



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

<b>SUBJECT:</b> Final Exams	<b>Effective Date:</b> 10/22/2020	<b>Policy Number:</b> 4-400.3
	<b>Supersedes:</b> 4-400.2	<b>Page Of</b> <b>1 2</b>
	<b>Responsible Authority:</b> Provost and Vice President for Academic Affairs	

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE** 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.

### **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. 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. For all other modalities, final examinations or other final assessments must occur 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.

**RELATED INFORMATION**

Florida Statutes: s. 1002.21(3) and s. 1006.53  
<http://www.leg.state.fl.us/statutes/>

**INITIATING AUTHORITY** Provost and Vice President for Academic Affairs

<b>POLICY APPROVAL</b> <b>(For use by the Office of the President)</b>	
Policy Number: 4-400.3	
Initiating Authority: <u>Michael Johnson</u> <small>Digitally signed by Michael Johnson Date: 2020.10.09 08:17:10 -04'00'</small>	Date: <u>10/9/20</u>
University Policies and Procedures Committee Chair: <u></u>	Date: <u>10/6/2020</u>
President or Designee: <u></u>	Date: <u>10-22-2020</u>

History 4-400 12/10/2004; 4-400.1 5/5/2006; 4-400.2 7/31/2006