



Texas Tech University Operating Policy and Procedure

OP 34.10: Final Examinations

DATE: April 19, 2004

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning final examinations.

REVIEW: This OP will be reviewed by March 1 of every even-numbered year by the vice provost for academic affairs. Recommendations for revisions will be presented to the provost by April 1.

POLICY/PROCEDURE

1. The final examination policy is as follows:
 - a. Five days are to be scheduled for final examinations at the end of each semester, except for summer sessions. Two days are scheduled for finals at the end of each summer term.
 - b. A 2 ½ hour period of time is to be available for administering individual final examinations. Within the time period, instructors may limit the time of a given exam by prior announcement.
 - c. Individual faculty members determine whether a final examination or some other summary submittal or performance is appropriate for the course being taught. Departmental objectives, student welfare, and faculty responsibilities should be considered in reaching this decision. Faculty members make the final decision about whether or not to give a final exam unless there is a departmental exam for that course, in which case the departmental exam will be given.
 - d. Individual faculty members decide whether student exemptions from a final examination are appropriate.
 - e. All faculty members giving final examinations must adhere to the printed scheduled time unless granted permission to deviate from the official time by the departmental chairperson and the dean.
 - f. Examinations, other than **bona fide** make-up examinations, are not to be given during the last week of classes. Courses wherein lab examinations and design studio reviews are normally scheduled the week prior to finals are excluded from this policy. For summer sessions, two days before final examinations will be set aside as days of no examinations, except for administering bona fide make-up or lab examinations.

- g. No extracurricular activities of any kind may be scheduled within dead week and the final examination period without the written permission of the provost.
 - h. Days of no classes are designated as study days, and no class review sessions, make-up exams, etc., may be scheduled then or during final exams.
2. As a matter of clarification, the "last week of classes" is defined as the last five class days prior to "individual study day" and the first day of final examinations, or the last two days in the summer session.
 3. During the two long semesters, an "individual study day" will be scheduled before the first day of final examinations, and the last week of classes will be defined as the last five days before "individual study day."
-