

Spring 2021 final exam guidance

- ONLINE courses DO NOT have an assigned time and will not appear on the final exam schedule. The presumption in the ONLINE mode is that final projects, exams, or other work is submitted by deadlines established within the course.
- REMOTE courses DO have an assigned exam time and should follow the same procedures as face-to face classes.
- FACE-TO-FACE courses should follow normal Senate policies as much as possible, acknowledging that many exams will need to accommodate at least some remote students.

Take Home Exams

- Take-home final exams should allow enough time that the exam could be completed during finals week prior to the due date. (Final exams—even take-home exams—should not take place during week 14.)
- Take home or time-flexible exams due on a specific day CAN be counted toward the maximum of 3 final exams per day. Students may send an email to registrar@mtu.edu if they find themselves with more than 3 exams in one day. The registrar's office will work with the student and the instructor(s) to find an acceptable solution.
- If a final exam had a scheduled exam time but it was changed to a take-home exam, the exam may be distributed during week 14, but it may not be due earlier than the end of the scheduled exam period.
Example: If your exam period was 10 AM-Noon on Thursday, your take home exam should be due no earlier than Thursday at Noon.

Scheduled and Time-limited Exams

Time-limited exams are those which must be completed within a specific time, e.g. an exam scheduled for Monday 10:15am - 12:15pm would have a time limit of 2 hours.

- The policy prohibiting 14th week exams without a comprehensive final exam still applies.
Example: If an exam is given during week 14, the course must also have a comprehensive final during final exam week.
- Instructors may give students flexibility to decide when they want to take a time-limited exam, as long as the window for taking the exam includes the scheduled time.
Example: For a Wednesday 3-5 exam, the instructor might give students 2 hours to take the exam anytime between 1:30 PM and 6 PM on that day.