



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4310 FINAL EXAMINATIONS AND GRADES

Final examinations for semester-long classes (16 weeks) are to be given at the assigned date and time as specified in the final examination schedule distributed through the Office of Academic Affairs via the Schedule of Classes. Final exams for sessions shorter than 16 weeks are to be given at the last scheduled class meeting.

Administering Final Examinations Outside of the Regularly Scheduled Time Period

Final examinations are not authorized to be given outside of the regularly scheduled time period without the approval of the Vice-President of Academic Affairs or designee, except in the following instances:

1. Students with documented disabilities shall be reasonably accommodated (See AR 4115 – Academic Adjustments for Students with Disabilities) for exams taken outside of the scheduled time period. Center for Students with Disabilities, the instructor, and the student will determine the time of the rescheduled exam in compliance with ADA requirements. The exam will take place at a time and date as close to the original exam time and date as possible.
2. If a student has an extenuating circumstance that results in a scheduling conflict, an instructor may allow a student to take the final examination with another of that instructor's sections. However, the instructor is not obligated to provide this alternative except as required in AR 5070 Attendance (Religious Observance and Accommodations).
3. If the official final examination schedule presents an exam time conflict, the affected student and instructor(s) must arrive at a reasonable solution. Any conflict resolution must be approved by the Department Chair or the Vice-President of Academic Affairs or designee.

Nonappearance at Time of Final Examination

When a student does not show up for their scheduled final examination the course grade will be determined by the instructor as provided for in the course syllabus. An instructor cannot automatically give a student an 'F' grade for the entire course since the final is one of several assignments that count toward the final grade.

The instructor may also find that extenuating circumstances qualify the student for an Incomplete Grade. See AR 4310.1 (Incomplete Grades) for details.

Students with documented extenuating circumstances may submit a Special Consideration Petition for a Late or Excused Withdrawal. See AR 5075 (Course Adds and Withdrawals) for details.

Final Grades and Reports

After final examinations, instructors shall report final grades online. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a clerical or mathematical error was made or that extenuating circumstances exist.

Final grades are to be submitted online by the deadline published by the Admissions Office which is consistent with the collective bargaining agreement. When submitting grades:

1. The online grade roster indicates if the student has previously withdrawn and has been given a "W" or "EW" grade.
2. The instructor shall mark one and only one grade: "A", "B", "C", "D", or "F" or notation "P" or "NP" for each student or, if applicable, assign an Incomplete grade on the final grade roster. See AR 4310.1 (Incomplete Grades) for details.

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