



SUBJECT: Final Examinations

REFERENCE:

1. PURPOSE

To establish and communicate institutional policy regarding final examinations.

2. SCOPE AND APPLICABILITY

All employees and students.

3. DEFINITIONS

4. POLICY

Students are required to take final examinations and complete all assignments for scheduled classes. Absence from final examinations may cause failure in a course regardless of attendance at class sessions and completion of prescribed work. If, in the opinion of the instructor, the absence was for sufficient reason, the student may, upon request, take the examination at a later date.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

- A. A final examination schedule for each semester will be developed by the Division Chairpersons in coordination with Campus Managers/Directors.
- B. The schedules will be developed so that no time conflicts will exist among a student's final exam schedule for coursework taken at Southern.
- C. The final exam schedule will be college-wide, with blocks of one hour and fifty minutes allotted for each exam.
- D. All final exams will be administered at the specified time, which should coincide as closely as possible with the regular course meeting time.
- E. The decision to give a written final examination or use some other evaluative process rests with the instructor.



F. Classes must meet during the scheduled final exam times for evaluative purposes.

8. CANCELLATION

7. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000