

Section VIII - Conduct of Examinations and Final Examinations

The term examination is understood to include tests, quizzes, graded exercises or laboratory work, hour examinations, and final examinations. Faculty members are expected to be present at examinations to answer questions and maintain order. Examinations, except for quizzes, must be announced at least one week in advance.

A student absent without proper authority (*See Section VII*) from a scheduled examination should be given a zero and is not entitled to a make-up.

Academic departments may make available to students files of previous examinations for use in preparation.

1. Final Examinations

- a. A final examination will be administered in every course unless its omission has been approved by the VPAA and Dean of the Faculty.
- b. In-class final examinations are normally expected to be no more than 2.5 hours in length.
- c. If a substitute procedure as approved in I. A is used for the final examination, it will apply to all students in that course section.
- d. All final exams will be completed during the regular final exam period as scheduled by the Registrar.
- e. Requirements for implementing final examinations will be determined on a course by course basis. Departments and schools will report their needs to College Deans who will inform the Registrar.
- f. In a course that requires a final examination, the examination will count no more than fifty percent of the course grade. At the beginning of a course, an instructor will inform students of the weight of the final examination and the method of grading in the course on the course syllabus.
- g. Intercollegiate, extracurricular, and intramural activities will not be scheduled during a final examination period nor during the Reading Period which precedes it.
- h. Re-examination will be conducted only after an academic petition has been submitted and approved by the Committee on Academic Standing and Degrees and the VPAA and Dean of the Faculty.

2. One-hour Examinations in Multi-Section Courses

- a. The use of examinations which are equivalent both quantitatively and qualitatively, but different, is encouraged.
- b. The same examination may be given to multiple sections, when approved by the department head or school director, if identical tests are administered at two consecutive periods in the same day. A student should not be permitted to leave the classroom before the end of the first period.

3. Common-hour Examinations

- a. Concurrent identical testing of several sections of a multi-section course (Common-Hour Examination) is permitted only upon approval of the VPAA and Dean of the Faculty at least two weeks in advance of the test date.
- b. Common-hour examinations will normally be held during the evening.
- c. A student unable to take a common-hour examination because of an excused absence must be given an opportunity to make-up the examination at a time to be determined by both the course instructor and the student.

4. Attendance

Attendance at scheduled examinations is mandatory.

5. Special Final Examination For Seniors

- a. Seniors who, at the end of the second semester, receive a final grade of "F" in a course as the result of exceptional circumstances surrounding the final examination may petition the Committee on Academic Standing and Degrees for a reexamination.
- b. A record of marginal or failing performance in the course prior to the final examination may cause a petition for reexamination to be denied.

6. Three Final Examinations In One Day

Students who have three final examinations scheduled on the same day may complete an exception form to have one of the three rescheduled to another date. The form is to be submitted to the Registrar's Office prior to the last week of the semester.

The selection of the examination to be rescheduled and the time of its administration will be the result of coordination by the Registrar's Office in conjunction with the student and professor(s) concerned.

7. Rescheduling Final Exams

Students may request that a final be rescheduled by submitting an exception form to the College Dean with an explanation of the reason for rescheduling and supporting documentation including the recommendation of the course instructor and course department chair or school director.