



OFFICE/DEPARTMENT RESPONSIBLE: Office of Registration and Records

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Examination Policy

Faculty members have the right and the responsibility to determine the form and content of end-of-the-semester examinations, subject to various departmental regulations. In some instances, these examinations are comprehensive “final” types, and in others they will cover only the last unit of the course. In any case, the nature of the evaluation is the responsibility of the instructor.

Whether the end-of-the-semester examination is comprehensive or last unit in nature, the College requires that it be administered at a specific time during the period established for final examinations, and that the schedule for such exams be published by the Office of Registration and Records no later than mid-semester. While the general rule to be followed is that no major examinations are to be given during the last week of classes, exceptions are made for short quizzes and skills courses.

Exceptions to this policy are: (1) if your instructor elects a take-home examination, s/he may establish a due date either during the last week of classes or during the final examination period and **(2)** with the School Dean’s permission, courses that do not have a traditional meeting schedule (such as telecourses) and any other course that does not meet the full semester.

College policy dictates that final examination periods shall be two hours in length, and that there be at least 15 minutes and, if possible, 30 minutes between examination periods*. Students sometimes find that they are scheduled for more than two examinations on one day during the final examination period, or they may have two examinations scheduled for the same time period. When this happens, the student may request rescheduling of one of the examinations. The student should attempt to work this out in a mutually agreeable way with her/his course instructors. If the student is unable to resolve the problem, the provost or his/her designee will make a decision on which examination the student will be allowed to take on another day.

Recognizing that rescheduling may require some time to arrange, it is recommended that the student resolve these conflicts several weeks before the beginning of the final examination period. If the instructor wishes to move the final examination for his/her entire class to accommodate a number of schedule conflicts, it is recommended that this be announced as early as possible so that students can plan accordingly. The last period on the last day of finals is reserved for examinations that could not be taken at an earlier time. If moving the examination for an entire class becomes necessary due to time conflicts between two classes, the class with the fewest students will be requested to move.

*The actual time allowed for completion of the final examination within the two-hour examination period can be shorter as determined by the course instructor.