A final exam is required in all courses except those specifically exempted by the Vice President for Academic Affairs/Curriculum Committee. When a final exam is required that a student must complete, the student must 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.

Faculty members will not administer final examinations at other than the regularly scheduled times or excuse students from taking final examinations. A student who reports to and takes any part of the final examination ordinarily will not be allowed to defer or retake that final examination.

A student who is absent from final exams due to illness, court-mandated appearance, or other extreme emergencies must contact the appropriate dean/director/division director immediately and provide reliable evidence for these situations.

Final examinations may be rescheduled only for extreme emergencies. All such emergencies must be approved by the appropriate dean/director/division director. The following are not usually considered to be extreme emergencies:

1. Airline reservations
2. Ride-sharing
3. Vacation plans
4. Weddings
5. Lack of preparedness
6. Calendar conflicts with other institutions
7. Work schedules
8. Transportation problems
9. Housing problems

A deferred examination must be taken by the end of the next term (regardless of whether the
student is enrolled for that term) or an automatic "F" will be given in the course.