



## ADMINISTRATIVE PROCEDURE

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**TITLE:** Final Examination

**ADMINISTRATIVE PROCEDURE #** 4235 *(was 716)*

**RELATED TO POLICY #** [Click here to enter text.](#)

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- A. Final examination schedules for each normal grading period will be published concurrently with the class schedule for that period.
- B. No early final examinations may be scheduled without approval of the appropriate supervisor. If approved, in no case may an early final be scheduled that conflicts with student attendance at other classes.
- C. All classes will meet for some type of activity at the designated final examination time unless significant emergency dictates otherwise and the required approval is obtained.
- D. The published final exam schedule is for on-campus or traditional classes, instructors for online or hybrid class formats shall post the final exam plans and schedule in Canvas no later than the second week of class.

**REFERENCES:** NWCCU Standard 2.G.2

**RESPONSIBILITY:**

The Director of Registration and Records is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:** 1/25/2022 by CC

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**