AR 4310  Final Examinations and Grades

For semester-long classes (16 weeks), final examinations are given during the last one and one-half weeks of each semester, during 6 or 8 week sessions, final exams are given during the final week. During 6 or 8 week Final exams for sessions shorter than 16 weeks 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.

Administering Final Examinations Outside of the Regularly Scheduled Time Period

Final examinations are not authorized to be given in advance of the regularly scheduled time period other than the regularly scheduled 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. Students with documented disabilities may be accommodated for exams taken outside of the scheduled time period, if the exam is taken in proctored exam rooms at a time designated by the instructor.

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
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.

Final grades are due to be submitted online by the deadline published by the Admissions Office on a date specified in the final examination bulletin, which is consistent with the union contract and the collective bargaining agreement. When submitting grades, instructors must follow the instructions listed below:

1. The online grade roster includes notations that indicate 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 prevent 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 the 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.

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