



Procedure 303-04 Final Examination

Sponsor: Academic Affairs

Purpose

Outline the procedure for final exams and exceptions.

Definitions

None

Procedure

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.

Final exams (or the academic related activity) in any class will not be moved to a week prior to the last week of class.

Final examinations or projects may not be taken early except under exceptional circumstances and only with the instructor's consent.

Take-home or online final exams, or their equivalent, must be submitted during finals week.

References

None

Procedure History

1991/1992	(Catalog)
08/08/2005	Revised
05/13/2009	Revised
05/03/2017	Revised and approved by College Council
07/14/2025	Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None