

FINAL EXAMINATIONS

UNIVERSITY OF SOUTH FLORIDA 2016-2017 UNDERGRADUATE CATALOG

USF System Policy 10-005

Examinations in academic subjects are, for most courses, an integral part of the learning process and one part of a procedure for evaluating student performance and determining grades. USF requires certain standards for the examination process in order to protect the academic integrity of courses and the best interests of both the student and the instructor.

Testing in General

In each academic course, the student is expected to undergo a meaningful testing and evaluation that will reveal the student's intellectual growth in the subject matter covered or otherwise reflect the achievement of the course objectives.

The instructor has the responsibility of maintaining a fair and impartial testing and examination procedure, has the right to define and structure the testing process, and shall not be restricted as to form, style or content of the examination. It is the policy of USF that all students facing an examination (of any type) shall have equal advance notice of the form and content of that examination. Tests and other evaluations are considered part of the learning process, and students should be given the opportunity for clear feedback about what they have or have not learned as a result of such evaluations. The University regards the routine use of all or part of the same formal examination for successive academic terms as unsound policy except when used with adequate safeguards such as a random selection of questions from a large pool. Use of an electronic device not specifically authorized by the instructor is not permitted during any examination. Such use may result in academic dishonesty or disruption of the academic process and will be handled as student violations.

Comprehensive Final Examinations

The last 6 days of the Fall and Spring semesters shall be set aside for final examinations, and any comprehensive final examination **must** be given during this designated period. If a segment examination is given in lieu of a comprehensive examination, the segment examination must be given in the period designated during final examination week.

The period of two hours shall be allotted for each final examination. If a student has direct conflict of scheduled examinations or has three or more examinations scheduled on the same day, the student may petition the appropriate instructor to reschedule one of the student's examinations. The "appropriate instructor" in case of examination time conflicts shall be determined in the following manner:

1. Common finals have priority over non-common finals. When two common finals conflict, the higher numbered course takes priority. A common final is one in which all the students from one course, regardless of section or time offered, take the final at the same time.
2. Examinations for graduate level courses have priority over examinations for undergraduate-level courses.
3. Within the level of the courses, undergraduate or graduate, examinations for numerically higher numbered courses have a priority over lower numbered courses. Example: A course numbered 7283 has priority over a course numbered 6924 and a course numbered 4334 has priority over a course numbered 4282.
4. If after applying items 1 through 3, there remains a conflict, priority shall be given to the course with the prefix closest to the beginning of the alphabet. Example: ART 4901 would have priority over BIO 4901.

The final examination schedule shall be published in the same manner and place as the ***Schedule of Classes***.

The instructor of the course not receiving priority shall provide for a make-up exam either in accordance with the designated make-up exam periods or at a mutually acceptable time for both the instructor and the student during the exam period.

Reading Days

Effective Spring 2016, the final two instructional days of the Fall and Spring terms are designated Reading Days for all courses including semester length distance learning courses. Alternate calendar courses may not include designated Reading Days and students electing to take those courses should refer to their syllabus or instructor direction.