

Final Examinations

Responsible Unit: Academics, Vice President's Office
Reference: [Rules of the KCTCS Senate, Section V: 2.0.3.4](#)
Date Approved: November 2007
Date Revised: August 2015

Unless an alternative arrangements is approved by the Assistant Dean, faculty are to give students a final assessment (e.g., a test, paper, or project), which normally takes place or is due during the established examination time of the finals week. Faculty are to remain fully engaged in the college community, including holding office hours, during the academic session.

Final Examination Conflicts

Any student with more than two examinations scheduled on one day is entitled to have an examination rescheduled. All petitions for rescheduling must be made in writing to the instructor no later than one week prior to the last class meeting. Final examinations may be administered other than the regularly scheduled times only with the approval of the Assistant Dean. If rescheduling of an examination presents a conflict, the student is entitled to take the examination at the originally scheduled period or at another time during the examination week by mutual agreement with the instructor. If the conflict cannot be resolved among the instructors, the Assistant Dean will resolve the issue.