FINAL EXAMINATION SCHEDULE & GRADING FOR SPRING 2020

A message from the Registrar’s Office:

Final Exams

The final examination period begins Wednesday, May 13, and ends Tuesday, May 19. Due to the 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 during finals week but must allow students at least 72 hours to complete the exam. Asynchronous exams indicate that all students are not expected to take the exam at the same time.

**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 no student has an overlapping exam. Synchronous is the method exams are traditionally administered at TU.

**Common Exam Option (Spring 2020 only)**

Common final exams will be allowed for spring 2020 exams 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

**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 22-72 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 Summer or Fall 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.