

MEMORANDUM

TO: Matt Hudelson, Executive Secretary
Faculty Senate

FROM: Becky Bitter, Senior Assistant Registrar and *WSU Catalog* Editor

DATE: 14 September 2023

SUBJECT: Proposal to Revise Rule 75, Final Examination Schedule

On September 12, 2023, the Academic Affairs Committee approved a proposal to revise Rule 75, which pertains to the Final Examination Schedule. The revision was suggested in order to add details about how much time is allotted for final exams.

75. FINAL EXAMINATION SCHEDULE

The final examination schedule will be determined before the start of each semester and published in the semester *WSU Schedule of Classes* by the Registrar based on previous enrollment for that semester. After publication, the schedule cannot be altered except as provided.

The final exam schedule gives the maximum time that may be used for the final, including any administration time. Classes which are 1 – 3 credits are allowed up to 2 hours. Classes which are 4 credits or more are allowed up to 2 hours and 50 minutes.

While instructors may use the maximum amount of time scheduled for the final, they are not required to use all of the allotted time and may elect to give a shorter final exam.

At this time, Faculty Senate review and approval is recommended, to be effective spring 2024.