



Kutztown University Policy ACA-025

Final Assessments

A. Purpose

The purpose of this policy is to establish guidelines for final assessments 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 Affairs.

C. Key words and phrases:

Appropriate department chair – the appropriate department chair would be the chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the department chair with primary responsibility for scheduling the course in question.

Final Week – the time period indicated by the Academic Calendar. For courses without a designated Final Week (for example, this may apply to winter courses, summer courses, and partial-semester courses), references to Final Week in this policy may be replaced with the last week of the session during which the course is offered.

D. Policy & Procedure(s)

1. A final assessment is required in every course.
2. The format of a course's final assessment is to be determined by the faculty member teaching the course, who will choose the most effective method for assessing student growth. Acceptable formats for final assessments include, but are not limited to, comprehensive papers, presentations, performances, portfolios, case studies, projects, and written examinations.

3. Interaction between faculty members and students during the Final Week is required. If the course has an assigned final exam time slot, it must be used either for:
 - a. the final assessment;
 - b. an activity related to the final assessment; or
 - c. an activity in the course's assigned modality.

4. The faculty member's plan for interacting with their students during Final Week, as well as the format of the final assessment, is to be reported to the appropriate department chair (or their designee) no later than two weeks prior to the first day of Final Week. Course syllabi, course guides, or first day handouts that include this information meet reporting requirements.

5. Course materials provided to students on the first day of class must include the weight of the final assessment in relation to students' overall course grades. Whenever compatible with the course structure, it is recommended that a final assessment not account for more than one-third of a student's overall course grade.

E. Effective Date

F. Approved By

Approved by Faculty Senate – February 4, 1982

Approved by Academic Standards and Policies Committee – March 11, 2022

Approved by University Senate – May 6, 2022

Approved by University President – May 11, 2022

G. Last Reviewed

March 11, 2022