



Final Examination Policy

Final examinations and other comparable culminating evaluations enhance student learning. These experiences afford students an opportunity to review, synthesize, and demonstrate an understanding of a course as a unified whole. Faculty members are responsible to use well-conceived culminating experiences to advance the learning outcomes of their classes and related academic programs. This policy governs all university activities after the final day of class through the last day of final examinations for each semester or term, regardless of what an evaluation or activity is called or what it entails. Any exception to this policy pertaining to requests by individual students or faculty must be authorized by the relevant chair and dean.

Expectations of Students

During each semester or term, the university administers thousands of individual final examinations. Students must plan their schedules to complete their final examinations during the regularly scheduled examination times. If unplanned, non-academic, extenuating circumstances (e.g., serious illness or personal injury) prevent completion of a final examination before the grade submission deadline, the affected student should complete and submit an incomplete grade contract request (available online at incomplete.byu.edu).

Students with conflicting final examination times, three or more final examinations in one day, or other legitimate academic conflicts (as recognized by the chair and dean) may consult with their instructor(s) to arrange an alternative final examination place and time, preferably during the final examination days for that semester or term, but in all cases early enough so that instructors are able to submit grades before the deadline for that semester or term.

Administration of Final Examinations

A final examination or comparable culminating evaluation of student learning is expected for every course. In-class final examinations are to be administered in accordance with the final examination schedule as to date, time, and place. Final examinations taken in the testing center must be completed during the days allotted for final examinations and should be designed so that they can be completed within a period of time equivalent to a regularly scheduled final. For courses requiring a final paper for the culminating evaluation, students may be required to submit the final paper before or after the last day of class but not after the last day for final examinations in that semester or term. A final paper may also take more time for a student to complete than a regular final examination, but the time expected to complete the paper should be reasonable given the particular discipline and the credit hours for the course. Any other culminating evaluation of student learning (e.g., oral examination, take-home examination, portfolio review, juried performance) should be completed during the days allotted for final examinations, should not require more time to complete than preparing for and taking a regular final examination, and must not conflict with another scheduled final examination.

**Limitations on Assignments and Activities**

All activities or events involving students should be eliminated or restricted in size and scope during the days allotted to final examination preparation and administration. Class activities not related to the final examination or a comparable culminating evaluation, including but not limited to assignments, papers, make-up examinations, or other forms of classwork, should be due no later than the last scheduled class instruction day. Any review sessions organized or conducted by faculty or teaching assistants during this time must be voluntary. BYUSA club or student academic association activities and intramural and extramural events (including practices, competitions, and team meetings) may not be scheduled during examination preparation and final examination days. Exceptions to this standard require academic vice president approval and are rarely granted. The university's NCAA teams will also, whenever possible, limit or avoid events, practices, competitions, and team meetings during examination preparation and final examination days to allow student athletes to focus on final examinations. These NCAA-related activities may not be scheduled during these days without prior approval from the advancement vice president.

APPROVED: 7 Dec 2020 [10 Dec 2020]

PRIOR VERSION: 11 Jun 2007

APPLICABILITY: This policy applies to all students and faculty and to administrative employees who support final examinations and campus scheduling.

POLICY OWNER: Academic Vice President

RESPONSIBLE OFFICE: Office of the Associate Academic Vice President – Undergraduate Studies

IMPLEMENTING PROCEDURES: N/A

RELATED POLICIES:

- [Registration Policy](#)
- [Scheduling and Use of BYU Facilities Policy](#)
- [Scheduling and Use of BYU Facilities Procedures](#)