



MEMORANDUM

TO: All Faculty
FROM: Susan Walsh, Provost and Vice President for Academic and Student Affairs

Final Exams and Quiet Week

Final exams, except for those in laboratory sections of a course, should not be administered during the last week of instruction (week 10) of the quarter. This is the “quiet week” preceding our final examination week. The use of one or more class hours for final exams during “quiet week” reduces the term’s instructional days, and our practice should be to provide students with sufficient time to review a quarter’s work prior to the final exam. Weekly quizzes and other assignments may be given during the quiet week, and new material may be covered. However, holistic synthesis of student learning and review of the quarter's work is essential in this last week and should be prioritized.

The scheduled final examination is a regular meeting of the class and should not be canceled. Though the activity will usually be some form of culminating evaluation, the instructor is free to use the time in any way that forwards instruction. Some instructors using take-home exams have used the final hour as a time to collect exams; that has been an acceptable practice.

Rescheduling finals or combining finals for sections of the same course should be done only in the most unusual circumstances. The finals schedule is carefully designed to distribute a student’s exams across the week with little or no conflict. The rescheduling of exams invariably creates conflicts for other classes and may cause a student to have multiple exams during the same day. If it is desirable to have a final for combined sections, schedule such an exam with the Enrollment Services Center. If you feel you must reschedule a final, you need to obtain the approval of both your program chair and division director.

I am aware of the pressure placed on faculty by students seeking to leave campus early. However, finals week is a required, regularly scheduled part of every class. Thank you for complying with the University’s academic policies relating to finals.