

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Final Examinations

NUMBER: Policy 2-8 (Formerly Policy III-15 and II-6-2)

REVISED: August 2024

South Dakota Mines follows the established System Academic Year/Academic Calendar by the South Dakota Board of Regents (BOR) which includes Finals Week for each standard term of the academic year. This policy provides definitions and information regarding final exams held during Finals Week.

Definitions:

1. Finals Week: Dates established for the delivery of final examinations or completion of course assignments to conclude the term.
2. Final Exam: Comprehensive exam given at the end of a course during Finals Week. Consists of a 1 hour 50-minute time period.
3. Last Exam: Non-comprehensive exam given at the end of a course during the term. Not required to be given during Finals Week.
4. Common Final Exam: Final Exam time scheduled during Finals Week that includes two or more sections of the same course given at the same time.
5. Extended Time Final Exam: three-hour period of time that can be requested if an instructor desires more than the standard 1 hour and 50-minute time period.
6. Standard Term: The official fall and spring terms established by the BOR.

Final Exam Schedule

1. The Office of the Registrar will produce the Final Exam Schedule for each standard term of the academic year. As part of the process to produce the Final Exam Schedule, instructors have the opportunity to submit their requests via email to the Registrar for Common Final Exams and Extended Time Final Exams. Once the Final Exam Schedule has been published on the University website, no additional changes or requests will be permitted. Standard Final Exams will be scheduled as follows:

- a. Final exams are scheduled according to the regular class meeting time during the standard term. Having a Final Exam time scheduled for a course does not mandate that a final exam for any given course must be given. Final Exams can only be given during the scheduled time posted on the Final Exam Schedule.
 - b. For laboratory courses and one-credit courses: Final exams, if given, may be given during the last regularly scheduled class or lab period of the term. The Office of the Registrar can make exceptions to this and schedule the Final Exam during Finals Week if requested by the instructor.
 - c. For evening courses meeting after 4:30 p.m.: Final exams, if given, must be given during the last meeting of the class during the standard term.
2. If a student is scheduled to take three or more exams on any one day during Finals Week, then the middle exam(s) of the day shall be rescheduled for this student by the instructor(s) upon the request of the student. The student is required to make this request directly to the middle exam instructor(s) at least 30 days before the last day of regular classes.
 3. Events scheduled and controlled by university offices and departments that require student attendance at the event shall not be scheduled during Finals Week.
 4. A student may be excused from a Final Exam at the discretion of the instructor.
 5. The deadline for all course work other than last exams, final exams, and final projects shall be no later than the last day of regular classes.
 6. Mines follows the [BOR](#) policy regarding the submission of final grades for any course.

Revision History: SDSM&T Faculty, May 1999; Office of the Provost, Sept. 2004; Office of the Provost, Dec. 2009; Office of the Provost, May 2010; Office of the Provost, Aug. 2022; Aug. 2024

BOR Policy/Committee References: [Policy 2.1.1](#)