

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Exams and Final Exams

Policy Statement: Final examinations at the close of each semester are required for all students. Students absent on the day of an announced examination may be permitted to make up the examination at the discretion of the instructor

Procedures: All classes are expected to have some kind of culminating experience during final exams week. This may be an exam, presentations, projects, etc. and will vary from discipline to discipline as appropriate. Final exams for full-semester courses are based on a two-hour time period and published in the appropriate course schedule. In case of an emergency such as bereavement or hospitalization, a student may be permitted to deviate from the announced schedule of examinations with permission from the Dean of Academics and the Dean of Technical Education & Workforce Development. The academic calendar for the entire year is printed in the calendar section of the catalog as well as in each semester's Schedule of Courses. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final examinations schedule.

Contacts: Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

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Policy History: 7/31/13, 7/1/16

Keywords: Exams, Final Exam

Related Form: NONE