**Examination Policy**

Tests and examinations serve to motivate the student to more effective study as well as to determine the degree of mastery of the course. They also help the instructor to be less subjective in his evaluation of student progress. Examinations should be prepared to stimulate the student to think and challenge him to recall factual information.

The specific types of examinations are determined by the instructor and the nature of the course. Effort should be made by each instructor to give a balance of different types of tests. The instructor should always keep in mind that every test should be designed for the benefit of the student and should be an educational experience.

A student may not be given permission to make up tests unless the Vice-President for Academic Affairs has issued an official absence.

Final examinations are to be given during the final examination period at the time scheduled. No change is to be made without written authorization from the academic dean. Changes are only allowed when both instructor and class have unanimously agreed on the change, do not violate academic principles already established, and do not conflict with other tests.

Permission for a student to take a final examination out of schedule must be approved in writing by the academic dean. Such permission will be granted only when there is an emergency situation existing beyond the student’s control. Students who have not returned library books pay demerit fines & library fees. Students who have outstanding balances will not be able to take final exams.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 4.01 and 7.04.10  
Policy Revised: 8/2/04 Language amendment to merge handbook statements*

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