A message from the Registrar’s Office:

**Final Exams**

The final examination period begins Wednesday, May 12, and ends Tuesday, May 18. Due to the hybrid and remote instruction and learning environment this semester, please note the following three options available to faculty for administering examinations online. Faculty may choose asynchronous or synchronous exams at their discretion, but should communicate any changes in advance to students. Special permission from the Registrar’s Office is required in advance to issue Common Exams.

**Asynchronous Exams**
Faculty may hold asynchronous exams at any point during finals week but must make the exam available for at least 24 hours. Asynchronous exams indicate that all students are not expected to take the exam at the same time. Reference [Best Test Practices](#), [Creating Tests](#) or [Timed Tests](#) for assistance with setting up exams.

**Synchronous Exams**
Faculty who prefer to have students take the exam together in a synchronous manner must give examinations according to the [Exam Schedule](#) for their specific class to best ensure that no student has overlapping exams. Synchronous is the method by which exams are traditionally administered at TU.

**Saturday, May 15 will be used for Common Exams**

Common final exams will be allowed for spring 2021, but they must be scheduled in advance through the Registrar’s Office by contacting slyons@towson.edu directly. Common exams indicate that all students within multiple sections of the same class will take an exam at the same time. This option is reserved for classes with 10 or more sections.

**Grading Policies**

W grades are given to students who officially withdraw from a course by the published withdrawal deadline. It is also given to students who obtain authorization from the Academic Standards Committee to withdraw from a course or courses after the deadline. **When students have W grades, faculty are required to select whether that student has never attended the class or has attended at least once or more.**

Incomplete grades (I) may be given for verifiable circumstances beyond the control of the student. The Incomplete should only be given in cases where the student has completed most of the term and has a reasonable expectation of successfully completing the remaining work.

FX grades should be given (instead of an F grade) if the student stopped attending before completing more than half of the classwork and did not officially withdraw. The FX grade must include the last date of attendance or the last date the work was submitted.

**Grade Rosters**

Grades must be posted in PeopleSoft and are due by 11:59 p.m. on Friday, May 21, 72 hours (3 days) after the last day of finals. To access PeopleSoft, please select “Towson Online Services / PeopleSoft” from the My TU page and reference the [grade posting guide](#) as needed for assistance.

Grades are needed to confirm graduation clearances and make decisions about academic actions such as Dean’s List, suspension and NCAA eligibility. Students need to know if they have to register for Minimester or Spring classes to make up a deficiency. Keep in mind that students know grades are due 72 hours after the last exam and they have immediate access to their grades via TU Mobile.

If you have questions about final exams, grading, or grade rosters please contact slyons@towson.edu.