

FINAL EXAMINATION POLICY | FALL 2009

It is the policy of the University of Colorado at Colorado Springs to adhere to the final examination schedule as published in the Schedule of Courses each semester. While it may be appropriate not to give a final in some cases such as laboratory courses, seminars, and colloquia, final examinations should be given in all other undergraduate courses.

Exceptions to this policy should be agreed upon by the faculty member and the chair of the department no later than the beginning of the semester in which an exception is requested. The resulting decision should be announced in writing to students in the class during the first week of classes.

In addition to the principles stated above, the following guidelines should be followed by all faculty members and administrators in order to assure fairness and the best possible education experience for students:

1. The scheduled final examination period should be considered an important part of the course and used as a final examination period or additional instruction.
2. The final examination in a course should be given as scheduled and not at other times even if the faculty member and all students in a course agree to such a change.

WEB GRADES - STUDENT ONLINE CENTER

Grade reporting service is available at the end of the term,
Monday - Friday, 7:00 a.m. to 11:00 p.m.

Fall Grades Will Be Posted by January 8, 2010

Please call 719-255-3361 to report any problems.

1. Go to the campus home page at www.uccs.edu.
2. Click on Student Online Center link.
3. Log on using your student ID and pin number, click submit.
4. Click on the **Records** button, at bottom of the page.
5. Click on **Final Grades** button.

Note: You may view your academic transcript by selecting the Transcript button.

3. The week of classes preceding the scheduled final examination period should be used primarily for continued instruction and may include the introduction of new material. No hourly examinations are to be given during the week preceding final examinations.
4. Individual students may be granted a variance from these policies provided the instructor is satisfied that (a) the exception is based on good and sufficient reasons (such as religious observances) and (b) such an exception for an early or late examination will not prejudice the interests of other students in the course.
5. When students have three or more examinations on the same day, they will be entitled to arrange an alternative examination time for the 1st exam or exams scheduled on that day. Such arrangements must be made no later than the end of the 10th week of the semester (i.e. at the end of the drop period). Students will be expected to provide evidence that they have three or more examinations in order to qualify for exceptions.
6. This policy applies to all undergraduate students, including seniors. Graduating seniors should not be exempt from final examinations. Such exemptions are inappropriate on both procedural and academic grounds.

