



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft – ~~Final~~ Exams

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|------------------------------|--|
| Policy Number | 4-400. 3 <u>4</u> |
| Responsible Authority | <u>Sr. Vice</u> Provost for and Executive Vice President , Academic Affairs |
| Initiating Authority | Provost and Executive Vice President, Academic Affairs |
| Effective Date | |
| Date of Origin | 11/2/2004 |

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

A final examination or alternative end-of-term assessment should be given in each course that is taught. Regardless of the type of mechanism employed for final assessment, or the course modality, each faculty member must provide continuous instruction for the full length of the semester, including the final examination period. Additional exams may be given during the semester, as per the course syllabus and at the discretion of the faculty member.

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 associates and assistants, and other personnel engaged in instruction.

PROCEDURES

Faculty members shall provide an explanation of ~~their final assessment~~ all assessments in each course syllabus. ~~For face-to-face courses where faculty intend to use a classroom for the final~~ Any class policy with specific exam or assessment, faculty attendance requirements, including prohibiting students from taking an exam if they arrive late, must observe the exam time indicated ~~be explicitly stated~~ in the course syllabus.

Final Exams

~~university schedule for their class. For all~~

~~Final exams or other final assessments in all modalities, final examinations or other final assessments~~ must occur or be due during the final exam week. Directed research, internship, independent study, thesis, and dissertation courses, as well as performing arts performance related assessments, are exempt from this policy.

For face-to-face courses where faculty intend to use a classroom for the final exam or assessment, faculty must observe the exam time indicated in the university schedule for their class, with the following exceptions:

- (a) If no exam time is listed for the class, the instructor must contact the Facilities Scheduler to schedule an appropriate final exam date and time.
- (b) Faculty members desiring to schedule multiple section exams must contact their College Assistant/Associate Dean or designee who will coordinate scheduling with the Facilities Scheduler to minimize conflicts. Multiple section exams may be scheduled on the Saturday during final exam week within the following time blocks: [1:00 pm – 3:50 pm], [4:00 pm – 6:50 pm], and [7:00 pm – 9:50 pm]. Faculty members scheduling multiple section exams should avoid conflicts for the students who have several multiple section exams.

Final exam times must be finalized before the start of each semester and included in the course syllabus and uploaded to Webcourses in compliance with Policy 4-403.4 - Required Elements of the Course Syllabus. Major changes to exam dates and/or modality must also comply with the syllabus policy.

Other Exams

Face-to-face or synchronous online exams held during the semester must take place during the scheduled class times, with the exception of faculty members desiring to schedule multiple section exams. Such exams must be scheduled prior to start of the semester with the date(s), time(s), and location clearly stated in the course syllabus.

All Exams

In cases where a student has a conflict between exams or between an exam and a class, the student is responsible for notifying their instructor(s) of such conflicts.

Once notified by the student, it is the faculty member's responsibility to make special arrangements with the student and/or the faculty member(s) responsible for the conflicting exam(s) or class so that the student is not adversely affected.

CONTACTS

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RELATED INFORMATION or DOCUMENTS

[Florida Statutes: s. 1002.21\(3\) and s. 1006.53](#)

[Florida Statute 1002.21\(3\)](#)

[Florida Statute 1006.53](#)

[UCF Policy 4-403.4 - Required Elements of the Course Syllabus](#)
