Academic Regulations

Overview
Classification
Registration
Examinations
Credits & Grades
Academic Standing
Degree Requirements
Honors
Conduct
Grade Appeal
Student Records

The regulations published in the Undergraduate Catalog are a digest of the rules of the institution. Changes may be made in the regulations at any time to promote the best interests of the university and its students. Students are responsible for knowing the published regulations, policies, and standards of the university and of their college or school.

Examinations and Last Week of Class

Examinations

Examinations are given to determine the extent to which a student has mastered the material covered in the course. Examinations are a normal part of the educational process and are designed to test a student's knowledge of the course material. Students should be well prepared for examinations and should be honest in their responses. Students who violate the regulations governing examinations may be subject to disciplinary action.

Examinations and Last Week of Class

The following guidelines are intended to give students and instructors the necessary time to prepare for final examinations. These guidelines apply to the week preceding final examinations for undergraduate courses held during fall and spring semesters.

During the period of Wednesday through Friday of the last week of class, instructors are not to give exams, tests, or quizzes that contribute more than 10 percent of the final grade for a class. An instructor can obtain approval of the department chair and dean to give an exam, test, or quiz of this weight during this three-day period. Instructors should return graded work and/or inform students of their grades on exams, tests, or quizzes prior to the beginning of finals week.

Exceptions to the above statement are automatically made for lab-based courses, technical writing courses, seminar courses that assign a term paper, and senior design courses that assign a multifaceted project in lieu of a final exam. Major projects of the above types, which contribute more than 10 percent of the final grade and which are due during this Last Week period, should be assigned in the syllabus at the beginning of the semester, and any substantial change in the assignment should be made known to students before the drop deadline.