



**TO:** Faculty in the Krieger School of Arts and Sciences and the Whiting School of Engineering

**FROM:** Deans of Krieger School of Arts and Sciences and Whiting School of Engineering

**DATE:** Current as of 5/2018

**SUBJECT:** Administration of Final Examinations

In the interest of fairness to our students, ad hoc arrangements for the administration of final examinations are *strongly* discouraged. In particular, to ensure an orderly final examination schedule that protects the full instructional period afforded by the 13-week semester and to provide students adequate time to prepare for examinations we would like to call your attention to the following guidelines related to the scheduling of final exams.

1. The times and places of final examinations are officially scheduled by the University Registrar. All final examinations are to be administered during the official final examination period at the time prescribed for the course in question. Students should not be polled as to their willingness to change the time of the scheduled examination.
2. The reading period was established so that students could have several days free of other obligations in order to prepare for their examinations. No final examinations are to be administered during the reading period.
3. While faculty have the discretion to schedule quizzes, mid-term examinations, and hourly examinations (including tests that they may regard as comprehensive) during any class period of the regular semester, the practice of scheduling a formal final examination for the last class period violates both the letter and the spirit of the final examination policy. It compromises the length of the semester for instructional purposes and limits the ability of students to prepare adequately.
4. Any take-home final examination can be due no earlier than the time of the regularly scheduled final examination. Faculty members sometimes substitute other academic exercises in lieu of a final examination. When assigned as a final exercise, with the expectation that the student will prepare for the assignment and complete the assignment after classes have concluded, such substitutes for examinations should be treated as final examinations and be due when an examination would have been scheduled for the course. While faculty members retain the discretion to assign appropriate due dates for papers and projects, it is inappropriate to structure a course so that assignments must be completed during the reading period.
5. If weather emergencies necessitate the cancellation of final examinations, make-up examinations must be administered only within the formal examination schedule.
6. Faculty members who have other imperative professional obligations that require some adjustment to the final examination schedule should confer as soon as possible with the Vice Dean for Undergraduate Education or the Vice Dean for Graduate Education in the Krieger or Whiting School, as appropriate.

7. Students find it extremely helpful when a course syllabus describes all the requirements for a course, including the date of the final examination and the weight to be accorded it, in addition to the course description and goals, reading assignments, grading policies, contact information, office hours, and the Homewood ethics statement.

These procedures are prescribed in the interest of fairness to students and an orderly and manageable final examination schedule. We appreciate your cooperation.