



**ARTICLE 5500: ACADEMIC CALENDAR**

**AR 5520 Course Time Patterns**

The standard course time patterns will be distributed through the office of the Vice President of Academic Affairs. To ensure continuity and student access, these time patterns are to be observed by the departments in the scheduling of classes.

It is the responsibility of faculty members to meet their classes on time and for the time scheduled.

Students are not allowed to enroll in courses that meet at the same time or overlapping time. Administrative approval, based upon consent of faculty members, is required for any exceptions

*Reviewed and/or Updated 10/02*

**AR 5530 Religious Holidays**

It is the college practice that students may be required to make-up missed work from absences due to the observance of a religious holiday, but they cannot be penalized for such absences. This practice applies to any work affecting a student's grade.

*Reviewed and/or Updated 10/02*

**AR 5540 Final Examinations**

Each semester a final examination schedule is prepared for the period designated in the college calendar. The final examination schedule will be distributed through the office of the Vice President of Academic Affairs, and examinations for all full semester classes are to be given during the designated time period. The days of final examinations are counted as instructional days, and as such, the final examination time is a required class meeting. No final examinations are to be given in advance of the regularly scheduled time.

Saturday and Sunday classes, as well as classes that meet for less than the full semester will have the final exam during the last scheduled class meeting.

*Reviewed and/or Updated 10/02*