

Common Finals

In the interest of maintaining unity of coverage, the following courses are designated as “common final” courses: Mathematics 120, 125, and 150. For each of these courses, the following policy is adopted.

- 1) During Fall and Spring semesters, one faculty member will be designated by the Chair as coordinator for each common final course. (This member need not be teaching the course during that term.) Prior to the beginning of the term, the coordinator shall determine the weight the final examination shall have in assigning grades for the course. In consultation with those faculty members who are teaching the course during that term, the coordinator shall devise a common final, and shall provide those faculty members with a sample examination no later than the eighth week of the term. The coordinator shall also determine how the common final shall be graded.
- 2) Final examinations for all daytime sections of each common final course will be scheduled for the same time during finals week. Non-tenure-track faculty shall give the common final in their courses. Tenured and tenure-track faculty may opt to prepare final examinations of their own for their sections, but it is urged that the content of such finals conform to that of the common final. Final examinations for evening sections shall occur at their regularly scheduled times; the coordinator shall provide faculty teaching such sections with final examinations similar in content to the common final.
- 3) In all cases, syllabi for common final courses shall clearly state the grading weights of all items contributing to the final grade, including in particular the grading weight of the final examination.
- 4) All of the above is contingent upon the availability of a suitable day and time for the common final, as determined by the Office of the Registrar.

Passed 4/16/2004