

HUMBOLDT STATE UNIVERSITY

Final Evaluation Week Policy

1. Finals week is part of the instructional period for a course. Consequently, student achievement shall be assessed during finals week in all courses, with the following exceptions:
2.
 - a. Courses involving laboratory or activity instruction only. They may have their final evaluations during the class's designated time during the last week of class.
 - b. Courses that are non-traditionally scheduled (weekend workshops, theatre productions that last only six weeks, etc.).
3. Classes which involve both lecture/discussion and laboratory/activity methods of instruction shall use finals week for the lecture portion of the class, and if a separate final evaluation of laboratory or activity instruction (e.g. laboratory practicum) is desired, it shall be given during the last week of class and shall not substitute for the final class evaluation. Students should not be expected to complete these types of finals outside of the normally designated times for the class.
4. The designated hours allotted during the final evaluation week may be used for any number of summative or evaluative activities. They include, but are not limited to, traditional exams, presentations, portfolio sharing, performances, critiques, oral examination, or field trips. In-class final evaluation activities must occur during the final evaluation time designated for the course (not the week before).
5. The required submission date and time for take-home examinations, final papers or other out-of-class activities must fall no earlier than the designated final evaluation time slot for the course (students may voluntarily submit their work earlier).
6. The final evaluation time and location designated for a course as published in the *Registration Guide* may not be changed except in special circumstances, which must be approved in writing by the department chair and dean.
7. Students shall be informed of the nature of the final evaluation at the beginning of the semester.
8. All faculty members shall remind their students of the final evaluation schedule as published in the *Registration Guide*. Faculty must include the date and times of the final evaluation for the class in the course syllabus as specified by HSU's Syllabus Policy. Any student who finds it impossible (for serious and compelling reasons) to participate on the date, time, or place scheduled must make arrangements in advance with the instructor.

Final Exam Schedule — Fall 2017

| Evaluation Period | MON Dec 11 | TUES Dec 12 | WED Dec 13 | THU Dec 14 | FRI Dec 15 |
|-------------------|------------------------|-----------------------|------------------------|-----------------------|------------------|
| 0800-0950 | 0800 MWF | 0800 TR | 0700 or 0730 MWF | 0900 or 0930 TR | 0900 MWF |
| 1020-1210 | 1200 MWF | 1100 TR | 1000 MWF | 1000 TR | 1100 MWF |
| 1240-1430 | 1300 MWF | 1200 or 1230 TR | 1400 MWF | 1300 TR | |
| 1500-1650 | 1500 MWF | 1500 or 1530 TR | 1600 MWF M | 1400 TR | 1700 MWF W |
| 1700-1850 | 1800 M MW MWF | 1600 TR | 1800 W WF | 1700 TR | 1800 T TR |
| 1900-2050 | 1900 M MW MWF | 1900 T TR | 1900 W WF | 1900 R | 1800 R |

1. Day classes (starting before 1800) which either meet daily, four days a week, M-W, or W-F should follow the appropriate M-W-F schedule for the class starting time.
2. Day classes (starting before 1800) which meet on T or R only or on a T-R-S pattern should follow the appropriate T-R schedule for the class starting time.
3. Classes meeting one day per week, which do not show a specific meeting time on the above chart, must ascertain the availability of the classroom for their final to avoid potential conflicts.