

Office/Contact: Office of Academic Affairs

Source: Undergraduate and Graduate Catalogs; Course Schedule Book; SDBOR Policies 2.1.1 and 2.4.3

Links: <https://public.powerdms.com/SDRegents/documents/1587326>;

<https://public.powerdms.com/SDRegents/documents/1587670>

SUBJECT: Final Examination

NUMBER: 2:1

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)

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.

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