Final Examinations

Policy/Procedure

1. No final tests or examinations (with the exception of laboratory finals) will be given in the last five class days of the semester or during the reading period. Tests that are part of the regular semester schedule but which are not final examinations may be scheduled during the last five class days, but not on reading days.

2. When a final examination is given as a "take-home" examination, it must be due at the time of the scheduled final examination for that course.

3. When a final paper is assigned in lieu of an examination, it must be due at the time of the scheduled final examination for that course.

4. All proctored final examinations (with the exception of laboratory examinations) will be given in the examination period at the time scheduled for the course by the Registrar's Office.

5. When a final examination must be given at a time other than in the regularly scheduled period, the instructor of the course must reschedule the examination in consultation with the Registrar's Office. The scheduling of such examinations must not force a student to take three examinations within 24 hours. Examinations added to the regular schedule may not take precedence over regularly scheduled examinations.

6. Questions about this policy can be directed to the Registrar's Office or to the Dean of the College.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Academic Handbook; Registrar’s Office Web Site (www.dickinson.edu/departments/reg/exampolicies.html)