FINAL EXAMINATION SCHEDULING

I. PURPOSE

Provides for the assignment of rooms and times of formal final examinations for face-to-face, hybrid and internet classes.

II. POLICY

A. A final examination period shall be scheduled for the conclusion of each regular college course. Instructors shall adhere to the published schedule.

B. Instructors and department heads shall determine the type and content of examinations.

C. Exam periods for all face-to-face classes shall be two hours in length. Exam lengths for internet courses shall be at the discretion of the faculty member and reflect best practices for exam design for online classes.

D. Requests for changes in the final examination schedule shall be made through the appropriate division chair to the Vice-President of Instruction no later than two weeks before the originally scheduled date for the examination.

(POLICY APPROVAL: 10-25-95, Board of Trustees, amended 6-23-15)

III. PROCEDURES

A. The Director of Admissions and Registration constructs the final examination schedule.

B. The published schedule assigns times for all scheduled class sections.

C. The Director of Admissions and Registration distributes the schedule for final examinations college-wide at least three weeks prior to the end of the semester.

IV. GUIDELINES

A. Normally, the final examination schedule uses the rooms the classes have met in during the semester.

B. Whenever possible, hybrid courses shall hold their final exams following the guidelines for face-to-face classes. If the scheduling of hybrid courses does not allow for a face-to-face session for the final exam, the procedures for internet final exams shall be followed.

C. Final exams for internet courses shall be scheduled by the instructor during the regularly scheduled final exam period and shall be accessible over a minimum 48-hour period for fall term courses and over a minimum 24-hour period for short term (8-week and mini-semester) courses. Information regarding the final exam shall be posted in the Student Syllabus and made available the first day of class.