

## **Mid-term and Final Exam Information**

### **Mid-term Evening Exam Policy**

Two evening examination periods have been established for daytime classes that require evening mid-term examinations. The first 90 minute period is from 5:30-7:00 p.m. to accommodate examinations of 90 minutes. Examinations can begin any time before or during this period as long as they end no later than 7:00 p.m. The second period begins at 7:15 p.m. and will accommodate longer exams. Exceptions to this general policy may be authorized by the academic Vice Chancellor.

Instructors of daytime courses who plan to give evening mid-term examinations must make a request to footnote that information on the course so students will be aware of potential conflicts with evening courses or other commitments. Whenever possible the times and/or dates of evening examinations should also be footnoted.

Instructors who schedule evening examinations should make every possible effort to accommodate students with unavoidable conflicts. It is the instructor's responsibility to assure that all students with conflicts between daytime courses with evening exams and evening courses are treated fairly and without penalty. If a scheduling conflict exists between the evening exam of a daytime course and a regularly scheduled evening course, then the evening course takes precedence over the exam.

### **Fall and Spring Term Final Exam Policy**

The fall and spring term final exam schedules include one two-hour summary instructional period for each course of two or more credits. This period is used for an exam or other instructional activities as deemed appropriate by the instructor and the instructional unit offering the course. Take-home final exams are due at the scheduled period. Final exams or other summary period activities cannot be scheduled during the last two weeks of classes.

All faculty must adhere to this schedule. The time of the summary period may be changed only with prior approval of the dean. Grad courses (course number 700 or higher) and undergrad seminar courses, independent study and directed study courses are exempt from these regulations. Students enrolled in these courses should contact their instructors regarding final evaluation requirements.

Students should attempt to avoid having more than two final exams within 24 hours. If a student has more than two final exams within 24 hours the instructor may, within guidelines adopted by the college faculty, schedule a make-up final exam to avoid hardships. Rescheduled final exams shall be of the same general nature and quality as the original exam.

### **Summer Session Final Exams**

Summer mid-session exams are typically held during the scheduled class period. Final exams are held at the last class meeting unless otherwise announced by the instructor.