

POLICIES AND PROCEDURES

Subject: Final Examinations Reference: B-XIII

Source: Vice President, Instruction Eff. Date: August 29, 1997

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy dated July 23, 1982.

Date: August 29, 1997

Each course conducted by the College should conclude with a significant terminal evaluation (final examination) to be used in measuring each student's progress toward the objectives set for him in the course. Each student enrolled in the course is required to participate in this final evaluation, unless the student has been exempted as provided for in the policy regulating exemptions from final examinations. Final examinations for skills, laboratory or clinical portions of courses may be given during Dead Week. Final examinations for lecture courses or for lecture portions of a course must be given only during the week scheduled for final examinations, unless otherwise approved by the Vice President, Instruction. Instructors are expected to remain in the classroom at all times while final examinations are in progress.

EXEMPTIONS FROM FINAL EXAMINATIONS

Course plans which include exemptions from the final examination for good and sufficient reasons (e.g., all students with an "A" average at a given point, all students completing a specified alternate project, all students whose performance has improved by a specified increment, etc.) may be inaugurated upon recommendation of the appropriate divisional director or program director and approved by the Dean. Such plans must be approved prior to the first class day, and the criteria for exemption must be stated as part of the course information materials provided each student.

All requests for exemptions will be evaluated and approved or disapproved on the basis of whether the resulting plan tends both to enhance the student's learning experience and to provide a valid measure of his or her progress toward the objectives set for the course.

