

# FINAL EXAMINATIONS

---

Final examinations or other evaluative activities are the accepted standard in all organized courses at The University of Texas at San Antonio (UTSA). The final examinations are scheduled by the Office of the Registrar. These exams and evaluations are held at the close of each semester and summer term. The time and place of final examinations for organized courses are given in the University's Final Examination Schedule which appears in the UTSA Schedule of Classes for each fall and spring semester. Final examinations given during the Final Examination Schedule must be given on the dates and at the times when they are scheduled and in the locations where they are scheduled. During summer terms, final examinations are held during the last regularly scheduled class period for the course. Students who have three or more final exams, or conflicting exam times, scheduled on the same day should contact each instructor to determine if one can be moved to another day.

For courses that end at times other than the official last day of classes and for courses that are not classified as organized, such as an independent study or internship, instructors are responsible for providing information to their students and their department chairs regarding final examination requirements. For a class that is not scheduled with a standard class meeting time, coordination with the Office of the Registrar is essential to determine the class final exam day and time.

The methods to be used in evaluating the performance of students are the prerogative and responsibility of the individual faculty member, except for the multiple-section courses where the Department provides for the necessary coordination of the evaluation procedures. Students shall be informed in writing as to the methods of evaluation to be used before the end of the add/drop period (beginning the first class day and ending on the Census Date). Students shall be informed in writing on the course's syllabus as to the methods of evaluation to be used before the end of the add/drop period (beginning the first class day and ending on the Census Date).

Final grades are reported by course instructors and are due within three (3) days after the final examination period ends.