
Procedure: Final Exam Guidelines

Reference No.: 3.16

Authority: College President

Cross Reference: Policy 1.1

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1. General Guidelines:

For those full-semester courses having comprehensive final exams:

- A. Comprehensive final exams must be given during the final examination period and not during the last week of classes.
NOTE: Non-comprehensive unit exams may be given during the final examination period.
- B. Comprehensive final exams must maintain appropriate academic standards and fulfill requirements specified by the instructor's department.
- C. Comprehensive final exams will not count more than 25% of the student's final grade.
- D. A student shall not be required to take more than two final exams on the same day. If three or more finals are scheduled on the same day, the student may request, from the instructor, individual accommodation.