Kutztown University Policy ACA-025

Final Examinations

A. Purpose
The purpose of this policy is to establish guidelines for final examinations in all undergraduate and graduate courses.

B. Scope
This policy applies to all students, faculty members, department chairpersons, academic deans, the Registrar, and the Vice President for Academic and Student Affairs.

C. Key words and phrases:
Appropriate dean – for undergraduate classes, the appropriate dean would be the dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective dean would be the dean who supervises the academic department in which the course or the faculty member resides.

D. Policy & Procedure(s)
A final examination is required in all courses except those in which the professor can demonstrate that more effective means will be used to assess student growth. In either case, the final examination or the alternate assessment in place of the final examination may count no more than one-third of the calculation to determine the grade in the course.

When a final examination is administered in a course:

1. The nature of the examination is to be determined by the professor teaching the course. It is expected that he/she will choose the most effective method for assessing student growth.

2. If a written final examination is given, two copies of the examination are to be filed in the department’s office no later than twenty-four hours after the examination has been given. This written examination should be constructed so that it can be administered reasonably in the time period allotted for the examination.
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3. If the final examination is not in written form, a brief report of the manner in which the final examination is given is to be filed in the department’s office no later than twenty-four hours after the examination has been given.

When an alternate assessment is used in place of the final examination:

1. The professor wishing not to administer a final examination must submit his or her plans for student assessment in that course to his academic department and must receive approval from the department for using the alternate means of assessment in place of the final examination. A description of that alternate assessment in place of a final examination for certain courses will be filed in the department’s office with copies sent to the Vice President for Academic and Student Affairs and the Registrar via the appropriate dean.

2. This course will then be designated as a course in which a final examination need not be given so long as the approved alternate means of assessment is used. The course will continue to be so designated until changed by action of the department. In such a course, the professor also has the option of administering a final examination.

3. Before the beginning of the semester in which such a course will be offered, the fact that an alternate assessment in place of the final examination will be used that semester for that course will be communicated in writing to the Vice President for Academic and Student Affairs and to the Registrar via the appropriate dean by the department chair.

E. Effective Date

1982

F. Approved By

Faculty Senate – February 4, 1982

G. Last Reviewed

September, 2008
August, 2012