

Oregon Tech Policy OIT-14-023 Final Examinations

1. Policy Statement

The final week of each academic term serves as final examination week, i.e., Finals Week. The purpose of Finals Week is to provide a conducive environment for instructors and students to conduct final course assessments. Such assessments are generally culminating in nature and require special time to prepare and perform. Therefore, final exams will be carried out during, or due on, the time designated in the official “Final Exam Schedule” set by the Office of the Registrar.

2. Reason for Policy/Purpose

Finals Week serves as the closure of each academic term where students’ comprehension of course material is evaluated as it relates to each course’s learning objectives. The purpose of this finals week policy is to establish a framework that promotes fairness, integrity, and academic success for all stakeholders during finals week. Furthermore, this policy reduces potential time conflicts for all stakeholders.

3. Applicability/Scope

This policy applies to all academic course work carried out on the Klamath Falls campus. Finals related to academic course work carried out on the Portland-Metro campus will be held during their regularly scheduled class time during finals week.

4. Definitions

Finals Week: the last week of each academic term.

5. Policy Details

To provide a conducive environment for instructors and students to conduct final course assessments, the following will occur:

- a. No student activities or athletic events will be scheduled during Finals Week.
- b. Methods of evaluation are at the discretion of the instructor. They should be specific in the course syllabus and distributed to students the first week of class.
- c. Instructors of record who use a final examination will administer that exam at the time designated in the official “Final Exam Schedule” set by the Office of the Registrar.

- d. Instructors of record who use any other form of assessment will have it due during the time designated in the official “Final Exam Schedule” set by the Office of the Registrar.

5.1 Policy Exceptions

- a. Individual students may request exceptions to this policy. These must be approved in advance by the instructor of record.
- b. Instructors of record may request exceptions to this policy. The exception must be approved by the appropriate department chair and college dean, and students should be given at least three weeks prior notice of the change.

6. Links to Related Procedures, Forms, or Information

[OIT-14-025 Dead Week](#)

7. Policy Review/Consultation

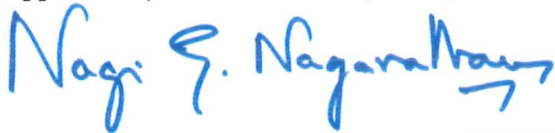
This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Faculty Senate
- President’s Council

This policy was revised pursuant to Oregon Tech’s policy review and making process.

8. Policy Approval

Approved by the President on January 24, 2025.



Nagi G. Naganathan, Ph.D., ASME Fellow
President

Supersedes

OIT-14-023 dated April 23, 1997

Revision Dates

April 23, 1997

November 5, 2024