



Policy AC031: Finals Week

Recommended for Approval by:

A handwritten signature in blue ink, appearing to read "Scott E. Miller", written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A handwritten signature in black ink, appearing to read "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

To define expectations and requirements for the final examination week during regular semesters, and final exam days for Summer and Winter sessions.

B. Definition(s)

Not Applicable.

C. Policy

Final examinations will be administered during the last week of the Fall and Spring semesters, and during the last day of the terms for Summer and Winter sessions.

All final examinations will be administered throughout the Finals Week according to a final examination schedule prepared and distributed by the registrar. This schedule will indicate the times and locations for final examinations for each course. Final examinations may not be given at times other than those specified on the final examination schedule.

All evening and Saturday class finals will be held during their final regularly scheduled class.

Where a final examination is not appropriate in the discipline, a culminating academic exercise must be held during the scheduled time.

For online classes, the instructor will determine the final examination date at the beginning of the semester, which must be listed on the syllabus. Faculty in online classes may assign a window of time for the final exam to be completed. For instance, the exam may be available to students on the Wednesday of Finals Week from 8:00 am until midnight; the student must complete the exam at some point during this timeframe.

If a student has two examinations scheduled simultaneously, or more than two examinations in one day, the student should try to resolve the conflict with the instructors involved. If the problem cannot be resolved, the final examination for the class with the highest course number will be rescheduled for the student by that instructor.

Students with disabilities with accommodations approved through the Office for Students with Disabilities will also receive applicable approved accommodations for final examinations.

D. Procedure(s)

Not Applicable.

E. Related policies

Not Applicable.

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.