

Office/Contact: Office of Academic Affairs

Source: Undergraduate and Graduate Catalogs; Course Schedule Book; SDBOR Policies 2:6 and 2:32

Links: <https://www.sdbor.edu/policy/documents/2-6.pdf>; <https://www.sdbor.edu/policy/documents/2-32.pdf>

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Final Examination

NUMBER: 2:1

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1. Purpose

This policy and its procedures are in place to ensure understanding and standardized procedures concerning final examinations for undergraduate and graduate education.

2. Policy

- a. Among the tasks of instruction is that of evaluation of a student's performance. Each course has its own particular parameters, and the evaluation procedure in any one course is not necessarily the same as that in another course. However, the most commonly used evaluation technique is that of written examinations or papers periodically due during the course, and a final examination at the end of the course. The final examination procedure has become so universal and accepted that a final examination period is set aside at the end of the semester in most colleges and universities. The Carnegie credit hour is calculated by contact hours with 15 contacts hours equating to 1 credit hour. Finals week is considered an integral part of the 17-week academic semester and critical to the credit hour calculation.
- b. It is the policy of the University to adhere to the following:
  - i. The final examination schedule will be published in the fall or spring course schedules. Courses offered for 2 or more credits will have an examination time determined by the final examination schedule published in the schedule book.
  - ii. Multiple section final examinations will be scheduled at 7:00 a.m. as published in the schedule book through a request process from the instructor to the Registrar's office.
  - iii. Final exams for evening courses (any course that begins at 5:00 p.m. or later) must be scheduled at the regularly scheduled time (of the course) during finals week.
  - iv. Courses of 1 credit or laboratory only will have the final examination or alternative learning experience during the last week of regular classes before final examination week.
  - v. Every course, except as noted in sections ii, iii, and iv above, is required to follow the final examination schedule.
  - vi. Five (5) days are to be scheduled for final examinations at the end of each semester, fall and spring. Due to the variety of summer sessions and other accelerated course formats, the final day of the term will be reserved for the final examination.

- vii. A block of two (2) hours will be available for administering individual final examinations. Within the final examination time period, instructors may reduce the time limit of an examination by prior announcement.
  - viii. Final examinations are an integral part of the instructional program and should be given in all courses except in some cases such as laboratory, studio, capstone courses, seminars, colloquia and other independent learning credits, where a final examination may not be appropriate. Any instructor wishing to waive the right to a final examination must do so by submitting a request as outlined under Procedures. The right to waive the final examination does not, however, preclude the requirement to hold class during final examination week for an alternative learning experience. The discipline is responsible for defining appropriate alternative learning experiences.
  - ix. Take home final examinations are permissible but the course must still meet during final examination week for alternative learning experience.
  - x. Online and hybrid courses must be held to the same standard for final examinations and can only be administered during final examination week.
  - xi. If a final examination is used, it should not be given early. The published final examination schedule must be followed and the final examination in a course should be given as scheduled and not at other times, even if the faculty member and all students in a course agree to such a change. This is true even if the final examination is an alternative learning experience. It is understood that some culminating learning assessment may be administered during the last week of classes. This does not preclude the requirement however, for these classes to meet during finals week.
  - xii. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No final examinations are to be given during the seven days preceding the start of the examination period (excluding one (1) credit courses). However, laboratory practicums, seminar presentations, etc. may be scheduled in that week.
  - xiii. Individual students may petition in writing for 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. Reasons for individual students missing a scheduled examination will be handled by the department. Each department will decide what will, or will not, be an acceptable excuse and deal with individual hardship cases. Note that the University Attendance Policy should be consulted for excused absences. In the event of a department approved excuse, the instructor will decide the procedure necessary to complete the course requirement. Instructors must have the consent of the department head in excusing the student.
  - xiv. When students have more than three (3) final examinations on the same day, they are entitled to arrange an alternative examination time for an examination or examinations scheduled on that day. Such arrangements must be made no later than the end of the 12th week of the semester. Students are expected to provide evidence to the Registrar's Office that they have more than three examinations to qualify for exceptions.
- c. This policy applies to all undergraduate and graduate students, including seniors. Graduating seniors are not exempted from final examinations.

### 3. Procedures

- a. Each instructor, department head and dean is responsible for enforcing the above policies. The University Attendance Policy will be used to establish acceptable excuses for missing and retaking a final examination.
- b. Any instructor wishing to request a waiver from administering a final examination must do so by submitting a request to the department head for approval. The department head will then forward such requests to the college dean. A course need only be approved once; however, if substantive modifications are made to a course, it should be resubmitted for approval.

### 4. Responsible Administrator

The Provost, or designee, is responsible for ad hoc review of this policy and procedures. The Provost will consult Academic Affairs Committee, Faculty Senate, and Graduate Council for any substantial changes to the policy.

SOURCE: Approved by Academic Affairs Committee on 03/18/2013; Faculty Senate on 03/26/2013; President on 04/02/2013.