

FINAL EXAMINATION WEEK ACTIVITIES POLICY

The period of time set aside each semester for final examination provides the opportunity of the instructor to plan and conduct an activity relevant to the course and which will contribute to the final assessment of the student's achievement of the student's achievement of the course objectives.

The final examination period is the period set aside for a two-hour written examination. It is recognized that a planned activity other than a written examination may be appropriate as a culminating learning experience and contribute to the ability of the instructor to evaluate the student's achievement of the course objectives.

When planning for the most effective use of this period of time, each faculty member needs to keep in mind that the final examination period is included in the State-required 175 days and, therefore a **faculty member cannot cancel the final examination period or tell the students that they need not attend**. The importance of the planned activity should be stressed and the students are required to attend. Failure to attend the final examination will normally result in a reduction of the course grade, a No-Credit for the course, or Incomplete. The two-hour assigned period should encompass a planned class activity, which should reasonably utilize the time allocated.

Any activity that will not be graded requires the prior approval of the Instructional Administrator. A petition for an early final must be submitted to the Instructional Administrator. The instructor of the course will be consulted prior to the Instructional Administrator making a decision.