SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Final Examinations

NUMBER: Policy II-6-2 (Formerly Policy III-15)

REVISED: August 2022

The faculty, recognizing that courses and programs of instruction differ substantially, and that methodologies of instruction and evaluation remain the province of each instructor, does not seek to impose upon the constituent faculty of this institution the requirement that a final examination be mandatory.

In what follows, a written, non-comprehensive examination given at the end of the course will be called a last exam, and a written, comprehensive examination given at the end of the course will be called a final exam. Instructors who give a last exam are encouraged but not required to give it during the final examination time period. Instructors who give a final exam are required to give it during the final examination time period and in accordance with what follows. Final exams are to be given during the 5-day final examination period (called final exam week) that is scheduled by the registration officer. No special individual or departmental requests will be honored in constructing the schedule of the final exam week.

> - For laboratory courses and courses of one credit or fewer: Final exams, if given, may be given during the last regularly scheduled class or lab period of the semester. They may also be given during final exam week as scheduled by the registration officer.

> - For evening classes meeting after 4:30 p.m.: Final exams, if given, must be given at the last meeting of the class during final exam week.

> - All other courses: Final exams are scheduled according to the regular class meeting time during the semester. Note that the scheduling of a final exam by the registration officer does not mandate that a final exam in a course must be given. But if a final exam is given, then it must be given at the scheduled time and may not be rescheduled. Final exams will be held in the regularly scheduled classrooms unless instructors make special arrangements in advance through the registration officer.

Although final examination periods are scheduled to be one hour and 50 minutes each, an instructor may request a longer exam period. Instructors in multi-section courses may request a "common final examination period". These requests must be made to the registration officer. Instructors may also request additional rooms for alternate seating; such requests can be honored only if rooms are available. The registration officer will send out final exam requests one

semester in advance. Once the final exam schedule has been published on the exams and testing page of the South Dakota Mines website, no additional changes will be permitted.

If a student is scheduled to take three or more exams (last or final) on any one day, then the middle exam(s) of the day shall be rescheduled for this student by the instructor(s) upon the request of the student. The student is required to make this request at least 30 days before the last day of regular classes.

Events sponsored by the academic departments, or the athletic program (other than final exams, last exams, oral comprehensive exams, and final projects) shall not be scheduled during the finals week unless approved by the senate on a case-by-case basis. Students having conflicts arising from participation in senate-approved events must see their instructors at least one week prior to the examinations week to determine an equitable alternative to taking the examination at the scheduled time.

The deadline for all course work other than last exams, final exams and final projects shall be no later than the last day of regular classes.

A student may be excused from a final exam at the discretion of the instructor.

The deadline for submission of final grades for any course is established by the South Dakota Board of Regents Policy 2:6.