

POLICIES AND PROCEDURES

Subject: Finals Preparation Week Reference: B-X

Source: Vice-President, Instruction Eff. Date: September 28, 2006

Approval Auth: President Approved: _____

Remarks: Replaces previous policy dated May 9, 1984

Date: September 28, 2006

A period of approximately one week, known as "Finals Preparation Week," will be designated near the end of each fall and spring semester by the Vice President of Instruction. Although the purpose of this period is to provide students maximum freedom to prepare for final examinations and otherwise complete course work requirements, it is also one of the weeks designated for instruction. Therefore, all classes will meet as regularly scheduled during the week preceding final examinations.

Beginning with the Wednesday of Finals Preparation Week, no major examinations will be given, with the exception of skills, laboratory or clinical finals. Term papers or any other projects due during the week before final examinations must be assigned in writing at the beginning of the semester. Written instructions for such papers and projects should be provided to the students in a timely manner.

The Vice President of Instruction shall be responsible for making judgments on questions related to this policy and for granting exceptions to the policy.