


MARQUETTE UNIVERSITY
Office of the Provost
Academic Policy (Revision)

TO: Marquette Faculty

FROM: Dr. John J. Pauly, Provost 

DATE: February 1, 2010

SUBJECT: Class and Final Examination Meeting and Grading Policy
(Revised to add paragraphs four and five)

All class and final examination meeting times must conform to the dates and times published in the Academic Calendar and Schedule of Classes. This policy directly addresses the regular concerns raised by Marquette University Student Government that students are negatively impacted by faculty changing course meeting times, course starting and ending dates, and/or conducting final exams during regular class sessions rather than during the final examination period.

1. **Courses are to begin, meet, and end on the dates and times established by the Academic Calendar and the Schedule of Classes.** These two official documents form an agreement between Marquette University and the student. Individual faculty members are not to make or ask students to agree with changes in the course beginning dates, course meeting schedule, and final exams. When courses are scheduled in timeframes that are not as published, many problems occur for the students including that the published dates and the course sessions are linked to student registration, tuition refunds, withdrawal deadlines, and qualifications for financial aid. Perhaps less visible is the disruption to classrooms booked for the course and final examinations.
2. **Final examinations are to be given during the final exam period following the published examination schedule.** Final exams will be given as indicated in the Schedule of Classes. Giving final exams “early” during a regular instructional week puts undue pressure on students to neglect their other subjects to prepare for the exam. Giving a final exam early also essentially decreases the number of course meetings and could result in fewer instructional hours than required by standards.
3. **No major examinations are to be given during the last week of classes.**
4. **No student is required to take more than three final examinations in one day.** Students who find themselves in this circumstance have the option to re-schedule one of those final examinations. Students should contact their college office.
5. **Final grades of students are kept in CheckMarq, the official repository of grades at Marquette.** Final grades are to be entered into CheckMarq by the established deadline in the Academic Calendar and by the primary instructor(s) of the course. While others may assist the instructors with grading in D2L (Marquette’s course management system), the final grading of students in CheckMarq is the responsibility of the primary instructor(s) teaching the course.