



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-05-11	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Catalog / Course Policies: Final Examinations	
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: TBD	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Final Examinations

I. POLICY:

Final exams must be taken during the time scheduled in the course schedule. Students requesting alternative exams schedules due to conflicts with evening classes should consult with their instructor. Students with genuine and demonstrable family crises or medical emergencies that require an alternative schedule should consult the APAA.

II. PURPOSE:

The purpose of this policy is to specify the circumstance in which exam schedules may be altered from the published exam schedule.

III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. Course Schedule: The published schedule of class times, dates and meeting place; includes the final exam schedule for the semester.
- C. Dean of Student Affairs: The individual responsible for overseeing student services, and determining and implementing student policies. The Dean of Student Affairs is housed in the Office of Student Affairs.

IV. PROCEDURES:

- A. The final exam schedule will be printed in the course schedule that is available at the start of registration for any given semester. Students must take their exams at the scheduled times.
- B. In the instance that student has a scheduled exam that overlaps with the start of another exam scheduled in an evening class session they must meet with both instructors to determine an appropriate compromise that allows the full time period for the exam in both classes.
- C. In the instance that a student can verify genuine and demonstrable family crises or medical emergencies, they must meet with the APAA for permission to follow an alternative exam schedule. The APAA may choose to consult with the Dean of Students prior to granting such permission. The APAA will notify the relevant instructors that an alternative exam schedule has been approved.

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D. Students that must miss the scheduled final exam for a college-sponsored activity, such as an athletic competition, may be asked to sit for the exam following their return from competition. If this date falls after the date for submission of grades the student will be assigned a grade of 'IN' (incomplete) until the exam has been completed, and a grade change form submitted. Any other alternative schedule must be approved by the APAA.

V. RESPONSIBILITY:

- A. It is the student's responsibility to take the final exam at the scheduled time. If there is a conflict because of evening classes the student's is responsible to make appropriate arrangements with his/her instructors. It is the student's responsibilities to demonstrate the need for any other alternative schedule to the Dean of Students and request approval from the APAA.
- B. It is the Dean of Students responsibility to verify any circumstances under which alternative schedules may be followed, such as medical emergencies or family crisis.
- C. It is the APAA's responsibility to approve any alternative exam schedules necessary.

VI. AUTHORITY:

ASC General Catalog

VII. HISTORY:

VIII. ATTACHMENTS: