

College of Liberal Arts Final Exam Substitution Form

Note: This form must be submitted each semester for each course that is not giving a final exam.
This form is only for courses at the 5000 and lower levels.

Please note that this form is for final exam substitution not for permission to simply forego the final exam requirement. Each course must have a final exam unless a substitution is approved.

Semester:

Department:

Course Number & Title:

Instructor:

Approval:

The Chair/Head of this department approves the substitution of the final exam requirement with the following form(s) of evaluation:

_____ Performance test(s)/Jury Evaluations

_____ Term paper(s)

_____ Research/Studio Project(s)

_____ Laboratory evaluation

_____ Field evaluation

_____ Internship evaluation

_____ Practicum evaluation

_____ Other evaluation. Describe: _____

The Chair/Head approves this substitution with the understanding that the instructor is required to present to the class at the beginning of the semester, in the syllabus, a written description of the method by which final grades will be determined. Further this approval is with the understanding that the substituted requirements must neither interfere with scheduled academic activities of the students involved nor occur on the last day of the semester or during Study Days (“Dead Days”). Failure of the instructor to abide by these requirements will negate this substitution.

Please attach the rationale for the substitution and the course syllabus to this form.

Signatures:

Instructor Signature and Date

Department Chair/Head Signature and Date

**Please forward this form with rationale and syllabus attached to
the CLA Deans Office**

Final Exam Information (Faculty Handbook Section 4.6.D)

A final examination is a desirable means of evaluation in most undergraduate courses. In unusual circumstances, performance tests, term papers, research projects or other forms of evaluation appropriate to the objectives of the course may be substituted for final examination with approval of the department head, who will report his or her action to the dean and Provost. A faculty member not giving a final examination is to present to the class at the beginning of the semester a written description of the method by which final grades will be determined.

Final examinations will be administered during the hours specified in the semesterly examination schedule. Due to the specialized nature of many small upper-level undergraduate courses and graduate courses, deviations from this requirement are sometimes warranted. Such deviations are to be approved by the Provost, and rescheduled examinations must not interfere with scheduled academic activities of the students involved.

Please save this form to your desktop before you start filling it in. Once filled in, save and print so that you can sign the form and submit it to your department chair.