

Finals Preparation Week and Finals Preparation

Approved by: Responsible Official: Academic Affairs Pamela Fly fly@nsuok.edu (918) 444-2062	History: Adopted – November 17, 2015 Related Policies: Additional References:
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POLICY

PURPOSE

The policy reinforces the importance of finals preparation week (the week before finals during the regular semester) and articulates expectations for that week and finals week for both students and faculty.

DISCLOSURE STATEMENT

The policy will reinforce the importance of faculty articulating all assignments due the week before finals and preclude student organizations from holding meetings, functions or other sponsored events during Finals Preparation Week without special permission from the office of the Vice President of Student Affairs.

FINALIS PREPARATION WEEK RESOLUTION

The last full week of classes before final examinations is designated as Finals Preparation Week for each fall and spring semester. This week should be a time when students are completing their semester and looking forward to their culminating work of finals week. While Finals Preparation Week will contain exams or lectures as warranted by the professor, certain stipulations will be enforced to ensure predictability in this critical time.

1. Final examinations will be given during their approved time during finals week in keeping with University Policy. The only exceptions to this restriction are laboratory course finals that are traditionally given during Finals Preparation Week to avoid scheduling conflicts.
2. Any major assignments (e.g., those counting for 10% or more of the final grade) that are to be turned in during Finals Preparation Week must clearly appear on the syllabus at the beginning of the semester. While exact dates may not be known at the beginning of the semester (and hence couldn't be given), the assignment and portion of the grade it represents should be clearly stated in the class syllabus.
3. Student organizations are expected to refrain from holding meetings, functions, or sponsored events during Finals Preparation Week. Any exception to this restriction must be authorized in advance by Office of the Vice President of Student Affairs.

NSU values the best efforts of its faculty and students. This policy recognizes the importance of preparation and planning to make Finals Week successful.