

SENATE ACTION FORM

No. 1273

**Subject:** Final Examination Catalog Language

**Reference to Senate Minutes dated:** 2/17/25

**Senate Action**

MOTION: Adopt the changes to Final Examination policy

VOTE: Approved unanimously by voice vote

Response requested:

    X     Approval for placement in University Catalog, Undergraduate and Graduate

         Approval for placement in University Regulations

         Recommendation to Board for placement in Board Policy Manual

         None (sent as information item)

         Other action requested/comments:



\_\_\_\_\_  
Faculty Senate Chair

2/19/2025

\_\_\_\_\_  
Date

\* \* \* \* \*

Administrative review of Senate action (unnecessary for information items):

    X     Reviewed by **VPAA/Provost**. Check          if comments are attached.

    X     Reviewed by **General Counsel**. Check          if comments are attached.

**Presidential action:**

    X     Approve          Reject          Return to Senate for discussion/modification (comments attached)



02/28/2025

\_\_\_\_\_  
President/Designated Administrative Officer

\_\_\_\_\_  
Date

Date of Board approval (if applicable): \_\_\_\_\_

**PLEASE RETURN SIGNED ORIGINAL AND ATTACHMENT TO THE FACULTY SENATE OFFICE, CARTER HALL 2004, BOX 75.**

[Faculty.Senate@unco.edu](mailto:Faculty.Senate@unco.edu)

## FACULTY SENATE POLICY PROPOSAL/MOTION

**Subject:** Final Examination Catalog Language

**Originator/Date:** APC / February 17, 2025

**Placement(s):** Undergraduate Catalog, Policies and Procedures, [Final Examinations](#)

**Reviewed by APC on 2/3/2025 and sent to Codification**

**Approved by APC on 2/17/2025 and sent to Senate**

**Motion:** Adopt the changes to Final Examination policy

**Purpose/Rationale:** As part of the revision of the final exam schedule to a four-day cycle, we updated the Final Exam policies in the Undergraduate Catalog. These changes are minor and intended to enhance clarity for students.

### **Proposed Policy Language:**

#### **Final Examinations**

1. All final examination periods are to be scheduled for 150 minutes in length.
2. Instructors who decide not to conduct a final examination or similar capstone exercise during finals week should notify their appropriate unit leader (~~department chair, school director, program area coordinator~~) ~~in writing of this action~~ prior to the start of ~~an the~~ academic semester or term. ~~Instructors should also notify unit leaders of the equivalent activities to~~ The deadline for final assignment submissions must be ~~undertaken during~~ the 150-minute ~~session end~~ of the ~~course during finals week and include this information in the course syllabi~~ official final exam period.
3. ~~All students must attend the final examination period for each course in which they are enrolled.~~ Any student who is unable to attend the official final examination period must request alternative arrangements before the midpoint of the ~~respective course~~ course or as soon as possible if unexpected circumstances arise. Approval of the request is at the instructor's discretion.
4. A student scheduled for three or more final examinations for one day, may ~~negotiate a request~~ rescheduling of ~~an exam, one or more exams, as appropriate~~. The student must notify ~~and begin negotiation with~~ their instructors ~~not later than before the~~ midpoint of the course(s). If the parties involved cannot find a mutually agreeable time and place, the

appropriate dean's office(s) will negotiate a rescheduling of the exam periods. Any student who fails to ~~negotiate request~~ a time change by the mid-semester deadline must complete all finals as scheduled.

5. Examinations are conducted in the same classroom used throughout the semester unless previous arrangements are made with the appropriate dean's office and the Academic Scheduling in the Office of the Registrar. ~~Faculty should alert students to changes in the final examination times or locations no later than midpoint of the course.~~

6. Faculty must alert students to changes in the final examination times or locations no later than the midpoint of the course.

### **Proposed Policy Language (Clean Copy):**

#### **Final Examinations**

1. All final examination periods are to be scheduled for 150 minutes in length.
2. Instructors who decide not to conduct a final examination or similar capstone exercise during finals week should notify their appropriate unit leader prior to the start of the academic semester or term. The deadline for final assignment submissions must be the end of the official final exam period.
3. Any student who is unable to attend the official final examination period must request alternative arrangements before the midpoint of the course or as soon as possible if unexpected circumstances arise. Approval of the request is at the instructor's discretion.
4. A student scheduled for three or more final examinations for one day, may request rescheduling of one or more exams, as appropriate. The student must notify their instructors before the midpoint of the course. If the parties involved cannot find a mutually agreeable time and place, the appropriate dean's office(s) will negotiate a rescheduling of the exam periods. Any student who fails to request a time change by the mid-semester deadline must complete all finals as scheduled.
5. Examinations are conducted in the same classroom used throughout the semester unless previous arrangements are made with the appropriate dean's office and the Academic Scheduling in the Office of the Registrar.
6. Faculty must alert students to changes in the final examination times or locations no later than the midpoint of the course.