

**EXAMINATIONS**      The academic performance of students in all credit courses will be evaluated and graded. It shall be the responsibility of the instructor to design and administer appropriate tests and/or other assessments to determine the adequacy of student learning in each course taught. The preparation and administration of examinations/assessments shall be the responsibility of each faculty member who teaches a course at the College, except where divisional or departmental course examinations have been authorized.

**FINAL EXAMINATIONS**      In an effort to evaluate student learning, a final exam or final experience is required in each course as provided for in the course syllabus. Guidelines covering the final examinations are listed below:

1. A final examination or final experience is required as stated in the grading section of the course syllabus. A final exam is defined to include a test, a final project, a portfolio, or other final experience.
2. A final examination schedule will be published each semester. All tests should be given at the time scheduled.
3. Students will not normally be allowed to take a final examination at any time other than the assigned period. Exceptions to this policy may be granted in cases of extreme need when approved by both the faculty member and the appropriate dean or division director.