EXAMINATIONS AND FINALS

PURPOSE

To define the University's position on examination and finals.

POLICY

1. All students are required to take each and every examination assigned by their instructors at the designated time and place. A final examination schedule is posted each semester. When a student misses a final examination with a valid reason, but has met all the other requirements of the course, the Incomplete grade is assigned. If a student misses an examination, instructors may offer a “make-up” examination at their discretion.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.