Approved October 23, 2026

**UNIVERSITY OF ILLINOIS SPRINGFIELD**
**CAMPUS SENATE AY 2026/2027**
**RESOLUTION 56-17**

## Policy on Appropriate Use of Finals Week

**WHEREAS,** no policy on the appropriate use of finals week exists at the University of Illinois Springfield;

**WHEREAS,** university practices and policies need to follow the Department of Education's Title IV requirements;

**WHEREAS,** previous deviations from the semesterly final exam schedule published by the UIS Office of Records and Registration have led to confusion and frustration among students, faculty, and staff;

**WHEREAS,** this policy aims to reduce strain on students at the end of the fall and spring semesters;

**WHEREAS,** the proposal has been reviewed and supported by the Undergraduate and Graduate Councils of the University of Illinois Springfield Campus Senate;

**THEREFORE, BE IT RESOLVED** that the University of Illinois Springfield Campus Senate approves the Policy on Appropriate Use of Finals Week presented in Appendix 1, which will take effect for the 2027-2028 academic year.

# Appendix 1

## Policy on the Appropriate Use of Finals Week

**Purpose:**
Finals Week is the designated period for final examinations that occurs in the 16th week of the fall and spring semesters. The function of a Finals Week schedule is to accommodate longer exam times and spread final exams across the week to balance student workload. Finals Week is not an instructional week.

This policy applies to courses delivered in all modalities.

Summer semester and 8-week courses do not have a designated finals week; therefore, final examinations, if assigned, should be held during the final class period or final week of classes for online courses.

**Definitions:**
Final Examination: A final examination is a major culminating exercise, which can be a written examination, final project, graduate closure project, significant presentation, or an alternative assignment. The final examination is not required to be comprehensive of all course materials.

**Scheduling Policies**

- The 16th week of the semester shall be designated as Finals Week in the academic calendar.
- The Finals Week schedule will be determined by the Office of Records and Registration.
- The location for final exams will be in the classroom where classes met throughout the semester. For any course not falling into the standardized schedule, faculty must make arrangements with Facilities and Services, Classroom Scheduling.
- A student shall not be required to complete more than three scheduled final examinations on any one examination day. Deadlines for culminating projects assigned in advance are excluded from this three-examination maximum. Any student having more than three scheduled exams on one day is entitled to rescheduling. The student should contact the instructor of one of the courses at least two weeks before the scheduled exam period, and that instructor should reschedule the examination for that student.

**General Policies**

- Instructors may not introduce new instructional material during Finals Week.

- Instructors are required to have some significant evaluative coursework or form of assessment due during Finals Week. Due dates should be shared well in advance.
- If given in person, final examinations are given only during the scheduled examination period.
- If given online as part of on-ground or HyFlex courses, final examinations may not be due any earlier than the scheduled final examination period during Finals Week.
- If given online as part of online courses, final examinations may not be due any earlier than the Monday of Finals Week.
- For graduate closure projects, closure committees can meet prior to Finals Week. The final work product may not be due any earlier than Finals Week unless the student and faculty determine an alternate schedule is appropriate
- Final examinations may not be given in the week prior to Finals Week. This excludes laboratory final examinations.