



**Title: #V-6. Guidelines on Final Examinations**

**Date: February 6, 2024** (Replaces version dated September 27, 2018)

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West Virginia University Parkersburg has adopted a sixteen week semester with fifteen weeks devoted to instruction and one week devoted to final exams.

During the final week of each academic semester, and at a specified point during summer term, all courses shall meet for one 2-hour period at the date and time listed in the published final exam schedule. This period should be used for examination or any other appropriate activity designed to advance the student's education. If an instructor requires a written report or take-home examination in place of a final examination, it shall not be due before the final examination period scheduled for that course. Exceptions may be approved by the Academic Division Dean **upon written request by a faculty member**. Whatever culminating activity is deemed appropriate by the instructor, it may not be scheduled at any time other than the date and hour listed in the final exam schedule. Any deviation from the final examination schedule must be approved by the Academic Division Dean.

According to federal law, grades are restricted information and may be released only to the student or at the student's written request. Thus, grades earned on examinations or in courses may not be posted by name. Posting by the student's identification number is also not permissible. Although there is no federal or state legislation that pertains to the manner in which graded work is to be returned to students, the returning of such material should be handled in such a manner as will preserve the students' privacy.

**Responsible Administrator: Vice President for Academic, 304-424-8242**