

The College recognizes that an examination, project, or review activity at the conclusion of a course is an important opportunity for learning and the assessment of learning. Accordingly, a period of time at the conclusion of each semester, summer session and short course is scheduled for such finals, project or review activity to take place.

Full Semester Courses

A final examination, project or review activity for each full semester courses will be given during the College's official final examination period, in a manner to be arranged by the instructor. The arrangements must be communicated to students at the beginning of the course. This policy shall apply to each fall and spring semester course that is scheduled to begin at the start of the semester and conclude at the end of the semester. This includes full semester courses that are offered:

- a. on campus
- b. locations away from campus
- c. distance education classes
- d. laboratory only classes

A student shall be allowed to make alternative arrangements for the final only because of exceptional circumstances such as emergency or final examinations schedule conflict. Such exceptions must have the prior approval of the instructor.

An instructor may be allowed to deviate from the published final schedule only if the change will not create a final schedule conflict or other hardship on students or if it is in the best interests of the college and students. Any such change requires prior approval of the department chair and supervising administrator, and must be communicated to students and the Vice President of Academic Affairs immediately.

Finals will be scheduled in 165 minute blocks, with fifteen minute passing periods between them. Finals in courses of more than two units can take the entire 165 minutes; finals in courses of two units or less can take up to 110 minutes.

Short Courses and Summer Session Courses

A short course is one that is not co-terminus with the start and conclusion of a fall or spring semester.

A final examination, project or review activity in short courses and summer courses will be given during the last class session of each course, in a manner to be arranged by the instructor. The arrangements must be communicated to students at the beginning of the course.

A student shall be allowed to make alternative arrangements only because of exceptional circumstances such as emergency or final examinations schedule conflict. Such exceptions must have the prior approval of the instructor.

The change in policy related to summer classes is to be effective with courses offered during the summer session of 2008.