



The UNIVERSITY of OKLAHOMA®

Office of the Senior Vice President and Provost

MEMORANDUM

TO: Instructional Faculty - Norman Campus

FROM: André-Denis Wright
Senior Vice President and Provost

DATE: April 24, 2024

SUBJECT: Final Exam Preparation Period

As we approach the end of the semester, please recall the University's policies on the preparation period of final exams. As stated in Section [5.15.4.5 of the OU Policy and Procedure Manual](#):

Final Exam Preparation Period

Pre-finals week will be defined as the seven calendar days before the first day of finals. Faculty may cover new course material throughout this week.

Student-Faculty Policies and Information

(A) No assignments or projects may be due the last two business days of pre-finals week (typically Thursday and Friday). See (D) below for exceptions.

(B) Assignments or projects worth less than 10 percent combined total of a student's grade may be due during the first three days of pre-finals week. See (D) below for exceptions.

(C) Assignments due during pre-finals week that are worth more than 10 percent of a student's grade must be scheduled at least 30 days prior to the first day of finals week. See (D) below for exceptions.

(D) Any assignment that does not follow (A) through (C) must be listed in the course syllabus and approved by the faculty member's direct supervisor.

(E) This policy does not apply to:

1. Make up assignments and tests
2. Laboratory examinations
3. Classes meeting one day a week for more than one hour
4. Classes with no university-scheduled final exam
5. Laboratory classes
6. Graduate classes
7. Classes that do not meet for 16 weeks.

(F) Student Government Association (SGA) Registered Student Organizations (RSOs) may not require student attendance at meetings or programs during pre-finals week.

(G) Violations to this policy should be reported to the chair of the department in which the course is taught or, in special circumstances, to the dean of the college and may be grounds for grade appeal.