

Final Exam Guidance for Asynchronous Online Courses or Synchronous Courses with Fully Remote Students enrolled

As has always been the case, courses with formal administered final exams cannot take place during the Reading Period in accordance with Faculty Rules. The fact that a course/section is offered completely online in an asynchronous format or in the case of synchronous courses with fully remote students enrolled does not negate this rule.

What follows is additional final exam guidance that pertains courses of this type that was adopted by the CCC and Graduate Council in academic year 2021:

- For fully online asynchronous courses that accordingly do not have a prescribed exam period and wish to administer a formal final exam, the recommended guidance is that such courses provide enrolled students a due date no less than 72 hours and no greater than 120 hours from when they release the exam. This window will help minimize conflicts due to overlapping exams for multiple courses. ***The release date cannot occur prior to the start of the exam period and the due date cannot extend beyond the end of exam period in any given semester.***
- For primarily in-person/synchronous online courses with a prescribed final exam group set by the Registrar based on the meeting pattern that will administer a formal final exam, the following guidance is provided and at the discretion of the instructor. If remote students are enrolled and/or for related reasons the instructor wishes to offer flexibility, the instructor may choose to offer a remote final exam. However, the exam should be released at the beginning of the assigned exam group slot and grant students a due date no less than 24 hours and no longer than 48 hours from the release period. The Registrar's Office will still provide an exam room(s) at the assigned slot if they desire (This is done through department administrators earlier in the semester). ***At no point, should the exam due date extend beyond the end of the final exam period in any given semester.***