Salem | STATE UNIVERSITY

M E M O R A N D U M

TO: Amy Smith, Chair
All University Committee

CC: David Silva, Provost and Academic Vice President

FROM: Megan Miller, University Registrar

DATE: March 26, 2020

RE: Final Examination Guidance

In order to facilitate the process of reviewing the final exam schedule and assisting faculty with planning the rest of their semester assignments, I would like to send out the following guidance to all faculty with respect to final examinations and am sharing this information in advance with the All University Committee.

Final Exam Guidance – Spring 2020 Semester

No final exams during the spring 2020 semester may be held in person on campus. Faculty are strongly encouraged to offer asynchronous final exam options to allow for more flexibility for students to complete their exams, but any synchronous examinations must adhere to the final exam policy published for the spring 2020 semester by the Registrar's Office. Faculty offering synchronous examinations should make accommodations for students who are unable to attend due to scheduling conflicts in consultation with their department chair. As per the existing final examination policy, the Registrar's Office will resolve any time conflicts for non-standard meeting pattern and hybrid courses and will notify affected faculty.

The Registrar's office is collecting information from faculty regarding their intentions with respect to offering synchronous vs. asynchronous final examinations to assist with the process of resolving any possible time conflicts in the final examination schedule.

Please visit https://www.surveymonkey.com/r/R5TR7V6 and register your selection by **Friday, April 3rd.**

Special Note for Cross-listed Day and Evening Courses. Faculty teaching courses that were originally scheduled to meet face to face at 4:30 p.m. or later who wish to offer a synchronous exam shall adhere to the existing practice of offering the exam at the time of the final class meeting for the class.