

COLLEGE OF THE ARTS Procedure for Final Exams

The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations.

A copy of the final examination schedule is included as a part of the printed schedule of classes and each faculty member is required to use the specified schedule for final examinations and assessment. Whenever unusual circumstances require a departure from the published schedule, clearance for such deviation must be obtained in advance from the department head and dean and be announced in the course syllabus, or, if the departure is not anticipated at the beginning of the semester, students should be informed in time to allow adequate preparatory time.

College of the Arts faculty are not permitted to alter the final exam schedule without consent of the dean or the dean's proxy. Any student request for deviation from the final exam schedule must be submitted in writing to the instructor, department head, and dean at least four-weeks before the scheduled final exam. The written documentation must offer valid support and justification for altering the final exam schedule. Any change in the final exam schedule will be considered on a case-by-case basis and final decisions will reside with the dean or dean's proxy.

If it is determined that a grade of incomplete is recommended, the policy for reporting an incomplete grade must follow the proper guidelines as outlined in the catalogue. According to the Valdosta State University catalogue, "A report of I (incomplete) indicates that a student was doing satisfactory work at the end of the term but, for non-academic reasons, was unable to complete all requirements for the course. A report of I requires the subsequent completion of all course requirements within a time limit specified by the instructor, not to exceed one calendar year from the end of the term in which a grade of incomplete is assigned, regardless of the student's enrollment status during the period specified for completion. Students are responsible for making arrangements with their instructor for completion of course requirements within the time specified, in accordance with this regulation. If an I is not changed to a letter grade within one calendar year, it will be changed to the grade F [or U, if appropriate]."

This procedure for final exams is referenced from the VSU Faculty Handbook p. 55.

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