

EXAMINATIONS

All faculty will employ and describe clearly, in writing, examination or other evaluation practices appropriate to teach course and discipline, to yield reliable evidence of student performance. Syllabi, distributed no later than the second class period, also will describe the proportional value of each examination, including the final examination, and make-up policies.

Faculty members are reminded that examinations, meetings, classes, etc., which are occasionally held after normal class hours-- usually in the evening--will inevitably cause conflicts for students who are enrolled in co-curricular activities or who are active in campus organizations. Whenever such course requirements have not been clearly stated in the course description or in the schedule of courses, instructors should offer alternatives to a student who would be forced to miss a regularly scheduled rehearsal, choral group meeting, or other previous commitment.

(Internal)

PN 2.016

FINAL EXAMINATIONS

It is the policy of Frostburg State University to establish a final examination period. In accordance with this policy, no final examinations are to be administered at any other time than during the established final examination period. Exceptions to this policy, for valid academic reasons, must be approved by the Department Chairperson and reported in writing to the appropriate School Dean and the Registrar by the Department Chairperson.

All syllabi will indicate the schedule for the final examination period (the 15th week of the semester) and will describe the activity.

(Internal)