

Final Examination Policy

Intent:

Examinations are a way of evaluating a student's learning in a given course. In keeping with the basic principles of academic integrity, the policies governing examination attendance and performance are to be specific and reasonable.

Policy:

Exams and Final Exams

1. A final semester examination and/or a major paper is required in each course.
2. A student who fails a course is not allowed to take a second examination until he/she has repeated the course.
3. Instructors are to be present at all final examinations or to make suitable arrangements for their substitutes.
4. Final examinations are scheduled by the Registrar.
5. Attendance at the scheduled final exam time is mandatory.
 - a. Students who have a serious conflict (serious illness, disability, death in the family, etc.) with the scheduled time must submit a petition to the Academic Standing Committee.
6. Students who are graduating in May or August are not required to take a final exam during the spring semester. Faculty members will determine and announce alternative requirements for graduating seniors
7. Students who have enough credits to be classified a senior but are not graduating in the current academic year must take final exams.

Procedure:

1. Academic petitions may be filed by students who wish to be granted special permission or exception to the official final exam schedule
 - a. Petitions may be picked up at the Registrar's Office.
 - b. If the reason is related to a disability, the student may petition the director of the Center for Academic Services, with documentation for permission to take a specially-scheduled examination.
 - c. Permission will not be granted to accommodate travel plans.
 - d. Students are advised to study the academic calendar and the final examination schedule, which is posted by October 1 and March 1, before making travel arrangements.
2. Those seniors who wish to take the final exam may do so with special permission from the professor and notification to the Registrar's Office.
 - a. If a student chooses to take a final examination, the exam must be taken at the scheduled final exam date/time.

History:

1. Policy format modified on 8-1-07.
2. Revised for APC on 10.28.10