreement cannot be achieved between the student and the instructor, then the academic deans of the units housing the various courses will consult to achieve agreement.

This policy is intended only to clarify existing University exam policy for online classes and all provisions of University exam policy that do not conflict with this policy remain in effect.

***Graduate Final Exams***

If a final exam is given in a graduate course, the exam should be scheduled during the established final exam schedule unless clear arrangements are made with the students and the Registrar's Office.

***Examination Papers***

University policy requires that examination papers of students shall be kept in the departmental file of the faculty member giving the examination for one year after the examination is given. Faculty members leaving the University before the completion of the year must leave the examination papers in the departmental files.

***Student Perception of Courses and Instructors (SPCI)***

Under normal circumstances, instructors may not administer official course evaluations during final exam week. However, the Evaluation Committee of the FSU Faculty Senate has approved a general exception to this policy. Specifically, instructors whose classes are performing field work instead of meeting for the last few weeks of the semester and who are not administering a final examination will be allowed to have paper-based course evaluations administered during their exam-week meeting. Instructors who would like to exercise this option must send an email to Nancy Guidry at the ODL Assessment and Testing Center ([nguidry@campus.fsu.edu](mailto:nguidry@campus.fsu.edu)) to request a petition form and should include the completed form in their course evaluation packet.

cc: John Thrasher, President

Sally McRorie, Provost and Executive Vice President for Academic Affairs

Susan Fiorito, Faculty Senate President

Eric Chicken, Undergraduate Policy Committee Chair

Kimberly Barber, University Registrar

Nancy Guidry, ODL Assessment & Testing Assistant Director