

POLICY ON FINAL EXAMS

Final examination periods are officially part of the academic year and, as such, a component of required faculty obligations. Final examinations or final class meetings are required in all courses and shall be held at the time and place identified in the Schedule of Courses. No final examination may be scheduled prior to the time specified in the Schedule of Courses. Any exceptions must receive written approval of the department chair and dean.

The general nature of the examination or final class meeting should be described in the course syllabus. Illness, accident, or other contingencies may prevent a student from taking the final examination at the scheduled time. In such cases, the instructor should assign a make-up examination or, if appropriate, a grade of incomplete.

Approved by the Academic Senate
Approved by the President

December 1992
January 1993