

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	ACADEMIC POLICY

Subject/Title: Final Exams
FPU Policy Number: FPU-5.0073AP
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: June 2, 2015
Date Revised:
Responsible Division/Department: Academic Affairs
Initiating Authority: Executive Vice President for Academic Affairs/Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to all courses offered by the University, regardless of the method of instructional delivery.

B. POLICY STATEMENT:

The University views assessments as a critical component of the educational process. Final examinations constitute an element of the assessment of a student's understanding of the coursework.

1. Faculty responsibilities. Faculty are responsible for the proper administration of final examinations consistent with the terms of the policy.
2. When final examinations may be given. Final examinations, not including "take-home" examinations, may be given only during the final examination time period officially scheduled by the University for the course.
3. Take home examinations. If a "take-home" final examination is given, students are not required to return the completed examination prior to the final examination time period officially scheduled by the University for the course.
4. Other tests. No comprehensive examinations may be given during the seven (7) days immediately prior to the first day of the scheduled final examination period. Tests or quizzes on elements of the course, scheduled on the syllabus, may be given during this time period.
5. Final examinations are not required. Faculty members are not obligated to give final examinations in courses where they deem such examinations unnecessary. However, faculty members must inform students by at least seven (7) days prior to the Deadline to Withdrawal (without Academic Penalty- W Assigned) as listed in the Academic Calendar if a final exam will not be given. If a final exam is not a course requirement, the final exam time period should be used for other activities related to the course.
6. Evaluations of instructors. Student evaluations of instructors must not be administered during the final examination period.
7. Student review of final examinations. Students have a right of access to review examinations, including final examinations, after they are administered and graded. Faculty members may choose how students may review their final examinations.

ACADEMIC POLICY APPROVAL	
Academic Policy No.: 5.0073AP	
<u><i>Shirley D'Amico</i></u>	<u>6-2-15</u>
Initiating Authority	Date
<u><i>Maureen Johnson</i></u>	<u>6-2-15</u>
Academic Policies Committee Chair	Date
<u><i>Shirley D'Amico</i></u>	<u>6-2-15</u>
Vice President of Academic Affairs	Date
<u><i>Maureen</i></u>	<u>6/2/15</u>
President/Designee	Date
Approved by FPU BOT, if required	_____
	Date

Form: University Academic Policy Template 1- 6.17.13