

## FINAL EXAM CANCELLATION DUE TO OFFICIAL UNIVERSITY CLOSURE

### PURPOSE

To provide guidelines for the cancellation of final exams in the event the University is officially closed, such as due to inclement weather.

### APPLICABILITY

All faculty, staff and students

### POLICY

Faculty and students should be prepared for the possibility of in-class exams being disrupted due to unforeseen circumstances, such as inclement weather, causing the University to close. If the University were to close one day during the first four days of final exam week, that day's exams would be moved to Friday of exam week. Should the University close a second day or on the Friday of exam week, the exams scheduled for that day would be moved to Saturday afternoon of exam week.

If a University closure disrupts the in-class final exam of a course that ends prior to the last week of the semester, the exam would be moved to Friday of that week. Should the University close on the Friday of that week, the exam would be moved to Saturday afternoon of that week.

**EXCEPTIONS:** Faculty members may move in-class exams to an online format in response to an unplanned University closure only if the following conditions are met:

1. The course syllabus distributed at the beginning of the term states that the exam would move online if the University closed.
2. The online exam is available to students during a time that includes, at minimum, the originally scheduled date and time. The online exam may be accessible to students for a longer period of time than the originally scheduled exam.

The faculty member must notify their department head of the changed format on the day that the exam was originally scheduled.

Final exams originally scheduled to be online (e.g., online or hybrid classes) will be administered during the originally scheduled time frame regardless of the changes to the in-class exam schedule due to unexpected University closures.

### REFERENCES

None

INITIATING DEPARTMENT/DIVISION

Office of the Provost and Vice President for Academic Affairs, 227-2920

Last reviewed April 15, 2022