

Spring 2016- Final Exam Checklist - Storrs

TO: Deans, Directors, Department Heads, Faculty/Instructors and Administrative Assistants

FROM: DiGrazia, Lauren - University Registrar

DATE: April 2016

SUBJECT: Final Examinations - Academic Year 2015-2016

As we approach the end of the semester, I'd like to remind you of the established policies and regulations pertaining to final examinations.

The Storrs Campus Final Exam Schedule is available through a link on this page:

<http://registrar.uconn.edu/exams>

Grades are to be submitted no later than 72 hours after the completion of each exam.

Detailed instructions for grade entry using the Student Administration/PeopleSoft system are available on the [PeopleSoft Help Website](#).

All grades should be submitted by 4 p.m. Tuesday May 10, 2016.

Grades submitted after the deadline cause problems, sometimes serious, for students.

These can include delay of graduation, incorrect dismissal, and loss of financial aid. Please submit your grades by the deadline!

Should you have any questions, please contact the Office of the Registrar at 486-3331 or registrar@uconn.edu.

Exam Checklist

A. All students **must take** a final in every course, however there was a recent change to the University By-Laws regarding final assessments held during finals week. The by-law language was changed from requiring all faculty to offer a final during finals week to allowing “instructors of undergraduate courses to provide a clear form of assessment of student work that shall be consistent with and sufficient for the learning goals of the course.” This change has alleviated the requirement for faculty to hold a specific assessment during finals week.

B. If the student has missed the final or seeks to be examined early, the student's absence must be excused by the Dean of Students office, thus permitting you to offer a rescheduled examination. A student whose absence from a final is not excused in this way shall receive no credit for this final. (Depending on the student's previous performance in the class and the weight of the final in the grade, this need not mean failure in the course). A student whose absence is excused by the Dean of Students shall have an opportunity to take a final without penalty. Dean of Students office (Ext. 3426) welcomes any information you may have concerning a student's reason for requesting a rescheduled final. If you teach at a regional campus, contact the campus Student Services.

C. Finals may not be administered on Reading days.

D. There are rules governing adjustments for students with "bunched" finals (See #10).

E. "R Grades." The administrative designation "R" (See #9) describes the character of the course, not the performance of the student. The mark of "R" is assigned by the Registrar, not the instructor.

F. "A" is the **maximum grade** that can be earned by any **undergraduate in all level courses** or non degree students in 1000 - 4999 level courses.

G. Semester grades should be reported to the Registrar as soon as possible after the completion of the final examination and **no later than 72 hours after** the completion of the exam. **All grades should be submitted by 4 p.m. Tuesday, May 10th.**

If a time is scheduled for a course in the official finals schedule, the time may not be changed. Very few exceptions to move and change final exams - requested by either faculty or students - are approved because of limited space and a short, tightly scheduled exam period. Please keep in mind fairness to students: many plan their studies and projects far in advance of finals on the basis of the published exam schedule. To depart from the published ground rules causes not only inconvenience, but inequity.

Even the well-intentioned inclination of a faculty member - or of a student - to change a scheduled finals time can have a devastating effect upon students who are then frustrated by a suddenly altered schedule. Even apparent consensus among students to change an exam time can mask an unanticipated intrusion by the majority upon the legitimate expectations of a few. We therefore approve such requests on a very limited basis.

Policies and Regulations Related to Finals

1. The incidence of cheating unfortunately increases during finals. Instructors are reminded that the current Student Code pamphlet outlines University Senate policy and guidelines for confronting cheating and other forms of academic misconduct. The policy states, in part, the following: "Instructors shall take reasonable steps to prevent academic misconduct by students in their courses." During the course of the finals, an instructor or proctor who observes suspicious behavior should warn the individuals involved regarding the appearance of their

actions and request them to cease the suspicious actions immediately. Continuation of such behavior may be considered evidence of academic misconduct. The Dean of Students office believes Instructors should consider requiring student identification at finals and having more than one version of the final (especially for make-ups). If you suspect any irregularities, please contact the Dean of Students office (Ext. 3426) for assistance. If you teach at a regional campus, contact the campus Student Services.

2. There is no provision for excusing any student from finals by department vote or otherwise.

3. If a student does not take your final at the time scheduled in the official schedule, no matter how valid and urgent his or her reason, one of the following grade reports **must** be made:

(a) If in your judgment, it is reasonable to suppose that the student could pass the course by a reasonable performance on the final, you are to mark the student "X"

(b) Otherwise, you are to mark the student "F". (Please note that a grade of "F" should not be turned in simply because the student is absent - nor should the instructor attempt to evaluate the reasons for the absence.)

(c) A third option is that when a student's absence from a final is not excused they shall receive no credit for the final. Depending on the student's previous performance in the class and the weight of the final in the grade, this need not mean failure in the course. However, a student whose absence is excused by the Dean of Students shall have an opportunity to take a final without penalty.

Once you have reported a student as being absent from a final, you should not thereafter give the student a make-up final or any further work of any kind until you are authorized to do so by one of the following offices, as appropriate:

For undergraduate degree seeking students and non-degree students enrolled in undergraduate classes at Storrs, Dean of Students office Wilbur Cross Building, or call Ext. 3426.

For undergraduates and non-degree students at the regional campuses, the campus Student Services office.

For medical reasons, Student Health Services call Ext. 4700.

For graduate degree students, except those indicated immediately below, and non-degree students enrolled in graduate courses, Vice Provost of the Graduate School, Kent Holsinger, Whetten Graduate Center, Ext. 3615.

For diploma students in the Sixth-Year Program in Education, Associate Dean of the School of Education, Casey Cobb, Gentry Building, Ext. 3816.

4. The faculty's regulations provide that "the mark of incomplete" (I) shall be reported only when a portion of the work assigned during the semester has not been completed either because of the

necessary absence of the student or some other reason, equally satisfactory to the instructor. Also, in the instructor's judgment, the work already done by the student must be of passing quality. Please remember that, when issuing an 'I', this implies that faculty and student will work together towards completion.

5. Please keep in mind the fact that marks, once turned in, can be changed by the instructor only if he or she can demonstrate that he or she has made a computational error. An instructor is not permitted to reconsider the matter, or to re-examine the student, or to accept additional work from the student after the marks are submitted. You are urged to do careful and conscientious work at the start, in order that your grades may give a fair reflection of student competence and achievement in the course.

6. Please note also that the scholastic records of all students are private information. Instructors are urged to keep their students informed as to the quality of work which they are doing but should use proper precautions to see that no student's record is made known to other students. **Class grades must not be posted so that a student may identify another students' grades; i.e. neither by name, Social Security number, Net ID, nor PeopleSoft number.**

7. Each teaching member of the staff should **announce to each class exactly when and where** the final is scheduled for the particular section. While such an announcement would probably be helpful in all cases, it would be especially useful in sectioned classes where finals are held at a number of different times. It seems it is not uncommon for students who are absent from a finals to present as excuse that they did not understand correctly when or where the final was to be held.

8. Final papers should be retained for a reasonable period of time after the final is over. Unless papers are returned to the students, they should be kept by the instructor at least through the following semester.

9. Note, also, administrative marking symbols which are to be used on grade reports and transcripts:

I - With prior approval from the instructor, student will complete work at a later time.

N - Denotes "no show." Student is unknown to instructor; may be registration issue.

X - Student passing but did not take the final exam.

R - Denotes "registered" and assigned to graduate students in Master's or Ph.D. readings course for thesis or dissertation preparation. R does not represent the quality of the student's work.

10. Students with "bunched" finals may postpone a final in the special circumstances described below: If approved, Dean of Students office will send an e-mail to the effected instructor(s) and

to the student. For additional information on absences from finals, go to <http://dos.uconn.edu/>
Students at a regional campus should contact the campus Student Services.

A student whose final schedule includes four finals in two consecutive calendar days may request a rescheduled final in place of one of the four scheduled finals.

A student whose schedule includes three finals in one calendar day or three finals in consecutive time blocks spanning parts of two consecutive days may request a rescheduled final in place of one of the three scheduled finals.

The iCenter in Wilbur Cross verifies a student's final schedule in Storrs and determines which of the "bunched" final may be rescheduled.

The rescheduled final must be given, at a mutually agreeable time for both instructor and student, not later than the third week of the next semester in which the student is enrolled.

When final grades for the course are reported to the Registrar, the instructor should report a mark of Absent ("X"), unless the make-up has been completed in time for the student's letter grade to be determined.

Questions on any of these matters may be referred to Dean of Students office (Ext. 3426) or the Office of the Registrar (Ext. 3331).

Last updated 04/21/2016