

**Resolution on Final Evaluation Week Policy  
(#18-01/02-EP)**

WHEREAS, The last approved Policy Regarding Final Examinations is dated 6/23/86; and

WHEREAS, A "Provisional" Finals Week policy was distributed to faculty in Fall 2000; and

WHEREAS, Each document contains good and reasonable information; and

WHEREAS, It is helpful to review and update such policies; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend that the attached revised Policy Regarding Final Evaluations Week be approved, be distributed to the faculty, and be included in the Schedule of Classes.

**Final Evaluation Week Policy  
Draft**

The following policy is intended to assist faculty to meet their responsibility to evaluate student achievement during the final evaluation period.

1. Student achievement shall be assessed in all courses during finals week.
2. Students shall be informed of the nature of the final evaluation at the beginning of the semester.
3. All faculty members should remind their students of the final evaluation schedule as published in the Schedule of Classes. Faculty also are urged to include the dates and times of the final evaluation for the class in the course syllabus or other course schedule. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time or place scheduled must make arrangements in advance with the instructor.
4. The time scheduled for the final evaluations in a class is part of the instructional period for the class. Faculty may use the designated hours allotted during the final evaluation week for any number of summative or evaluative activities. They include but are not limited to presentations, traditional exams, portfolio sharing, performances, critiques, oral examination or field trips. Take home examinations may be submitted during final evaluation week provided the required submission date and time falls no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).
5. Final evaluations given during final evaluations week shall not exceed the allotted one hour and 50 minutes.
6. If the final evaluation takes the form of a final examination, it shall be given during the final evaluation time designated for the course (not the week before).
7. The final evaluation time designated for a course as published in the Schedule of Classes may not be changed except in special circumstances, which must be approved in writing by the Department Chair and Dean. If such a situation occurs, students must be accommodated without imposing undue hardship.
8. Classes which involve only laboratory or activity instruction shall have their final evaluations during the class's designated time during the final week of class.
9. Classes which involve both lecture/discussion and laboratory/activity methods of instruction, shall use the appropriate day and time for the lecture portion of the class for the final class evaluation. If a separate final evaluation of laboratory or activity instruction (e.g. laboratory practicum) is desired, it shall be given during designated class time prior to or during the last week of instruction, and shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.