

Final Examination Policy

Each course or section of a course offered for academic credit at Salem State College will include a final examination, unless such an examination is inappropriate to the nature of the course. Each department shall formulate specific policies on final examinations, covering at least one of the following:

1. Specification of those courses or sections for which final examinations are to be given, and whether such examinations are to be written or oral.
2. For each of those courses or sections not having a final examination, an explanation of why such an examination is not appropriate.

Each department's final examination policies, updated for the current semester, will be placed on file in the department's office no later than the end of the second week of the semester. A copy of the policy shall also be sent to the Academic Affairs Office.

All final examinations (with the exception of oral or take-home examinations) shall be scheduled by the Registrar's Office, and shall take place during a specific final examination period announced as part of the College calendar. The final examination schedule shall be published by the Registrar's Office and distributed to all faculty (and announced to the student body) no later than the end of the tenth week of the semester.

All final examinations shall be held at the scheduled times and places. A faculty member wishing to reschedule a final examination must have the permission of the department Chairperson and of the Registrar. All conflicts in the final examination schedule shall be resolved by the Registrar in consultation with the Chairpersons of the departments involved.

In no case may a written final examination be administered to a section before the beginning of the scheduled final examination period.

Possession of Final Examinations and Papers/Projects

Students have the right to inspect their own completed final examination papers in a course within one semester following the end of the course. However, the course instructor shall have the right to retain permanent possession of the original examination papers and each student's submitted answers.

Students have the right to the return of the original of any written paper/project upon request, with the provision that a copy be provided to the instructor by the student if the instructor so requires. Under such circumstances, the instructor shall return to the student the written paper/project within one semester following the end of the course. Such request must be made by the student no later than the end of the following semester.