

## Final Examination & Study Days Policy

**Effective:** February 6, 2023 (updated February 14, 2023)

**Responsible Unit:** Committee on Instruction (COI)

**Approval by:** Committee on Instruction (COI)

### Overview:

*All members of the academic community at Columbia University School of Professional Studies are responsible for meeting academic obligations scheduled throughout the semester and adhering to policies related to Final Exam and the Study Day periods.*

### Policy:

1. For the **Fall and Spring semesters**, cumulative final exams should only be held during the Registrar-scheduled Final Exam period.
  - a. An allowable exception to this rule occurs when a course has been designed for 13 weeks of instruction and there are 14 class sessions during a given semester. In this instance, the 14th class session may be used for a final exam. This scenario typically occurs during the Spring semester.
2. Columbia University's Registrar-scheduled Study Days must be respected. Instructors are prohibited from:
  - a. Holding exams or make-up class sessions on a Study Day.
  - b. Assigning a due date for final papers/projects that falls on a Study Day.
3. For courses that have a final exam, instructors may schedule the due date for a final paper/project up until the last day of classes for the term as indicated by the Registrar's academic calendar.
4. For courses that do not have a final exam, the instructor may establish a due date for a final paper/project for a day during the Registrar-scheduled Final Exam period.
5. For the **Summer "X" 12-week term**, SPS graduate degree programs may hold final exams during the last week of the Summer full term and elect to use the same meeting pattern as the class session. As a result, it is allowable for a final exam to be held on the 12th class session, a scheduled Study Day, or a Final Exam day.
6. Students are expected to take final exams on the instructor-assigned day. Exceptions may be granted by permission of the Senior Associate Dean of Academic Affairs in consultation with the instructor for the following reasons:
  - a. Exam conflict, defined as either:
    - i. Two final exams scheduled at the same time
    - ii. Three or more final exams scheduled within a 24-hour period.

- b. Religious observance.
  - c. Medical or family emergencies. Documentation is required for medical absences.
  - d. Military service.
  - e. Court appearances, such as jury duty.
7. Instructors and departments must accommodate students who are unable to take the final exam during the assigned exam period due to exam conflicts (see above) or permitted absences.

**Exceptions:**

Allowable exceptions are noted above.