

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Final Exam

NUMBER: 2:9

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Office: Office of Academic Affairs

Source: BHSU Faculty Handbook

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1. Purpose

This policy sets forth the process for holding final examinations for courses at BHSU.

2. Policy

- a. A final exam period is set aside at the end of each semester at all regental universities in accordance with the regental academic calendar. Finals week is considered an integral part of the academic semester and critical to the credit hour calculation. End of semester exams, whether comprehensive or unit exams, must be given according to the final exam schedule. Exceptions must be approved in writing by the appropriate college dean. Consolidated exams for multiple sections of classes must be approved by the Dean of the appropriate college, or school Chair, and scheduled through the office of the Dean.
- b. The final examination schedule will be published for the fall and spring course schedules. Final exams for evening courses (any course that begins at 4:00 p.m. or later) must be scheduled at the regularly scheduled time of the course during finals week. Every course is required to follow the final exam schedule.
- c. Five (5) days are to be scheduled for final exams at the end of each semester, fall and spring, according to the system academic calendar. Due to the variety of summer sessions and other accelerated course formats, the final day of the term will be reserved to administer the final exam.

- d. Final exams are a vital part of the instructional program and should be given in all courses except in certain cases such as studio, capstone, seminars, and other independent learning credits where a final exam may not be appropriate. Any instructor wishing to waive the right to a final exam must do so by submitting a request as outlined under Procedures. The right to waive the final exam does not preclude the requirement to hold class during the final exam week for an alternative learning experience.
- e. Online and hybrid courses must be held to the same standard for final examinations and can only be administered during the final exam week.
- f. The published final exam schedule must be followed, even if the faculty member and all students in a course agree to such a change. This is in effect even if the final exam is an alternate learning experience. This does not preclude the requirement that classes must meet during finals week.

### 3. Procedures

- a. Each instructor, school Chair, and Dean is responsible for enforcing the above policies. The BHSU attendance policy 2:15 will be used to establish acceptable excuses for missing and retaking a final examination.
- b. Individual students may petition in writing for a variance from these policies, provided the instructor is satisfied that the exception is based on good and sufficient reasons, and that such an exception for an early or late examination will not prejudice the interests of other students in the course. Reasons for individual students missing a scheduled examination will be handled by the school Chair. The BHSU Attendance Policy 2:15 should be consulted for excused absences.
- c. If any student has a conflict in the schedule of final exams or has more than three finals in one day and cannot resolve the conflict with the individual instructor, they should contact the Office of the Vice President for Academic Affairs. No student is required to take more than three exams in one day.
- d. Any instructor wishing to request a waiver from administering a final examination must do so by submitting a request to the appropriate school Chair for consideration. The Chair will then forward such requests to the college Dean.

4. Responsible Administrator

The Vice President of Academic Affairs, or designee, is responsible for the annual ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 9/23/2021.