



## Final Examination Policy

### I. POLICY

Final Evaluations are an important component of the high-quality and rigorous educational experience at Delaware Valley University. The final evaluation period is utilized to bring closure to courses by evaluating, documenting and/or summarizing the learning experience. Some courses do not lend themselves to a traditional final exam (e.g. speech, techniques, design, and seminar). In these courses the final exam period will be utilized to bring an end to the educational experience using student presentations, individual student conferences or other appropriate educational activities.

All courses are to have a final evaluation that takes place during final exam period. The time designated as the “final exam period” contains both study days and final exam days. During study days, there should be no mandatory scheduled activities for a course, including examinations of any kind, presentations, or required meetings with instructors.

- a. Each course will have a final evaluation. Such an evaluation may take the form of an in-class final exam, a take-home final exam, a final paper or a final project. Other formats may be acceptable as well.
- b. Final evaluations that take the form of an in-class exam or an in-class activity should be held during the regularly scheduled exam period for the course. Faculty members should not schedule final exams outside of the regularly scheduled exam for the course.
  - i. The rationale for requiring all courses to have a final evaluation that takes place during final exam period is that the comprehensive final experience will require a period of intensive study and thoughtful reflection on the part of the student. Placing all final evaluations during the final exam period will provide the time needed to successfully synthesize and integrate course materials.
- c. The due dates for final evaluations that are not in-class exams or in-class activities but instead take the form of take-home examinations, final papers, final projects, etc., are to be determined by the Office of the Registrar. However, these evaluations may not be due the day after the study day of the exam period.

- i. The rationale for ensuring that out-of-class evaluations are not due during the first day of the evaluation period is to ensure that students have the time to complete the final evaluation assignment within the examination period.
- d. Due dates for papers, projects, exams and other course assignments that do not constitute the final evaluation shall be on or before the last day of classes.
  - i. The purpose of this provision is to insure that the study period preceding the final exam period and the final exam period itself will be available for students to use for their intended purpose—the preparation for and completion of final evaluations.
- e. Students are expected to complete their final evaluations in the time periods as scheduled by the University.
- f. Any exceptions to this policy are to be approved in writing in advance by the chair (or program director) and dean.

## HISTORY

1. 12/07/2018 Drafted. Adapted from The College of New Jersey's Final Examination Policy.
2. 01/24/2019 Draft Revised
3. 3/4/2019 Draft revised
4. 3/6/2019 Draft revised
5. 3/21/2019 Reviewed by Academic Council
6. 3/29/2019 Edited with Academic Council feedback so registrar assigns out of class finals
7. 10/24/2019 Reviewed by Academic Council