



CAMERON UNIVERSITY FINAL EXAM PROCEDURES



Final Exam Preparation Period

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

Final Exam Regulations

1. Oklahoma State Regents for Higher Education regulations require that those institutions that reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.*

*EXCEPTIONS

- a. Final examinations in independent study, workshop, directed reading, seminar, private lessons, ensemble, choir, and other similarly "arranged" courses, when given should be held during the last scheduled meeting of the course.
 - b. If laboratory examinations are given, they will be held during the last regularly scheduled meeting of the lab.
 - c. Final examinations for 1st 8 week classes will be held during the last regularly scheduled meeting. Final examinations for 1st 8 week online or hybrid courses will be held during the days encompassing the last regularly scheduled meetings for face-to-face classes, typically the last 5 days of the semester, at times noted on the Final Exam Schedule.
 - d. Final examinations in 2nd 8 week or 16 week hybrid or online courses will be held during finals week, at times noted on the Final Exam Schedule.
2. No faculty member is authorized to depart from the published final examination schedule for either a class or an individual without approval, as stated in the Faculty Handbook (Section 5.3). Early final examinations are prohibited. Any deviations from the examination schedule **MUST** be approved by the Chair and Dean and reported to the VPAA.
 3. A student will not be expected to take more than two final examinations in one day. In cases where a student has three or more exams scheduled for the same day, instructors must offer make-up exams. The student's number of exams will be reduced to two by the following procedure:
 - a. If a student has three or more exams on the same day, the instructor(s) giving the third and subsequent exams must provide make-up exams during the week designated for final exams for that semester at a day and time agreeable to both instructor and student;
 - b. The student must notify the instructor or department of the third and subsequent final exams scheduled within a single day. Such notification must be given to the specific instructor or department before the end of the twelfth week of classes (sixth week of summer session);
 - c. Any rescheduled final examination dates must not interfere with the timely submission of grades for the entire class.
 4. In the event a conflict should arise from the scheduling of two or more examinations at the same time, the student will attend the examination for the class that met first during the week, according to the student's class schedule. The instructor(s) giving the second and subsequent exams must provide make-up exams during the week designated for final exams for that semester at a day and time agreeable to both instructor and student. Any rescheduled final examination dates must not interfere with the timely submission of grades for the entire class.

Summer Session Final Examination Regulations

During the summer session, final examinations must be administered during the final regular class period, or the final two class periods if additional time is required, as long as the final exam does not exceed two hours in length.

The University-wide procedure on multiple final exams (see regulations above) will also apply for the summer session.