

303-04 FINAL EXAMINATION—PROCEDURE

1. PURPOSE

Outline the procedure for final exams and exceptions.

2. PROCEDURE

1. An exam or other type of academic related activity is required the last week of class. Classes will meet as scheduled during the week prior.
2. Final exams (or the academic related activity) in any class will not be moved to a week prior to the last week of class.
3. Final examinations or projects may not be taken early except under exceptional circumstances and only with the instructor's consent.
4. Take-home or online final exams, or their equivalent, must be submitted during finals week.

3. BACKGROUND

1. References: none
2. Revision history: 1991/1992 (Catalog), 08/08/2005, 05/13/2009, 05/03/2017
3. Legal review: none
4. Sponsor: Academic Affairs

Adopted by College Council: 05/03/2017

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