

## **FINAL EXAMINATIONS**

Final examinations are administered during the last week of the semester. Faculty members will outline the course final examination date(s) on their course syllabus. Students will not be exempt from final examinations. Students will not ordinarily be permitted to change the time of their final examinations from that listed on the syllabus unless three examinations are scheduled on the same day, or extenuating circumstances exist which are beyond their control.

Any student wishing to reschedule a final examination must first seek approval from the faculty member teaching the course. The faculty member in consultation with the department chair/division director will make a determination as to whether the reschedule request will be granted or denied. Faculty members or their designee are to remain in the classroom at all times during the final examination period.

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Policy Manual Review Committee – No Changes: February 12, 2015