

**Procedure Title:** Final Examinations  
**Procedure Number:** 07-2003-0007  
**Board Policy Reference:** I.B. Educational Opportunities

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Vice President, Instruction  
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**Purpose/Principle/Definitions:**

Courses do not need to have a final examination, but all courses should have a mechanism to perform final assessment of students. All final examinations are scheduled for two (2) hours. A copy of the final examination schedule is available to all instructors. Each instructor should inform students in their class when the final examination will be given (dates and hours) and in what room.

The final examination should aid the instructor in evaluating students' ability to meet the course outcomes.

All final examinations for synchronous courses will be given in conformity with the official examination schedule. Final examinations for asynchronous courses will be given during finals week. Any exceptions due to unavoidable circumstances must have the written approval of the appropriate dean or the Vice President, Instruction where no formal final examination is given, the instructor must meet their class for a final summing up, according to the final examination schedule.