

# BLUE MOUNTAIN COLLEGE

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## POLICIES AND PROCEDURES

**AREA:** Academic Affairs

**NUMBER:** Policy 2.34

**SUBJECT:** Dead Week and Final Examinations

### 1. Definition and Intent

The last week of fall and spring undergraduate classes is designated Dead Week. The intent of this policy is to provide students with time for review and preparation for final examinations.

### 2. Academic Programs

For academic programs, the last week of classes is considered to be a normal week in the semester except that in developing their syllabi faculty shall consider the following guidelines:

- A. Mandatory final examinations in any course may not be given during Dead Week except for physical education activity courses, laboratory courses, and for those classes meeting once a week only and for which there is no contact during the normal final exam week.
- B. Take-home final examinations and quizzes worth no more than 10 percent of the final grade and/or that cover no more than one-fourth of assigned reading material in the course could be given.
- C. Major course assignments should be assigned and due prior to Dead Week (major assignments include major research papers, projects, etc.). Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.
- D. Major course assignments should be due no later than the Friday prior to Dead Week. Exceptions include class presentations by students, semester-long projects such as a design project assignment in lieu of a final, and extensions of the deadline requested by individual students.

### 3. Faculty and Student Responsibilities

Faculty are reminded that most students are enrolled in several courses each semester, and widespread violation of these guidelines can cause student workloads to be excessive as they begin their preparation for final examinations.

Students are reminded that their academic curriculum is their principal reason for being in college and they have a responsibility to study in a timely fashion throughout the entire semester.

### 4. Final Examination Week Policy

A faculty member may not give a final examination prior to final examination week nor change the time of offering of the final examination as it appears in the final exam

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schedule. Permission to change the time for which an exam is scheduled may be given only by the Vice President for Academic Affairs. If the faculty member elects not to give a final examination, the class is required to meet at the scheduled final examination period for other educational activity such as a review of the course or feedback on previous examinations.

5. **Final Examinations for Evening Classes and Conflicts in Scheduling Final Examinations**

Final examinations for evening classes are determined by the Vice President for Academic Affairs in coordination with the Academic Dean's Council, and the schedule is published with the regular examination schedule. Conflicts in the scheduling of final examinations are handled by the Vice President for Academic Affairs.

**SOURCE:** Board of Trustees: October 07, 2011; October 08, 2010