

Final Examination Policies

1. Final examination periods are scheduled by the Academic Affairs Office.
2. Students who are scheduled for **more than two (2) final examinations on the same day** may request to have the excess over two (2) rescheduled through the Academic Affairs Office. Forms are available on the Student Portal and are to be submitted by noon Monday the week prior to final examinations.
3. Final examinations may not be taken early – students are responsible for ensuring that personal matters (e.g., travel, work, weddings, etc.) accommodate the final examination schedule.
4. Students are responsible for informing parents of final examination schedules.
5. Classes will meet during the regularly scheduled final examination period, whether a final examination is given or not.
6. Courses that meet the first half of the semester will have final examinations on the last day of the course – courses that meet the second half of the semester will have final examinations in accordance with the regular final examination schedule.