

POLICY

The College shall establish a uniform procedure for the purpose of conducting final examinations.

The procedure shall, at a minimum, specify when the final examinations will take place and shall contain other criteria for the effective evaluations of student performance.

ADOPTED: May 25, 1973

Revised: March 23, 1981

PROCEDURE

1. The instructor will set aside a minimum of one class period in each course at the end of a semester for the purpose of conducting final examinations. In courses where student performance is better evaluated by a mechanism other than a written final examination, this class period shall be used for instruction or critique of student performance.
2. At the discretion of the instructor, students may be excused from taking the final examination if they fall into one or both of the following categories:
 - a. A student for whom the final examination will make no change in his total learning experience in the course due to either the nature of the examination or the student's prior performance or both.
 - b. A student whose performance in the course would be better measured by a mechanism other than the final examination

ADOPTED: April 9, 1981 as an administrative regulation
Revised: May 17, 1983 as College Procedure