



AOP 12.04: FINAL EXAMINATION

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to define the policy regarding final examinations at Mississippi State University and to define the responsibility of the administrators and faculty.

POLICY/PROCEDURE

For the purpose of this policy, the final examination period is defined as the normal five-day (may span a weekend) period during which final examinations are scheduled.

All final examinations will be held as specified on the Examination Schedule except those for classes meeting fewer than two lecture hours per week and/or certain other classes which may be given at particular times by special permission from the Provost and Executive Vice President. Classes meeting fewer than two lecture hours per week and all laboratories will have their examinations at the last regular meeting of the class. Evening classes will have their examination on the same night of the week during the final examination period. Classes offered in shortened formats should hold the final exam during the last class period for synchronous delivery or the last class day for asynchronous delivery when the exams are not scheduled in the University academic calendar.

The purpose of the Reading Day, when scheduled, is to allow students time to study and prepare for final examinations. No student activity, meeting, assignment, or event should be scheduled on this day. These restrictions apply to all Mississippi State University classes (e.g., face-to-face, online, etc.).

When an instructor teaches more than one section of the same course, permission may be given in advance at the instructor's discretion to a student registered for the course to take the examination in any one of the sections, provided that procedure does not result in too many examinations for the student in one day.

Students are entitled to sit through the full three hours of the allocated exam time. If a student is late for the examination but no classmates have completed the examination before the student's arrival, then the faculty member must allow the student to take the examination within the remaining examination time. If a student arrives after an examination has been submitted for evaluation, the faculty member or proctor may refuse to administer the final examination to the late student.

Asynchronous online classes will have their examination during the regular examination period. Examinations for traditional 15-week semester courses must be available to online students for at least 72 hours between the end of Reading Day and prior to the end of the exam period. In the

case of shortened-format terms, examinations will be available to online students for the duration of the final examination period. For asynchronous courses in shortened formats with no scheduled final examination period, examinations will be available to students for 48 hours to include the last day of class. Synchronous online classes will follow the normal exam schedule. Courses delivered through face-to-face including hybrid methods may opt to also offer asynchronous online examinations; however, students must also have the option to complete an in-person final examination during the regularly scheduled final examination window. In cases of asynchronous final examinations for face-to-face courses, the final examination window must include at a minimum the full three-hour session allotted by the final examination schedule.

Grading Day: Faculty should be given at least 24 hours from the time of conclusion of the examination period and the submission of final grades to the Registrar's Office to grade exams.

Exceptions to the published Examination Schedule are discouraged. If an exception is deemed necessary, the request must be approved by the respective department head and dean and copies of these approvals placed on file in the dean's office. Approval for a request to change the final exam schedule must be secured at least 2 weeks prior to final exam week. Exceptions to the published Examination Schedule will be emailed and announced to the affected classes at least 2 weeks prior to final exam week.

Three or More Final Examinations in One Day

Students should not have to take more than two final examinations in a given day. To resolve the problem of multiple final examinations, students must initiate the process and administration will become involved if necessary. The rescheduled final examination ideally should be a time that is convenient for both the instructor and the student. The rescheduling should be completed prior to the beginning of the final examination period and the resulting examination must be administered during the final examination period. Any exception to these guidelines must be approved by the Office of the Provost and Executive Vice President.

Student Responsibilities to Resolve Multiple Examinations: If the schedule has three or more final examinations scheduled on one day for a student, the student should take the following actions:

- The student should notify all instructors at least two weeks prior to the beginning of the examination period to explore if one of them can easily reschedule an examination.
- Within a week, if no instructor is willing to voluntarily reschedule a final examination for the student, the student should notify the Office of the Provost and Executive Vice President so that this issue can be resolved administratively.

Administrative Responsibilities to Resolve Multiple Examinations: If the student contacts the Office of the Provost and Executive Vice President, the Executive Vice Provost will coordinate the next steps of contacting the associate dean(s) in the college(s) of the student and the professors who are giving the final examinations. The following provisions will apply:

- The affected associate dean(s) will resolve the situation and decide who will reschedule which examination.
- The lead associate dean will be the associate dean representing the college of the student.
- The decision of the lead associate dean on which examination is to be rescheduled will be the final decision.

Students should report any violation of the above policy to the instructor's department head.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost with recommendations for revision presented to the Provost and Executive Vice President.

REVIEWED:

/s/ Peter Ryan 08/14/2024
Executive Vice Provost Date

/s/ David Shaw 09/09/2024
Provost and Executive Vice President Date

/s/ Robert Banik 10/04/2024
President, Robert Holland Faculty Senate Date

/s/ Tracey N. Baham 10/18/2024
Associate Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 10/21/2024
General Counsel Date

APPROVED:

/s/ Mark E. Keenum 10/28/2024
President Date