



SMU

Elizabeth G. Lobo
Provost and Vice President for Academic Affairs
Office of the Provost

April 13, 2021

Dear Colleagues:

Please remind your faculty of the following University policies and procedures as related to final exams and final grades.

FINAL EXAMS

Reading Days

- Faculty may not schedule final exams or final assignments being used as an alternative to a final exam as being due on reading days ([see final exam policy](#)). This spring, because of the snow-related make-up days, there could be some confusion. For the only Reading Day left (because the other one is serving as a make-up day), no final exams or final assignments will be due on Wednesday, May 5th.

Spring 2021 Covid Exam Requirements

- Virtual courses must offer their final exams on-line.
- SMU Flex courses must also offer their final exams on-line, recognizing that we are still adhering to the Red-Blue schedule and in order to maintain social distancing. If a faculty member wants to offer students an optional opportunity to take the test in-person during the scheduled exam time, and the room can safely accommodate all students who might choose this option, then faculty can offer the exam with the options of both in-person and online. However, even in circumstances in which in-person options are available, the option to take the exam online at the scheduled time must remain available, due to the Covid exam requirement.

Maintain [University-Assigned Final Exam Schedules](#)

- The University Registrar assigns a specific day and time for each final exam so that students do not have scheduling conflicts among their different courses.
- No class final examinations may be scheduled at a different time from that specified in the official examination schedule. Exceptions to the examination schedule may be made only upon written recommendation of the chair of the department sponsoring the course and with the concurrence of the Dean of that school, who will allow exceptions only in accordance with guidelines from the Office of the Provost.

- SMU does not have a policy limiting the number of final examinations an undergraduate student has on one day. It is rare for students to have more than two final examinations on the same day. However, students with 3 or 4 final examinations on the same day may ask the course instructors for an alternate final examination time. Course instructors are under no obligation to reschedule a final examination for a student.
- Please utilize the extended time features in Canvas or Lockdown Browser for students with extended time accommodations on their final exams. If you are uncertain about how to configure this setting please connect with your college [ATSD](#) .

ASSIGNING FINAL GRADES

- Grades are due 72 hours after the final exam for each course section. (For example, if you teach three sections of DISC 1312, then you have three different due dates. Each course section has its own [72 hour deadline](#).)
- Entering grades within 72 hours is critical to ensuring that students can receive diplomas and final course transcripts to support them in applying for summer internships, etc.
- Grades of Incomplete: A student may receive a grade of Incomplete (I) when at least 50 percent of the course requirements have been completed with passing grades, and yet, for some justifiable reason acceptable to the instructor, the student has been unable to complete the full requirements of the course. For an undergraduate course, a maximum of 12 months is allowed to clear the Incomplete grade.

In accordance with University policy and at the time the grade of Incomplete is given, the instructor must stipulate in writing (via this Incomplete Agreement) to the University Registrar the requirements and complete date to be met, as well as the grade to be given if both are not fulfilled. If no alternate grade is noted and the student fails to clear the Incomplete as agreed, the University Registrar will enter an F. (The student, instructor, and student's program Dean will receive confirmation of the Incomplete Agreement via email once the Incomplete grade is posted.) *The grade of I in a course does not authorize a student to attend or enroll in the course during a later term.*

Sincerely,



Elizabeth G. Lobo
Provost and Vice President for
Academic Affairs
Southern Methodist University
P.O. Box 750221, Dallas, TX 75275-0221

egloboa@smu.edu

214-768-3219



