

## POLICIES AND PROCEDURES

Subject: Final Examinations Reference: B-XIII

Source: Vice President, Instruction Eff. Date: October 5 2018

Approval Auth.: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated May 29, 2012

Date: **October 5, 2018**

Each credit course conducted by the College will have an instructor plan which will include a process for measuring learning outcomes. The plan should include a final experience such as a traditional final exam, project, presentation, or other appropriate terminal evaluation. The final exam schedule published each semester by the office of the Vice President of Instruction should be used as a guide to honor both the student's and faculty member's schedule. If there are exceptions to the final exam schedule they need to be determined early in the semester and communicated clearly on the instructor plan to the students after receiving the approval of the appropriate Division Chair or Program Director and Dean.

The instructor plan for online courses will also include a similar process for measuring student learning outcomes that will fit within the normal instructional calendar. This should include administering a final experience during the final exam week or no earlier than the last week of classes. Exceptions should first be approved by the appropriate Division Chair or Program Director, Dean, and Vice President of Instruction.

### **EXEMPTIONS FROM FINAL EXAMINATIONS**

Any credit course that does not include a final examination or other final experience will require prior approval by the appropriate Division Chair or Program Director and Dean.