

Title: Final Examination Policy
Reference: 933.50
Was: 1000.11

- Initial Action:** 8/26/90
 - Board Resolution:** 90-064, 97-059
 - Last Revised:** 12/2021
 - **Policy:**
 - **Procedure:** 12/2021
 - Last Reviewed:** 12/2021
 - Effective:** 12/2021
 - Next Review:** 12/2024
 - Responsibility:** Academic Programs
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POLICY:

Final exam periods are instructional time. All full-time and adjunct faculty shall conduct final exams or culminating activity during the mandatory exam week.

PROCEDURE:

Academic Senate and the appropriate Senate Standing Committee will review and provide feedback on this policy/procedure every three years or as needed.

According to the College's published final exam schedule, the scheduled time should be devoted to a culminating activity that reflects a student's progress in and mastery of the course's objectives. This activity may be a traditional exam or some other activity that measures this progress and mastery. Whichever form is used, it should require most of the scheduled exam period for completion.

Each instructor will determine how much weight the final activity will represent in a course.

All full-time and adjunct faculty members are required to keep a copy of the exam or a description of the culminating activity and graded exams/activities for each course on file for at least one year. All grades are entered into the Learning Management System (LMS).

Adjunct faculty instructors are required to ensure a copy of the exam is accessible on the LMS or submit a copy of the exam or a description of the culminating activity to the appropriate chair or Dean.

In self-paced classes, the culminating activity may occur at a time different from the regularly scheduled final exam. If, due to special circumstances, an activity scheduled during the official exam period is not appropriate, the instructor shall seek exemption from the Dean.