

## **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.