Instructors are required to keep a record of the grades of students in their classes and must report final grades to Enrollment Services at the end of the semester. Significant information relative to the determination of an individual student’s grade should be maintained in the divisional or instructor’s office for not less than one year.

The number, frequency, and relative weight of quizzes and examinations administered during the term in any given course are a matter of academic divisional policy. In general, authorized absence and attendant makeup privileges should be limited to personal emergencies of a serious or unavoidable nature, such as the following:

1. Documented illness
2. Documented death within the immediate family or household
3. Participation in an official College-approved activity (athletic contests, forensics, student government conferences, authorized field trips, etc.) as official members of a team or group or as designated representatives
4. Court-ordered appearances
5. Non-deferrable directives from a draft board or military authority or similar justifications of an authoritative nature that are beyond individual control or deferment and distinctly not personal convenience, choice, or preference.

Other situations may be considered provided instructors are consistent in their application of their rules as described in the syllabus. The appropriate Dean/Director may also be consulted.
A final examination is required in all courses except those specifically exempted by the Academic Affairs/Curriculum Committee. For some courses, departmental policy requires that the student take the final exam before a passing grade can be earned. For all other courses, a student who does not take the final exam and is not eligible for a makeup exam will receive a zero for the exam. The zero will be averaged into the course grade.

The final examination schedule will be distributed in the class schedule for each semester. Copies of final examinations are to be maintained within the division for not less than one year.