

## Finals Week Policy

Date Effective: Fall, 2014

Issued By: Faculty Senate

Contact: Registrar's Office, 814-393-2229

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### Purpose:

To define and describe the finals week examination schedule.

### Policy:

Final examinations are given the last week of each Fall and Spring semester and during the last day of the session for summer and winter intersession. All final examinations will be administered throughout the week according to a Final Examination Schedule, which is prepared and distributed by the University Registrar and indicates the time slots for specific exams. While a comprehensive examination is not required, a culminating exercise must be held during this time. All evening and Saturday class finals will be held at the time of their regularly scheduled class. For online classes, the final examination date is determined at the beginning of the semester by the instructor and should be provided on the syllabus.

### Procedures:

Final exams will not be given at times other than those specified on the final exam schedule.

If a student is scheduled for more than three final exams in one day, he/she may reschedule tests by consulting with the appropriate instructors, department chairperson, or college dean. Students should report to the same classroom used throughout the semester unless otherwise indicated.