AR 4124   Refunds

If a student is eligible for a refund, it will be processed and mailed within 45 days of the start of the semester.

1. Tuition and health fees are fully refundable for within the first two weeks of the semester only. A $10 processing fee is charged against the amount refunded.

2. If all classes are dropped within the first 10% of the term semester, 80% of the A.S. fee will be refunded.

3. The I.D. card fee is not refundable.

4. Materials fees are not refundable on or after the first day of the semester.

5. Nonresident tuition is fully refundable through within the first 10% of the semester.

6. Parking fees can only be refunded in full for within the first three weeks of the Fall and Spring semesters and for within the first two weeks of the Winter, Summer and short term sessions. The permit and receipt must be presented at the Auxiliary Services Office.

AR 4310   Final Examinations and Grades

Final examinations for semester-long classes (16 weeks) are to be given during the last one and one-half weeks of each semester, according to as specified in the schedule distributed through the Office of Academic Affairs via the Schedule of Classes. During 6 or 8 week sessions, final exams are given during the final week. Final examinations are to be given according to the schedule distributed through the Office of Academic Affairs via the Schedule of Classes.

No final examinations are to be authorized outside of the regularly scheduled time period.

Final examinations are not authorized to be given outside of the regularly scheduled time period without the approval of the Vice-President of Academic Affairs, except in the following instances:

1) Students with documented disabilities shall be reasonably accommodated (See AR 4115 – Academic Adjustments for Students with Disabilities) for exams taken outside of the scheduled time
period. DSPS, the instructor, and the student will determine the time of the rescheduled exam. The exam will take place at a time and date as close to the original time and date as possible, if the exam is taken in proctored exam rooms at a time during the hours in which the proctored exam rooms are available for use at a time which approximates the regularly scheduled exam time.

2) At the instructor’s discretion. If a scheduling conflict arises, an instructor may allow a student to take the final examination with another of that instructor’s sections. However, the instructor is not obligated to provide these alternatives students when these time conflicts occur.

After final examinations, instructors shall report final semester grades to the Admission and Records Office or submit grades online. Once a grade is submitted, there shall be no authority to change it except when an instructor can certify that a clerical or mathematical error was made or that extenuating circumstances exist. The final examination schedule will be distributed through the Office of Academic Affairs via the Schedule of Classes.

Early Final Examinations

No final examinations are to be authorized. Final examinations are not authorized to be given in advance of the regularly scheduled time without the approval of the Vice-President of Academic Affairs. At the instructor’s discretion, a student may be shifted from one section to another for a final examination.

Nonappearance at Time of Final Examination

When a student does not show up for his/her scheduled final examination without good cause, it is suggested that the instructor give an “F” grade for the final examination and that this grade be averaged into the semester’s total for the final course grade. Students with documented extenuating circumstances may be eligible for an Incomplete course grade. See AR4310.1 (Incomplete Grades) for details.

Final Grades and Reports

Final grades are due in the Admissions Office by the deadline published in writing by the Admissions Office which is consistent with the union
The collective bargaining agreement. When submitting grades, instructors must follow the instructions listed below:

1. The online grade roster includes notations indicates if the student has previously withdrawn and has been given a “W” grade.

2. Mark one, and only one grade—A, B, C, D, or F for each student or, if applicable, assign an incomplete grade, if applicable, on the final grade roster. See AR4310.1 (Incomplete Grades) for details.

3. No incomplete grade is to be given on the final grade roster unless the clearance has been made with Admissions and Records, or administrator in charge. Assign an incomplete grade, if applicable, on the final grade roster. See AR4310.1 (Incomplete Grades) for details.

Reviewed and/or Updated: 4/29/2003-11/17/2009 (SAC Committee)

AR 4310.1 Incomplete Grades

Incomplete grades in a course or courses may be approved when illness, accident, emergency, or special circumstances beyond the student's control prevents the student from taking the final examination or completing other immediate "end of semester" course requirements. The student must be passing the class with a “C” or better prior to the final exam or final project. The Incomplete grade is not to be used to extend deadlines for coursework which the student might reasonably be expected to meet.

To receive an Incomplete (“I”), students must complete a “Request for Incomplete” form and submit the form to the Instructor of Record before instructor’s submission of final grades or the College’s official deadline for submission of final grades, whichever comes first. The Instructor of Record must fill out the online request during the submission of final grades. Instructors may approve the “Request for Incomplete” if they believe that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. This should be done only if he or she believes that such an approval is appropriate and that the student has justifiable reasons to warrant the Incomplete grade. Instructors may require documentation that supports the student’s request. Instructors are not required to grant Incompletes, and such decisions by the instructor are final and may not be appealed by the student.

The instructor will determine the date by which the “I” must be completed; this date shall be no later than one year from the end of the term in which the original grade was assigned. The instructor shall record with the Office of Admissions and Records in the online grade roster the conditions necessary for the removal of the “I” and the grade to be assigned (A through F) if the conditions are not met. The student and instructor will both receive copies of said conditions.
Incomplete grades will count in "Units Enrolled" but will not be included in "Units Attempted" or "Units Completed" and no grade points will be assigned.

Reviewed and/or Updated: 05/18/04-11/17/09 (SAC Committee)