



THE FLORIDA STATE UNIVERSITY  
OFFICE OF THE DEAN OF THE FACULTIES

November 16, 2009

**MEMORANDUM**

TO: Academic Deans and Department Chairs

FROM: Anne E. Rowe  
Dean of the Faculties and Deputy Provost

RE: Undergraduate Final Examination Policy

Please remind instructors in your units of the Florida State University policy regarding final examinations. The policy is intended to ensure that students receive a full semester's worth of instruction, including regular class meetings during the entire week prior to exam week, and a culminating course activity during exam week at the day and time specified on the Exam Schedule located in the *Registration Guide* on the University Registrar's website at (<http://registrar.fsu.edu/>). This policy is in place to ensure fairness to students, adequate contact hours in each course, and consistency in scheduling. Violations of the policy place unfair burdens on students and can lead to disciplinary actions against faculty. Please contact my office if you have questions regarding this information, and thank you for emphasizing this issue with your faculty at this time. This memorandum is available on the Dean of the Faculties website (<http://dof.fsu.edu/>) under *Academics*.

University policy regarding the administration of undergraduate final examinations can be found in the *Florida State University General Bulletin* located at [http://registrar.fsu.edu/bulletin/undergrad/info/acad\\_regs.htm#CourseExams](http://registrar.fsu.edu/bulletin/undergrad/info/acad_regs.htm#CourseExams).

***The Undergraduate Final Examination Policy provides:***

1. Final examinations in undergraduate courses are discretionary within any given department.
2. All students, including graduating seniors and graduate students, enrolled in an undergraduate course having a final examination are required to take the examination.
3. The scheduling of a final examination, or a test in lieu of a final examination, at any time other than the regularly scheduled final examination period is a violation of University policy. The final exam schedule is found in the Registration Guide located at <http://registrar.fsu.edu/>.
4. A test covering a portion of the semester's work which is given in lieu of a final examination, e.g., a "unit test," must be given during the regularly scheduled examination period.

Classes meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting at 8:00 a.m. on Tuesday and at 9:30 a.m. on Thursday will hold its examination at the exam time scheduled for Tuesday 8:00 a.m. classes.

***Exceptions to the Examination Policy for an Individual Undergraduate Student:***

Approval by the academic dean of the college in which the course is taught is required for any change in examination time for an individual undergraduate student. The student must first receive written permission from the instructor, if the instructor is willing to give a make-up examination at a specified time within the exam week. The student must then petition the dean, giving the reason for the requested exception, and including the instructor's written permission. The dean will then notify the instructor in writing if approval is granted.

Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, four or more examinations in a 24-hour period, or for certain emergencies. Arrangements must be made prior to the scheduled exam.

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier (by day or time) takes precedence over a course meeting later.

***Exceptions to the Examination Policy for an Entire Undergraduate Class:***

No instructor of an undergraduate course may give a final examination during the separate examination period at a time other than that which appears online at <http://registrar.fsu.edu/>, unless the instructor has obtained prior approval from the Undergraduate Policy Committee. Such approval must be requested, in writing, at least three (3) weeks prior to the scheduled final examination. To schedule a final examination without such approval places the instructor in jeopardy of administrative reprimand by his or her dean and the Provost and Executive Vice President for Academic Affairs.

***Graduate Final Exams***

If a final exam is given in a graduate course, the exam should be scheduled during the established final exam schedule unless clear arrangements are made with the students and the Registrar's Office.

***Examination Papers***

University policy requires that examination papers of students shall be kept in the departmental file of the faculty member giving the examination for one year after the examination is given. Faculty members leaving the University before the completion of the year must leave the examination papers in the departmental files.

***SPOT (Student Perception of Teaching) Evaluations***

Under normal circumstances, instructors may not administer SPOT evaluations during final exam week. However, the Evaluation Committee of the FSU Faculty Senate has approved a general exception to this policy. Specifically, instructors whose classes are performing field work instead of meeting for the last few weeks of the semester and who are not administering a final examination will be allowed to have the SPOT evaluations administered during their exam-week meeting. Instructors who would like to exercise this option must send an email to Jean-Marc Wise at the Center for Assessment and Testing ([jwise@campus.fsu.edu](mailto:jwise@campus.fsu.edu)) to request a petition form and include the completed form in their SPOT packet.

cc: President Thomas K. Wetherell  
Provost Lawrence G. Abele  
Dr. Eric Walker  
Dr. Sandra Lewis  
Ms. Kimberly Barber  
Mr. Jean-Marc Wise