

STEPHEN F. AUSTIN  
STATE UNIVERSITY

Office of the General Counsel

**POLICY SUMMARY FORM**

**Policy Name:** Final Examination Scheduling

**Policy Number:** 7.14

**Is this policy new, being reviewed/revised, or deleted?** Review/Revise

**Date of last revision, if applicable:** 1/29/2019

**Unit(s) Responsible for Policy Implementation:** Provost and Executive Vice President for Academic Affairs

**Purpose of Policy (what does it do):** To ensure that faculty members hold class during finals week according to the official final exam schedule.

**Reason for the addition, revision, or deletion (check all that apply):**

Scheduled Review       Change in law       Response to audit finding

Internal Review       Other, please explain:

*Please complete the appropriate section:*

**Specific rationale for new policy:**

**Specific rationale for each substantive revision:** Minor changes.

**Specific rationale for deletion of policy:**

*Additional Comments:*

Reviewers:

Academic Affairs Policy Committee

Lorenzo Smith, Provost and Executive Vice President for Academic Affairs

Damon Derrick, General Counsel

## Final Examination Scheduling

**Original Implementation:** June 16, 1982

**Last Revision:** ~~January 29, 2019~~ February 1, 2022

Faculty members will hold class during finals week according to the official final exam schedule. Any exceptions must be approved by the academic unit head prior to the start of the semester.

Class meetings during finals week, for courses taught at times not listed in the final exam schedule, including but not limited to distance education courses, online courses, and evening or weekend courses, should be scheduled in consideration of resource availability.

All final examinations or course activities must be scheduled to conclude by midnight on the last day of the final exam schedule. Exceptions may be made by the appropriate academic dean.

**Cross Reference:** Faculty Handbook; Dead Week (7.8)

**Responsible for Implementation:** Provost and *Executive* Vice President for Academic Affairs

**Contact for Revision:** Provost and *Executive* Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs