

In recognition of the number of fully online asynchronous courses as well as primarily in-person courses that may have remote students enrolled during the 2021-2022 academic year, the CCC Executive Committee and the Graduate School are providing the following guidelines as it relates to formal final exams.

- As has always been the case, courses with formal administered final exams cannot take place during the Reading Period in accordance with Faculty Rules.
- Final exams groups as assigned by the Registrar cannot be 'rescheduled' to a different group by the instructor.
- For **fully online asynchronous courses** that accordingly do not have a prescribed exam period and wish to administer a formal final exam, the recommended guidance is that such courses provide enrolled students a due date no less than 72 hours and no greater than 120 hours from when they release the exam. This window will help minimize conflicts due to overlapping exams for multiple courses. The release date cannot occur prior to the start of the exam period and the due date cannot extend beyond the end of exam period.
- For **primarily in-person courses** with a prescribed final exam group set by the Registrar that will administer a formal final exam, the following guidance is provided and at the discretion of the instructor. If remote students are enrolled and/or for related reasons the instructor wishes to offer flexibility, the instructor may choose to offer a remote final exam. However, the exam should be released at the beginning of the assigned exam group slot and grant students a due date no less than 24 hours and no longer than 48 hours from the release period. The Registrar's Office will still provide an exam room(s) at the assigned slot if they desire (more instructions for department managers to request final exam rooms will be provided in early October).
- In either case above, final grades are expected within 72 hrs from the close of final exam period for the fall 2021 semester. For the spring 2022 semester, the deadline for graduating students remains 24 hrs from the close of the final exam period, 72 hours for all other students.

This guidance is for the 2021-2022 academic year and will be revisited for the 2022-2023 academic year depending on the prevalence of the number of fully online courses and/or students with permission to study remotely. Should you have any further questions, please do not hesitate to reach out to [registrar@brown.edu](mailto:registrar@brown.edu).