

## **Final Examination/Assessment Policy**

1. Final summative projects (e.g. final examinations, final course assessment projects, and final course capstones) are scheduled in two-hour time blocks. The schedule is rotated each semester to permit a rotation of time slots for all final demonstration of learning.
2. Two through four credit courses will follow the University's announced final examination/assessment schedule. Any faculty wishing to change their scheduled examination/assessment time must complete the Request to Change a Final Examination/Assessment Time Form and have the request approved by the Division Chair and sent to the Office of Academic Records at least one week prior to the Final Examination/Assessment Week. Exceptions to the schedule are stated below in items #5 and #6.
3. A Faculty member NOT meeting during the scheduled final assessment period must complete the Request to Dispense with a Final Examination/Assessment Form and have the request approved by the Division Chair and sent to the Office of Academic Records at least one week prior to the Final Examination/Assessment week.
4. All multi-section final examinations/assessments have a consolidated time on the schedule that is arranged by the Office of Academic Records.
5. One credit classes, interactive video classes, evening classes, (4:00 pm & later) and courses involving individual instruction (music lessons, readings, independent study, etc.) are not included in the schedule of final examinations. The last day of class will be used as the final examination summative evaluation time for these exceptions.
6. All online and non-IVN hybrid final course examinations summative activities must be completed by the end of the scheduled final course assessment week.
7. Each Faculty member is responsible for deciding on the merits of a request from individual students who have a serious problem because of the final examination/assessment schedule. Consultation by the Faculty member with the Division Chair is encouraged. If no resolution is reached the Vice President for Academic Affairs is involved in the consultation.

**Adopted: April 6, 1973**

**Reviewed: Spring, 2010, Spring, 2017**

**Revised: Spring, 2010, Fall, 2017**

**Sponsors: Vice President for Academic Affairs, Registrar and Faculty Senate**