

<b>SUBJECT:</b> Final Exams	<b>Effective Date:</b> 5-5-06	<b>Policy Number:</b> 4-400.2	
	<b>Supersedes:</b> 4-400	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Provost and Executive Vice President		

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all University of Central Florida faculty members.

**POLICY STATEMENT:**

A final examination should be given in each course that is taught. In courses in which a final exam per se may be inappropriate, an alternative final assessment may be used. Regardless of the type of mechanism employed for final assessment, each faculty member will meet with his or her class for the scheduled number of sessions as published in the university calendar and semester schedule, including the final examination period.

**DEFINITIONS:**

Faculty Member. For purposes of this policy, *faculty member* shall refer to all full-time and part-time University of Central Florida faculty, adjuncts, graduate teaching assistants, and other personnel engaged in instruction.

**PROCEDURES:**

Faculty members shall provide an explanation of their final assessment in each course syllabus and observe the exam time indicated in the university schedule for their class. Faculty members who do not plan to have a final exam during the final exam week should obtain approval from their chairs.

**RELATED INFORMATION:**

Faculty Senate Resolution 1991-1992-2 [http://facultysenate.ucf.edu/resolutions/1991\\_92/index.asp](http://facultysenate.ucf.edu/resolutions/1991_92/index.asp)

Florida Statutes: s. 1002.21(4), s. 1006.53, s. 1006.53, and s. 1001.74(10)(g)

INITIATING AUTHORITY: Provost and Executive Vice President

**POLICY APPROVAL**  
(For use by the Office of the President)

Policy Number: 4-400.2

Initiating Authority: [Signature] Date: 7/27/06

Policies and Procedures  
Review Committee Chair: [Signature] Date: 7/19/06

President or Designee: [Signature] Date: 7/31/06