Chapter Three: Instruction and Instructional Programs

AR 3240
(No League AP)
Final Examinations

The final examination timetable and room assignment shall be prepared by the Office of Instruction and shall be included in each semester’s Schedule of Classes. Consecutive final examination time slots will be separated by at least ten minutes. The final examination timetable and room assignment shall be adhered to for all courses except for courses in which the Vice President, Instruction (or designee), prior to the beginning of the final examination period, approves an alteration.

Final examinations for semester-length classes are scheduled for three hours. For short-term and late-starting courses, arrangements for final examinations will be determined independently between the division involved and the Office of Instruction. Open-entry courses for which there are no normally scheduled final examinations shall continue their usual classroom activity during final examination week but at a time determined by the final examination schedule.

Adopted: April, 1988
Revised: March 1, 2012