



Final examinations, when required and listed on a particular course schedule, are given at the end of a course. If a course stipulates a final exam, attendance is mandatory. Instructors may not reschedule final exams except in extreme circumstances. A student absent from a final examination for any reason (such as illness, emergency, or scheduled post-season athletic competition must have official documentation from a physician, police officer, coach, etc.) and must make arrangements with the Chief Academic Officer and the instructor for a special examination. All examinations should take place in the location (campus location and room) specified by Registration and Records.

Final Exam Policies for Traditional 15-week Courses

Traditional courses end seven days prior to the end of each semester. There is a day following the last day of classes, designated as Reading Day for the purpose of concentrated study, when no classes are held. The six-day period following Reading Day is set apart for final examinations. The schedule for examinations is determined by the Office of Registration and Records. **No exams shall be given nor can a take-home exam be due on Reading Day.** Instructors in Traditional courses are encouraged not to give major exams in the seven class days prior to Reading Day, and absolutely **no final comprehensive exams should be given during that seven-day period.**

If a Traditional student taking several courses in a semester has more than two final exams scheduled on one day, that student may request to reschedule one exam through the Office of Academic Affairs.

Final Exam Policies for Online Courses

As stated in the CEA (Course Expectation Agreement) that is presented at the beginning of every Online course, students have agreed to the King University Honor Code and also not to engage in the misuse of identity or technology. This means that each student must take all course exams including the final exam and not allow another person to log on to Blackboard with false credentials for the purpose of taking a final examination.