Final Exams for Faculty

Final exam information for students may be found here.

It is the policy of Whittier College that all final examinations are to be given only at the officially scheduled time for the course. In addition, no take-home final examinations or papers assigned in lieu of a final examination will be due prior to the scheduled time of the final examination.

Final exams during the Fall and Spring semesters are held during a four day period at the end of the term. During some semesters final exams may be scheduled on Saturdays. Each class holding a final is assigned a two-hour final exam meeting time. The final exam meeting time will most likely be different from the instructional or lab meeting times assigned to the class.

Final examinations for January Term and Summer classes are held on the last scheduled meeting day of the class.

Please follow these steps to view your final exam schedule for a Fall or Spring semester:

1. Login to My.Whittier.edu:

2. Select the My Info tab

3. In the "Faculty Registration Tools" channel, click on the "Faculty Detail Schedule" link
4. Select the appropriate "Whittier College" term and click the "Submit" button

5. Look for "Final Exam" in the "Scheduled Meeting Times" table under each class

6. Note: Finals are not automatically scheduled for community based learning (internship, practicum, etc.), activity, lab, seminar, and other non-lecture based sections. Please contact the Registrar's Office to schedule a final exam for your class if one is needed and you do not see it in My.Whittier.edu.

Rescheduling final exams

Final exam meeting times are carefully scheduled so as not to cause faculty, student, or room time conflicts. It is possible to reschedule a final exam but due to the complexity of auditing for potential conflicts this practice is only supported on a very limited basis. It is strongly recommended that you coordinate with the Registrar's Office before attempting to reschedule a final exam. Please do not assume a room is available and occupy it as this may interfere with another faculty member's scheduled final exam.

Scheduling study and review sessions

Please contact the Registrar's Office if you need to schedule a study or review session in preparation for finals week.
**Recommendation regarding more than two finals on the same day**

The Faculty recognizes that taking more than two finals on the same day may place students at a disadvantage. When a student’s schedule results in having more than two finals scheduled on the same day, the Faculty supports a negotiated solution. Students are responsible for reviewing their final examination schedules and notifying the professors concerned as early in the semester as possible, no later than the last day to withdraw from the course.

Faculty members involved are urged (1) to individually consider rescheduling that student’s final examination and (2) to contact one another, as necessary, to consider which of the student’s exams can most viably be rescheduled. In considering the viability of rescheduling, faculty will take into account one another’s needs and exigencies while keeping in mind the student's best interests. Issues worthy of consideration in deciding which examination can best be rescheduled include: whether one or more examinations in question requires a special classroom, equipment, or material that would be difficult to arrange at another time; whether the format or content of certain examinations would make designing an alternative difficult; whether the security of the examination would be jeopardized by accommodating an earlier or later date.