

### ***Examinations and Grading***

Students will be expected to take their final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the appropriate dean. The request for an early exam must be made three weeks in advance of the final examination period. Makeup examinations or early examinations are not permitted unless the student satisfies the faculty member and the dean that the absence involves an official college trip, a return or responsibility to another educational institution, or an emergency such as illness (doctor's statement), death in the family, or court appearance. A final examination schedule is issued each semester by the Dean of Academic Programs and is posted on the College website each semester.