

Exam Policies

1. Class Exams

The instructor shall decide whether students who miss a pre-announced class examination will be granted make-up privileges.

2. Final Exams (Approved by Community of Educators Senate, 10/15/02)

a. Policy

The final exam period is an important and integral part of the semester. Faculty members are required to conduct a significant evaluative experience/exam or some other educative experience during this time. Faculty should design their courses in a way that preserves the integrity of finals week. Minimally, this means that faculty should (1) be cautious about the amount of work they assign students in the week prior to finals week and (2) schedule final exams or other semester-ending experiences during finals week.

Students are expected to attend their final exam period at the scheduled time. Any student having more than eight credit hours of final examinations in one day may request a change in his or her final schedule. All requests for change must be submitted to the Registrar's Office using the "Request for Final Examination Change" form. It should be noted that travel arrangements are not sufficient reason for exceptions to the exam schedule. All requests for rescheduling exams must be submitted to the Registrar at least one week prior to the first day of final examinations. Once the Registrar approves the request, exams will be rescheduled at a time mutually acceptable to both the instructor and the student.

Any student having an emergency or illness during final examinations should contact his or her instructor immediately. In these situations, make-up privileges and arrangements are at the discretion of the instructor.

In no instances should any cocurricular or other College event be scheduled in a way that conflicts with the final exam schedule.

b. Rationale

- (1) Final exams are an important culminating educational experiences in many classes. Since the state mandates that final exam periods may not be included within the required 14 weeks of regular classes, a separate and distinct finals week is required for each semester if we are to provide for the possibility of final exams. Thus "finals week" is an official part of the academic semester at Messiah.
- (2) Since "finals week" is an official part of the semester, the final day of class for any given course must be the period scheduled during finals week. While the faculty member has the option of requiring or not requiring an exam of a final evaluative experience for this final period, he or she does not have the option of simply not holding class (any more than he or she has this option any other time during the semester). Any given course must end at some point; at Messiah the ending point is the period scheduled during finals week.
- (c) This sort of policy is typical of colleges that, like Messiah, take final exams seriously but do not require faculty to have a final exam in every course taught.